

Ecology and Evolutionary Biology Department, University of Arizona

EEB Club Constitution

This constitution will be voted for adoption during the inaugural club meeting, scheduled for: September 18th, 2026. The constitution will be adopted by a majority vote.

Article I: Organization Name

The name of this organization shall be the EEB Undergraduate Student Club ("EEB Club").

Article II: Objective, Mission and Goals

The EEB Club is for all those who are interested in undergraduate student involvement related to the Ecology and Evolutionary Department at the University of Arizona. Our roles include:

- planning faculty brown bag lunches with undergraduates,
- organizing undergraduate social events,
- providing study hall opportunities for undergraduates,
- coordinating off-campus visits and hikes to areas of ecological importance, and
- facilitating other events as driven by member interests.

Article III: Active Membership

The EEB Club is a campus-based and student-controlled group, with active membership limited to enrolled students at the University of Arizona whose interests overlap with the department of Ecology and Evolutionary Biology.

Article IV: Statement of not-for-profit status

The EEB Club is a not-for-profit organization.

Article V: Clear statement of reasonable dues or financial obligations of members

Dues for active members of the EEB Club shall be \$20 for new members (including a T-shirt) and \$5 per semester for returning members. Dues shall be paid to the Treasurer.

Article VI: Amending the Constitution

- Amendments may be proposed by any of the sitting officers on the board.
- Amendments must be seconded by at least one other sitting officer.
- Once the petition is presented to the Secretary, voting on amending the constitution will take place at the next officer meeting.
- The officer meeting will allow for discussion of the amendment. A two-thirds (2/3) majority vote (only among sitting officers/current board) is needed for the amendments to take effect.

Article VII: Officers

EEB Club officers are directly chosen by members of the club through democratic means and not chosen or influenced by non-members or by a national organization.

Officers of the club shall include, but may not be limited to:

- **Executive Board Members:** President, Vice-President (i.e., President Elect), Treasurer, and Secretary.
- **General Board Members:** Career and Development Chair, Academic Chair, Field Experience Chair, and Social Chair.
- Additional officers may be designated as a General Board Member as seen fit by the Executive Board Members if/when needs of the Club change. A combined maximum of 10 members may serve on the Executive or General Board Members.
- General Board Members may sit on the Executive Board as deemed appropriate by the president (i.e., other senior members).
- An Executive Board Member may also hold one (maximum) of the General Board Member positions.
- Officers are required to be undergraduate students at the University of Arizona and maintain good academic standing.
- Officers cannot be current 1st year students at UA.

Officers are required to fulfill the following responsibilities:

- Attend all officer and general club meetings
- Fulfill officer-specific duties in a timely manner
- Respond to all emails and text message correspondence within 24 hours
- Help sign in members at meetings
- Help clean up/organize the room after meetings
- Create a how to/advice pamphlet for the next person taking your position at the end of the year and attend the “New Officer” Meeting

Executive Officers are required to fulfill the following specific duties:

- **President**
The President conducts all EEB Club meetings throughout the year. The President plans for all meetings (executive and regular) by preparing topics that need to be covered. The President coordinates or delivers the presentations during the EEB Club meetings. The President oversees maintaining club recognition with ASUA, as well as reserves rooms for meetings. The President is also responsible for sending listserv emails. The President sets club goals, improves comradery, and helps events run smoothly. The President is the main liaison with the faculty representative.
- **Vice President**
The Vice President supports the President as needed. The Vice President is responsible for passing out EEB Club merchandise and coordinates storing of merchandise. The Vice President liaises with the Treasurer to order merchandise as needed. It is also the Vice President’s role to keep track of attendance of each event and active membership of the club. The Vice President may also serve as the incoming President (i.e., President Elect) for the next academic year.

- **Treasurer**

The Treasurer is responsible for maintaining the club finances and balancing EEB Club budget. The Treasurer tracks dues, maintains logs of payments made/needed, and reminds members of upcoming deadlines for dues payments. The Treasurer consults other members of the Executive Club board to make a budget for each semester. The Treasurer also provides financial updates at monthly officer meetings.

- **Secretary**

The Secretary is responsible for tracking communication by recording minutes during Club and Executive meetings. The Secretary also records the success of each event and reports on events at Executive meetings. The Secretary also helps the President add new members to the Club listserv as needed.

Additional officers fulfill the following specific duties:

- **Career and Development Chair**

The Career and Development Chair contacts and coordinates with EEB faculty to schedule and organize “Faculty Brown Bag” lunches. These lunches take place twice per semester as schedules and interest allows. These are informal lunches with a faculty member that allow an opportunity for undergraduates to connect with EEB faculty. The Career and Development Chair coordinates discussion topics that will be of interest to both faculty and attendees (e.g., careers, advice for applying to graduate school, involvement in research, etc.). The Career and Development Chair arranges meeting times & location, notifies President to communicate dates with members, and facilitates discussions as needed.

- **Academic Chair Social Chair**

The Academic Chair coordinates academic development of the EEB Club, primarily through coordinating EEB Club “study halls” with the assistance of EEB staff. Study Halls are open study and quiet discussion hours for EEB Club members. The Academic Chair attends (or designates someone to attend) the study hall sessions in collaboration with EEB staff. The Academic Chair also polls members about additional academic needs of the Club.

- **Social Chair**

The Social Chair keeps the social media updated. The Social Chair also liaises with EEB departmental staff to ensure the club website reflects up-to-date events, active member rosters, Executive Board & General Board members, and photos. The Social Chair plans a back-to-school event and an end-of-year social event in coordination with other Executive members.

- **Field Experience Chair**

The Field Experience Chair coordinates on- or off-campus site visits to enrich the undergraduate experience beyond the classroom. The Field Experience Chair polls members at the start of each semester to gauge member interest in field experiences. Field experiences may take place once per semester or once per year, based on member interest. The Field Experience Chair contacts the organization (e.g., Biosphere), schedules visits, and notifies the President to communicate with members. The Field Experience

Chair also researches and designates one “Field Experience” for Arizona Online students (e.g., virtual field trips, remote scavenger hunts, open zoom meetings, etc.). Lastly, the Field Experience Chair is current on the Assumption of Risk and Release agreements and ensures compliance: <https://risk.arizona.edu/services/risk-assessment/release-agreements#:~:text=The%20University%20of%20Arizona%20sponsors%20a%20wide,and%20other%20activities%20for%20members%20of%20the>

Officer Designations

- Officer applications for the next academic year are released March 1st. Applicants have until April 1st to submit applications. Applications are submitted on a Google form with short-answer questions.
- Outgoing senior members on the General officer board (along with members of the Executive board if in need of assistance) determine which applicants are the best fit for each officer position. Selections are based on the responses submitted to the questions, previous participation, and level of activity in the EEB Club.
- Terms are for one academic year, which begin after the officer contract is signed and no later than August 1st. An officer cannot hold more than one Executive Board position at one time (Executive Officers may hold one General Board member position).
- Officers remain in position for one the full academic year, which is the length of the term.
- Sitting/current officers must reapply for the following academic year if they wish to remain an officer. Applicants must be active members of the club.
- Vacancies during the year are filled by the President.
- Modification to responsibilities and roles are redistributed as needed by the President.
- Should an officer need to be removed from their position, the President will hold a meeting among the Executive Board to vote on the officer’s removal.
- Should an officer be removed or resign mid-year, a special election will be held to fill the vacant position.

Article VIII: Statement on the number of members needed to achieve quorum, the necessary voting percentages to conduct business, and frequency of meetings.

- **Quorum:** For all meetings, voting procedures, and conducting of business, a quorum of more than 50% of the total members must be present.
- **Voting Percentages:** For voting procedures, a measure passes if voted on by a simple majority of more than 50% of votes cast.
- **Frequency of Meetings:**
 - General meetings are held the third Friday of the month, as noted on the Club schedule, from 4-5 pm, either virtually, or in an on-campus classroom as scheduled through the Room and Course Scheduling website.
 - Officer meetings are held on the same frequency as general member meetings, typically before or after general meetings.

Article IX: University Policies and Procedures

The EEB Club is willing to work in a democratic manner within the framework of all University of Arizona policies and procedures. The EEB Club is not a member of a National or Regional organization.

Article X: Statement of Non-Discrimination:

This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Pursuant to Arizona Revised Statute 15-1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.

Article XI: Statement of Financial Responsibility

The Treasurer designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

Article XII: Statement of Non-Hazing

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Article XIII: Statement of Compliance with Campus Regulations

This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws and is subject to the Arizona Board of Regents Code of Conduct.

Article XIV:

The EEB Club is subject to the Arizona Board of Regents Code of Conduct.