

Immunology Graduate Student Board (IGSB)
Integrated Department of Immunology
University of Colorado Health Science Center

Constitution

Article I. Title and Statement of Purpose.

- A. Title: The Immunology Graduate Student Board (IGSB) is defined as a representative governing body of graduate students that are responsible for organizing graduate student involvement and act as a formal contact for faculty interaction.
- B. Statement of Purpose: The purpose of the IGSB is to promote the education and welfare of the immunology graduate student body at the University of Colorado Health Science Center and National Jewish Medical Research Center. The goals of the IGSB include the following:
- To present cohesive communication of graduate student concerns to the appropriate faculty committees through the selection of student representatives by the immunology student body.
 - To provide an organized forum for graduate student board officers to obtain feedback from each other and the student body.
 - To responsibly allocate a graduate student budget.

Article II. Membership and Offices of the Board

A. Membership

Members of the IGSB shall be chosen and accepted without discrimination on the basis of race, religion, national origin, sex, age, or sexual orientation.

B. Offices

- 1) Communications Chair: The communications chair is responsible for developing and maintaining a student website through interactions with the *Website Committee* and *Network Support* at UCHSC and NJMRC. They are also responsible for providing UCHSC Immunology program information to universities around the country, for working on the "prospective students" website, and for organizing other forms of interaction with undergraduate universities. The chair will select additional students to serve on the Student Communications Committee (SCC) to assist the chair in developing the content of the student website by designing its technical aspects, collecting information, writing articles, and selecting images for internet publication. The SCC should also hold discussions with the student body to obtain feedback on the development and maintenance of the website. The communications chair is responsible for providing UCHSC Immunology program information to current and prospective students by maintaining the department website and providing Immunology program information (in other forms of media) to undergraduate institutions throughout the country.
- 2) Recruitment Chair: The recruitment chair is responsible for working with faculty on the *Admissions Committee* to organize student involvement in the recruitment/interview weekends. The chair will select additional students to assist with the following duties: arranging all transportation, assembling and distributing gift bags, organizing dinners and activities, coordinating all aspects of the faculty party, assisting the faculty in recruiting students for presentations, and overseeing advance payment and reimbursement for all expenditures related to the recruitment weekend. The recruitment chair will also be responsible for collecting student feedback after recruitment and relaying that information to the faculty *Admissions Committee* and the IGSB.

- 3) Immunology Seminar Series Student Chair: The Seminar Series Chair should select other students to assist with the following duties: working with the faculty and administrative staff on the *Department Seminar Committee*, organizing a vote for the student-invited speakers, formally inviting potential speakers, organizing itineraries and transportation, and coordinating reimbursement for all expenditures by students and the speaker. They will also be responsible for organizing student lunch meetings with regular seminar speakers including purchasing food, documenting attendance, and arranging advance payment and reimbursement.
- 4) Student Retreat Chair: The Student Retreat Chair should recruit volunteers to assist with their responsibilities. The student retreat chair will select a date and location for the annual student retreat that accommodates the majority of the student body, and invite selected students from outside the immunology department. They will also be responsible for coordinating an itinerary that includes time for student business, research discussion, meals and entertainment. They will be in charge of allocating the budget and arranging for advance payment and reimbursement. The retreat chair will also serve as the student representative on the Annual Immunology Department Retreat organization committee.
- 5) Journal and Data Club Officer: The duties of this officer include arranging a speaker schedule, informing the administration (Kathy Davis) and Communications Chair, and reserving the location and necessary A/V equipment. Additionally, for Data Club, the officer should publicize the date, time, and location of presentations. Should there be funds remaining in the graduate student budget, the JDC officer will be responsible for occasionally providing food.
- 6) Graduate Affairs Representative: The Graduate Affairs Representative (GAR) serves as a representative voice for the graduate student body to the faculty. Sessions should be conducted concerning various topics of graduate student interest (including course restructuring, preliminary and comprehensive exams, recruitment and admissions). Issues raised by the student body to the GAR should be reported to the IGSB for discussion and adoption of a plan of action. The GAR will act as a liaison to appropriate faculty members or committees and will only attend portions of faculty committee meetings that are deemed appropriate. This office is limited to 3rd-year and above graduate students.
- 7) New Student Integration Officer: The New Student Integration Officer is responsible for contacting 1st year students prior to their arrival in Denver, distributing and compiling a student interest questionnaire, and pairing each incoming student with a Buddy. They are also responsible for ensuring that new immunology 1st year, BSP, and MSTP students receive notice about social functions during the summer and fall, for organizing the Welcome Lunch with 2nd year graduate students, for organizing a refresher tour of the campus (including the Fitzsimmons campus) following their orientation, and working with Raul Torres to find faculty speakers for the 1st year luncheons.
- 8) Graduate Student Council and Student Senate Representative: The Graduate Student Council Representative will attend GSC and *Senate* meetings, report any concerns of the immunology graduate student body, and summarize the issues covered at GSC meetings to the IGSB. They will also be responsible for helping the immunology student body maintain interaction with the UCHSC Fitzsimmons campus by providing detailed seminar and activity announcements to the IGSB communications chairperson, and helping to coordinate transportation.
- 9) Teaching and Learning Opportunities Officer: The Teaching and Learning Opportunities Officer is responsible for organizing the Pomona High School Teaching week. They will also be responsible for establishing a list of other teaching opportunities in the Denver

area, and for organizing one Training seminar (about alternative career opportunities, public policy, teaching, industry, etc).

- 10) Secretary: The Secretary is responsible for maintaining the minutes of each IGSB meeting, collecting minutes from any officer of the IGSB that holds individual meetings, and maintaining a copy of the duties and protocols for IGSB offices. They are also responsible for organizing and counting the votes for IGSB offices and the student-invited speakers. The Secretary is also responsible for tracking expenditures from individual budgeted officers and the IGSB commitment. They must work with department administrators to ensure that the IGSB accounting of the commitment matches that reported by the department.
- 11) 1st Year Representative: The 1st Year Representative is a first year student, elected by their 1st-year peers in the fall, which will attend IGSB meetings and report the concerns of the 1st year students.
- 12) Immunology Graduate Student Board Director: At the first IGSB meeting of the year, the board will elect one of its members, with the exception of the 1st-year Representative and the Secretary, to act as Director for that year. The IGSB Director, in addition to the duties of the office for which they were elected, will be responsible for scheduling and running meetings, assisting with election procedures, and will act as the official IGSB contact.

C. Terms of Office

1. All terms of office shall be one year in length.
2. Officers may hold more than one term of office by being re-elected.
3. Each student may hold a maximum of two offices per one-year term.

D. Eligibility: In order to hold an office on the Immunology Graduate Student Board students must fulfill the following three criteria:

1. 1st-year and above immunology students that have completed the 1st-year immunology course requirements.
2. Students that do not anticipate graduating during that term of office.
3. Students in good academic standing, as defined by UCHSC and the Immunology Department.

Article III: Amendments

- A. All amendments, additions or deletions to the Constitution or Bylaws shall be submitted in writing to the IGSB Director.
- B. Quorum is defined as 3/4 of the IGSB membership. Board members holding two positions shall be considered one board member.
- C. Amendments to the constitution shall require a 2/3-majority vote of quorum for approval.
- D. Amendments to the bylaws and all other binding votes shall require a majority vote of quorum for approval.

Article IV. Bylaws

A. IGSB Meetings

1. The IGSB will hold quarterly meetings at which all officers are required to attend. If a member is unable to attend a scheduled meeting, that member must prepare a written account, detailing their progress since the previous IGSB meeting.
2. The general meeting format will attempt to follow Robert's Rules of Order.
3. Meetings will be held in June, September, December, and March.
4. All IGSB meetings will be open to the student body and any interested faculty or administrative parties to attend.

- B. Election Procedures: the immunology student body will elect Members of the IGSB.
1. The Secretary will collect nominations one week prior to voting via email. Students will be notified of their nomination and will be given the opportunity to accept or decline nomination for that position.
 2. Ballots will be distributed to each graduate student by the Secretary and will be returned anonymously. The Secretary will notify the students elected to each position, and students will be given the opportunity to accept or decline.
 3. In the event of a tied vote, the student who has not been elected to any other position shall be given priority. If neither student is serving on the board in another position, a run-off election will be held prior to the first board meeting.
 4. The Graduate Program Director (Raul Torres) will verify each student's academic standing prior to the announcement of election results.
 5. If a student declines a position, the next runner up will be allowed to fill that position.
 6. Elections are to be held in May, terms will begin June 1st.
 7. Previous board members must prepare their incoming counterparts for their position and pass on a notebook containing necessary information about their duties.
- C. Faculty Involvement:
1. Concerns regarding the performance of a student representative on a faculty committee are to be addressed in writing to the IGSB Director for review by the IGSB.
 2. Suggested alterations to the rights and responsibilities of IGSB representatives on a faculty committee as outlined in this Constitution shall be provided with specific details, in writing, to the Director of the IGSB for consideration.
 3. The faculty shall provide information to the IGSB regarding any faculty committee they feel requires student representation.
- D. Procedures for Excusal and Resignation of an Elected Officer
1. Grounds for excusal of an officer from the IGSB include: failure to fulfill their duties as described in the Constitution, inappropriate conduct of an officer while representing the student body, or failure to remain in good academic standing as defined by UCHSC and the Immunology Department.
 2. Written notification of the failure of an elected officer of the IGSB must be received by the Director of the IGSB and include detailed information regarding the complaint. The officer in question will be given the opportunity to resign.
 3. The Director must call a special closed meeting of the IGSB to review the written grievance, hear from the involved parties, and allow for rebuttal by the officer in question.
 4. Excusal and replacement of an officer may occur by a 2/3 majority vote of the IGSB.
 5. Voluntary resignation of an officer may occur in any cases when the officer feels they are no longer able to fulfill the responsibilities required of their office. A written letter of resignation must be submitted to the Director of the IGSB.
 6. Upon excusal or resignation of an officer, a replacement officer must be nominated and elected into office following the aforementioned Election Procedures (Article IV Section B) within 2 weeks after original officer steps down.
- E. Financial Commitment to the IGSB and procedures for its allocation
1. The IGSB Commitment is defined as a "promise to pay" by the Immunology Department for the purpose of funding allowable student related activities.
 2. The following officers of the IGSB will be allocated a budget included in the overall IGSB Commitment for the purpose of fulfilling their duties as described in Article II.

- a. Recruitment Chair: The Recruitment Budget will be used to fund all meals, entertainment, gift bags and local ground transportation costs incurred during the annual recruitment of graduate student applicants including any participating students, faculty and post-doctoral fellows during the interview weekend. The Recruitment Budget will not be used to reimburse air travel and lodging of recruited applicants.
 - b. Student Retreat Chair: The Retreat Budget will be used to fund all aspects of the annual Immunology Graduate Student Retreat including meals, lodging and mileage reimbursement.
 - c. New Student Integration Officer: The New Student Budget will be used to fund welcoming events during the beginning of the school year for the purpose of introductions and integration of new students into the department.
 - d. Admissions Chair: The Admissions Budget will be used to fund activities and tangible items used to increase exposure of the Immunology Graduate Program to other universities and the community. The Admissions budget will exclude any costs associated with website maintenance and web advertising.
3. The following officers of the IGSB will be allocated a budget excluded from the overall IGSB Commitment for the purpose of fulfilling their duties as described in Article II.
 - a. Immunology Seminar Series Chair: The Seminar Budget will be used to fund all meals, entertainment and ground transportation associated with student-invited speakers. The Seminar Budget will exclude air travel, lodging and honorarium costs.
4. The budget for the subsequent IGSB term will be submitted in March using informative sources such as expense reports, formulas, IGSB commitment accounting, and input from relevant officers, departmental administrators and faculty. The Immunology Department Administrator/Chair retains the sole right to approve and modify individual budgets.
5. Each officer allocated a budget has a responsibility to prudently plan, execute and analyze the financial impact of their decisions when spending departmental funds. They must also report expenditures to the IGSB secretary for review by the IGSB.
6. All expenditures, regardless of office for which funds are spent, must meet the criteria of an allowable business expense as defined by the department, finance and accounting departments of both National Jewish Medical and Research Center and the University of Colorado Health Science Center. Each officer must follow the rules and procedures for reimbursement and advise any colleagues assisting them in paying for student activities of these rules.
7. Expenditures that exceed the budget must have prior approval from the Immunology Department Administrator/Chair who also retains the right to decide whether overages are deducted from the overall IGSB commitment.
8. Expenditures that are less than the annual budget for that office will be retained in the overall IGSB commitment. The IGSB retains the right to approve the use of these excess funds for any allowable business expense they determine will benefit the student body regardless of the office from which the surplus came.
9. Any remaining balance in the IGSB commitment will continually roll-over from year to year.
10. Any officer receiving UCHSC procurement credit cards must follow all rules and procedures associated with these payment devices.
11. The IGSB may petition the Immunology Department in writing for additions and changes to the annual budget at any time. The Department Administrator/Chair retains the sole right to approve or reject any budget petition.