

Graduate Bioinformatics Council Constitution

Article I: Name

The organization shall be called the Graduate Bioinformatics Council at UCSD, herein called "GBIC" at UCSD.

Article II: Statement of Purpose

The objective of the GBIC shall be to represent and advance the career, community, and outreach interests and objectives of the students of Bioinformatics and Systems Biology ("BISB") PhD programs. These programs include the Bioinformatics & Systems Biology (BISB) and Biomedical Informatics ("BMI") doctoral tracks.

Article III: Non-Profit Status

GBIC at UCSD is a non-profit student organization.

Article IV: Membership

Any person duly recognized as a graduate or professional student in the BISB PhD programs at UCSD, shall be a full member of GBIC. Subject to applicable qualifications, all members shall be eligible to hold office in the GBIC or any of its subordinate organizations.

Article V: Frequency of Meetings

There will be at least three general body meetings (GBMs) throughout the year, one in each academic quarter. Within the organization, these meetings will be known as "Journal Clubs".

Article VI: Qualifications for Holding Office

Any GBIC member can hold office. If someone graduates or leaves in the middle of their term, they will work with the other officers to fill the position by appointing another individual. Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.

Major Positions

The major positions of GBIC consist of eight (8) individuals: President, Director of Internal Affairs, Director of External Affairs, Director of Outreach, Director of Development, Director of Onboarding, Director of Finance, Director of Student Wellness.

Other Positions

Number of required individuals for a particular position other than President, Director of Internal Affairs, Director of External Affairs, Director of Outreach, Director of Development, Director of Onboarding, Director of Finance, Director of Student Wellness, can be changed by the appropriate Director with the consent of the President. Additional positions can be created at the discretion of the appropriate Director, with the consent of the President.

Executive Board

- President
 - The goal of this office is to oversee the organization, run meetings, and ensure that organizational tasks are being completed in a timely manner. In addition, their duties include acting as the organization's Secretary (e.g. taking minutes during meetings), handling all official emails and forms, communicating with the BISB PhD program Webmaster to update online materials, and managing GBIC-related list serves. They may employ a subcommittee of members to accomplish these tasks, or delegate these duties to other Directors.
- Director of Internal Affairs
 - The goal of this office is to promote GBIC representation on the UCSD campus. Their duties include organizing the Bioinformatics Exchange (BEx) Welcome Retreat for students in the BISB PhD programs, representing GBIC at the Graduate Student Association (GSA) council meetings, planning program-wide

town hall meetings, and hosting 'tips and tricks' presentations for students. They may employ a subcommittee of members to accomplish these tasks.

- Director of External Affairs
 - The goal of this office is to promote GBIC representation outside of the UCSD campus. Their duties include helping organize the interdepartmental Thursday seminar speakers in collaboration with the UCSD Genetics Training Program and the UCSD Institute for Genomic Medicine (IGM), communicating with external organizations, and acting as a liaison to the alumni. They may employ a subcommittee of members to accomplish these tasks, in addition to the positions listed below.
 - Subcommittee
 - Seminar Speaker Chairs (2-3)
- Director of Outreach
 - The goal of this office is to promote GBIC participation in outreach programs with a specific goal of trying to improve diversity in our graduate program and in STEM in general. Their duties include working with outreach organizations in San Diego to facilitate BISB PhD program involvement, organizing outreach events for the BISB PhD program, and planning BISB PhD program representative involvement in diversity-focused initiatives. They may employ a subcommittee of members to accomplish these tasks.
- Director of Development
 - The goal of this office is to facilitate communication of GBIC with any and all bodies. Their duties include organizing social events for BISB students, such as the Journal Clubs and the annual Bioinformatics Exchange (BEx) Welcome Retreat for BISB students. They may employ a subcommittee of members to accomplish these tasks.
- Director of Onboarding
 - The goal of this office is to facilitate the transition into the PhD program. Their duties are concerned with incoming and first year students including: organizing recruitment events for interview weekend, overseeing a 1-week bootcamp before classes begin, appointing a first year representative, and facilitating peer mentorships within the BISB PhD program and fellowship reviews. They may also employ a subcommittee of members to accomplish these tasks, in addition to the positions listed below.
 - Subcommittee
 - Bootcamp Chairs (2-3)
 - 1st Year Representative (1)
 - Preference for this position goes to "Boot Camp" instructors for the program.
- Director of Finance
 - The goal of this office is to act as a liaison with the fund manager for the BISB PhD program, as well as the other officers to oversee all financial activities of the organization, including reporting on revenue, working with the President to manage "Department Per Capita" (DPC) funding provided to the BISB department by the GSA, budgeting, disbursing funds to any of the Directors, implementing financial policies, and improving financial processes. They may employ a subcommittee of members to accomplish these tasks.
- Director of Student Wellness
 - The goal of this office is to oversee and monitor any wellbeing initiatives set forth by GBIC, as well as develop programs or organize events that create awareness, motivation, and provide tools to GBIC members that help them adapt and maintain a well-rounded healthy lifestyle as a graduate student in any of the BISB PhD programs. They may employ a subcommittee of members to accomplish these tasks.

Eligibility

Any eligible member of the organization (see Article IV) can run for office.

Voting

Elections will be held at the GBM of the Spring quarter and the first GBM of the Fall quarter. Unfilled positions with elections in the Spring are filled in the Fall elections. All present members of the meeting can cast a vote.

Term Length

Most positions will start at the end of Spring quarter following elections and end the following Spring quarter after elections. Students may hold as many terms at a particular position as desired, but must be re-elected each year to the position.

Removal from Office

If a majority of individuals holding major positions believe that a particular member in office is not fulfilling the duties of their positions, they can be removed from their elected position and replaced by another eligible member through the discretion of the other major position holders. Removal can only be carried out if the individual is not accomplishing their duties. Differences in opinion of how to carry out a position are not grounds for removal of office.

Article VII: Risk Management

There are no anticipated risks related to medical, bodily injury, or exposure to hazardous materials associated with participation in GBIC activities. GBIC at UCSD is a registered student organization at the University of California, San Diego, but not part of the university itself. GBIC at UCSD understands that the University does not assume legal liability for the actions of the organization.

Article VIII: Community Advisor

The Community Advisor shall be appointed by the GBIC officers, and will be tasked with supervising the organization, as well as serving as a liaison between the BISB PhD program administration and faculty and GBIC officers. The advisor shall be a faculty or staff member affiliated with the BISB PhD program, and will serve at the beginning of Fall quarter and end the following Spring quarter after GBIC elections. The Community Advisor may hold as many terms as desired, but must be re-appointed by the GBIC officers each year to the position.