

Society for Epidemiologic Research - Student Caucus

Bylaws

Ratified June 17, 2005

Approved, July 2006

Article I. Name

The name of this organization shall be the Society for Epidemiologic Research-Student Caucus (SER-SC).

Article II. Mission

The mission of the SER-SC is to facilitate the educational experiences and professional development of students in epidemiology-related disciplines by providing information, resources, and networking opportunities; facilitating student exchange of research ideas; and providing service to the SER and advancing and promoting the SER-SC.

Article III. Objectives

1. To develop opportunities for educational and professional development and networking during and beyond the SER annual meeting.
2. To serve as a network for the continuous dissemination of educational and professional development resources and opportunities of special interest to students.
3. To facilitate student participation, involvement and leadership within SER-SC and SER.
4. To advocate and represent students within SER and maintain student representation in the organization's Executive Committee.
5. To promote student membership in SER that will ensure broad representation of professional fields of study and personal and academic backgrounds.

Article IV. Membership

1. All SER current dues-paying student members are automatically members of the SER-Student Caucus.
2. Membership in the SER-SC extends for one year past the termination of student status, provided membership in SER continues.
3. Undergraduate and graduate students, trainees and fellows are eligible for membership. Post-doctoral students are also eligible for student membership.
4. SER-SC shall not discriminate on the basis of gender, race, nationality, religion, sexual orientation, disability or opinion.

Article V. Composition of the SER-SC Executive Committee

1. SER-SC Executive Committee shall be comprised of the following officers:
 - a. President;
 - b. Vice President;
 - c. Secretary/Communications;
 - d. Membership/Nominations Committee Chair(s);
 - e. Program Committee Chair(s);
 - f. Abstracts Committee Chair/Treasurer;
 - g. Ex-officio member [If the immediate past president is still eligible for membership in the SER-SC, he/she will hold the ex-officio position. If the immediate past president is not eligible for student membership, any former SER-SC president eligible for student membership may fill the ex-officio seat].
2. Committee co-chairs are permissible for the Membership/Nominations Committee and Program Committee. The co-chair positions will be filled by the top two vote-receiving candidates, providing both agree to share the office prior to the election.
3. All officers are strongly encouraged to attend the SER Annual Meeting.
4. The president will not be a voting member unless there is a tie, and then the president's will cast the tie-breaking vote.
5. The ex-officio member will be a voting member.

Article VI. Duties for the SER-SC Executive Committee

1. All SER-SC members of the Executive Committee shall fulfill their duties as described in these Bylaws.
2. Terms of Office
 - a. The term of the elected candidate shall be from the conclusion of the Annual SER Meeting through the conclusion of the following Annual SER Meeting.
 - b. Elected candidates shall be announced shortly before the next Annual SER Meeting.
 - c. No officer shall serve more than 2 consecutive terms in any one position.
3. The President shall:
 - a. preside over the SER-SC Business Meeting which is held during the Annual SER Meeting;
 - b. preside over SER-SC meetings/conference calls held throughout the year;
 - c. oversee all Standing and *Ad Hoc* Committees;
 - d. appoint *Ad Hoc* Committee Chairs with majority approval of the SER-SC Executive Committee;
 - e. present semi-annual reports to the SER-SC Executive Committee and general membership;
 - f. represent the SER-SC to the SER Executive Board and other organizations;
 - g. along with the Treasurer, authorize the expenditure of funds on behalf of SER-SC in accordance with the approved annual budget and Bylaws;
 - h. fill officer vacancy by appointment with majority approval of the SER-SC Executive Committee.
4. The Vice President shall:
 - a. assume the position of Interim President if the office of President becomes vacant, or if the President is temporarily unable or unavailable to attend to duties;

- b. preside over the SER-SC Business Meeting if the President is unable to attend
 - c. preside over any SER-SC meetings/conference calls if the President is unable to attend
 - d. assist President with the oversight of all Standing and *Ad Hoc* Committees
 - e. represent the SER-SC to the SER Executive Board and other organizations if the President is unable to do so
 - f. other duties as assigned by the President
5. The Secretary/Communications Chair shall:
- a. record and send the minutes of all official meetings of the SER-SC and official correspondence to the SER-SC Executive Committee after each SER-SC Executive Committee meeting;
 - b. present semi-annual reports to the SER-SC Executive Committee;
 - c. make all reports to the Executive Committee available to the general membership via the SER-SC listserv and/or website;
 - d. provide administrative support to all Standing and *Ad Hoc* committees;
 - e. forward important announcements for posting on the website to the SER staff;
 - f. promote the Annual SER Meeting and SER-SC sponsored programs and other events;
 - g. review and update SER-SC bylaws as necessary
6. The Membership/Nominations Committee Chair(s) shall:
- a. serve as chair of the Membership Committee and Nominations Committee;
 - b. assist SER Executive Board and SER staff in all membership outreach and recruitment;
 - c. encourage involvement by the membership in the SER-SC Executive Committee and committee leadership and affairs;
 - d. coordinate and oversee the nomination and election of officers. If the Membership/Nominations chair(s) him/herself is running, then another SER-SC member will be appointed by the president to also oversee the elections process;
 - e. verify SER membership status of all nominees for positions in the SER-SC Executive Committee;
 - f. implement election procedures according to the timelines and process specified in the Bylaws;
 - g. disseminate results of elections to the membership;
 - h. present semi-annual reports to the SER-SC Executive Committee.
7. Program Committee Chair(s) shall:
- a. serve as chair of the Annual Meeting Programs Committee;
 - b. encourage and solicit ideas and suggestions from the general membership regarding Annual SER Meeting programming, specifically for SER-SC sponsored workshops, panels, poster sessions or presentations;
 - c. plan and implement other programming events and services for the membership, as necessary;
 - d. present semi-annual reports to the SER-SC Executive Committee.
8. The Abstracts Committee Chair/Treasurer shall:
- a. serve as chair of the Abstract Committee and act as Treasurer for SER-SC;
 - b. develop, submit for SER-SC Executive Committee approval and maintain the annual budget;
 - c. present semi-annual financial reports to the SER-SC Executive Committee;
 - d. maintain and archive all financial records;
 - e. sign all checks in addition to the President;
 - f. promote abstract submission among student membership;
 - g. coordinate student abstract committee in order to facilitate review of abstracts submitted for the SER annual meeting;
 - h. assist in the SER student poster judging process as requested.

Article VII. Committees

1. The Membership Committee shall:
 - a. be chaired by the Membership/Nominations Committee Chair(s);
 - b. assist SER Executive Committee and SER staff in all membership outreach and recruitment;
 - c. provide information and referrals to individual SER-SC members;
 - d. encourage involvement by the membership in the SER-SC Executive Committee and committee leadership and affairs;
 - e. present semi-annual reports to the SER-SC Executive Committee.

2. The Nominations Committee shall:
 - a. be chaired by the Membership/Nominations Committee Chair(s)
 - b. coordinate and oversee the nomination and election of officers;
 - c. verify SER membership status of all nominees for positions in the SER-SC Executive Committee;
 - d. implement election procedures as described in the by-laws;
 - e. disseminate results of elections to the membership.
 - f. present annual reports to the SER-SC Executive Committee

3. The Annual Meeting Programs Committee shall:
 - a. be chaired by the Program Committee Chair(s);
 - b. solicit ideas and suggestions specifically for SER-SC sponsored workshops, panels, poster sessions or presentations addressing student needs to be held concurrently with the Annual SER Meeting;
 - c. coordinate, plan, and implement selected programs for the Annual SER Meeting;
 - d. plan and implement other programming events and services for the membership;
 - e. develop tools for program evaluation by the membership;
 - f. present semi-annual reports to the Executive Committee.

4. The Abstracts Committee shall:
 - a. be chaired by the Abstract Committee Chair/Treasurer;
 - b. promote abstract submission among student membership;
 - c. assist the SER by the review of abstracts submitted for the SER annual meeting;
 - d. assist the SER student poster judging process as requested.

5. The SER-SC Executive Committee has the discretion to create any *Ad-hoc* committees as interest or need arises. Chair(s) will be appointed by the President with majority approval by the SER-SC Executive Committee.

6. Should any vacant committee chair(s) occur, new chair(s) will be appointed by the President with majority approval by the SER-SC Executive Committee.

Article VIII. Meetings and Voting

1. The SER-SC shall physically meet once a year at the Annual SER Meeting.

2. Voting shall take place either at the Annual SER Meeting in-person or via website ballot.

3. A minimum of greater than fifty percent of votes submitted by the student membership constitutes a majority.

4. In the event that a vote of general membership is not feasible, an emergency simple majority of the SER-SC Executive Committee vote constitutes a majority.
5. Two-thirds of the SER-SC Executive Committee constitutes a quorum for a valid majority vote.

Article IX. Elections

1. The nominations committee chair(s) will oversee the elections process, unless he/she is running, then another executive officer shall be appointed by the president to oversee the elections process.
2. Elections will take place at the end of April.
3. Elections shall consist of two week nominations period and one week of voting.
4. Each candidate will be invited to submit to the nominations committee an essay expressing his/her interest and qualifications for the SER-SC Executive Committee position.
5. Nominations may be self-nominated or peer-nominated. If peer-nominated, the nominee must consent to run for office.
6. All SER-SC members in good standing are eligible to be nominated and to vote.
7. Candidate essays will be posted via the SER website and should be no more than 250 words in length.
8. All SER-SC Executive Committee positions, except for President, are able to be held by a student member living outside the United States. This limitation is due to the financial costs of the President attending SER Executive Committee Meetings and conference calls among SER-SC Executive Committee officers.
9. In the event of a tie for the Executive Committee positions of Membership/Nominations Committee Chair and Program Committee Chair, co-chairs are permissible if both candidates agree. Otherwise, a run-off election will occur, consisting of one week of voting.
10. If there is no candidate for Vice President, the second place candidate for President may fill the Vice President office if s/he agrees to this position.
11. In the event of a tie for the positions of President, Vice-President, Abstracts Committee Chair/Treasurer and/or Secretary/Communications Chair, a run-off election will occur, consisting of one week of additional voting.
12. In the event of open positions on the ballot, space for write-ins will be included.
13. For write-in candidates, it will be verified that he/she is interested in running for office, if so, an additional week of voting will take place.
14. Only positions with no candidate, or positions with more than one candidate running for office, where co-chair is not opted for, will be listed on the ballot.

15. If only one candidate is nominated for an officer position, the lone candidate shall be appointed to the nominated-position by a two-thirds majority vote of the Executive Committee.
16. Votes will be cast via website ballot and subsequently tallied by either an SER staff member or by the Membership/Nominations chairperson(s) or Presidential designee.
17. Membership/Nominations chairperson(s) or Presidential designee, and President shall certify all final election results.

Article X. Finances

1. Funds shall be allocated to the SER-SC by the SER Executive Committee as needed.
2. An annual budget shall be prepared by the Treasurer and approved by majority of the SER-SC Executive Committee.
3. The SER-SC shall reserve the right to set dues for membership in the SER-SC, approved at the annual Business Meeting of SER-SC.
4. Disbursement of any funds shall be approved by the Treasurer and President in accordance with the annual budget and Bylaws.

Article XI. Amendments

1. Amendments may be proposed by any member of the SER-SC.
2. Amendments may be proposed in writing to the Secretary/Communications at any time.
3. The proposed amendments shall be sent via e-mail/website to the SER-SC members.
4. All proposed amendments shall be presented to the SER-SC members and comments shall be solicited for a period of one week.
5. Following the one week comment period, the SER-SC members shall vote for one week on the proposed amendments.
6. Adoption of the proposed amendments shall require two-thirds of votes submitted by SER-SC members.
7. Approved amendments shall go into effect immediately after completion of the voting period.

Article XII. Governance

The SER-SC membership and the Executive Committee shall be governed by these Bylaws and the rules and regulations of the Society of Epidemiologic Research. The rules and regulations of the Society of Epidemiologic Research shall take precedence over these Bylaws.