MIT Undergraduate Biochemistry Association (MUBA)
Constitution

Article I: Purpose

Section 1:
The mission of the MIT Undergraduate Biochemistry Association (hereafter referred to as MUBA) is to strengthen the undergraduate experience in biochemistry at MIT by serving to inform students about the educational and research opportunities that exist on campus, to provide professional advice, and to provide an outlet for professional outreach.

Article II: Membership

Section 1:
Any member of the MIT community is eligible to become a member of this organization. One is considered a member of this organization in any given academic term if she has attended at least one club activity and one meeting in the preceding or current term.

Section 2:
The organization's membership will at all times consist of at least 5 MIT students and be more than half MIT students.

Section 3:
This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.

Section 4:
If this organization charges any monetary dues, there will be exceptions made for students that cannot afford these dues.

Article III: Officers

Section 1:
All officers must be full-time undergraduate or graduate students at MIT.
Section 2:
The officers of MUBA shall be President, Vice President, Treasurer, Publicity Chair, Course Representative, Webmaster, and Freshman Representative.

Article IV: Responsibilities of Officers

Section 1:
The President shall be the official representative of the group to any other organization and to MIT. He/she will also lead the executive meetings as well as the general body meetings. The president is responsible for determining when meetings are and publicizing this to the group.

Section 2:
The Vice President performs the duties of the President in his/her absence, serves as representative to regular ASA (Association of Student Activities) meetings, coordinates the preparation of all awards applications and records the minutes of exec meetings.

Section 3:
The Treasurer creates a working budget with the exec board, processes refunds for event supplies, communicates budget updates and money matters to the exec board, creates and maintains an updated calendar of MUBA events and reserves all necessary rooms for meetings.

Section 4:
The Course Representative acts as MUBA’s primary liaison to the individual academic departments (Biology, Chemistry, Biological Engineering, BCS, etc.), faculty and students. The Course Representative is responsible for interacting with departments for events and funding, along with mentoring freshmen considering the respective majors.

Section 5:
The Webmaster updates and maintains the official MUBA website. He/she takes photos at events, maintains an up-to-date listing of current UROP openings and determines new ways for MUBA to connect with the greater MIT community through the internet. NOTE: experience with web design/programming is recommended.
Section 6:
The Freshman Representatives work with the other exec officers to plan events. They are each in charge of co-planning one event a semester.

Article V: Meetings
Section 1:
Meetings shall be held at least once a month. Meetings shall be presided over by the president, unless he/she is absent, and in that case the vice president shall preside. All decisions shall be made by a majority vote of all members present. Quorum for a meeting shall be two-thirds of the exec board.

Article VI: Amendments
Section 1:
Amendments shall be presented by any member of the organization.
Section 2:
Amendments shall be passed by a two-thirds vote of the members present.
Section 3:
Quorum for amending this constitution shall be two-thirds of the exec board.

Article VII: ASA Governance Clause
MUBA agrees to abide by the rules and regulations of the Association of Student Activities, and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.