Article I: Name of Organization

This organization’s official name is Community Outreach, or Outreach in short.

Article II: Statement of Purpose (Mission)

Outreach’s mission is to increase understanding, interest and awareness of science in our community. This includes getting the public, and particularly students (kindergarten-college), excited about science and careers in science. This is achieved by bringing high quality lessons and resources to the public, as well as providing support to local teachers and educational programs in science. One of our additional goals in accomplishing this mission is to provide our members the opportunity to gain valuable teaching experience and give back to their community. With these goals, we aim to serve the community for a better future.

Article III: Membership

Section 1: Non-Discrimination Statement

Membership shall be open to The University of Texas MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences’ students. Community Outreach shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender identity or expression, veteran status or any other basis prohibited by law.

Section 2: Membership and Levels of Involvement

There are three levels of involvement within Outreach: volunteers, coordinators, and honorary coordinators.

Volunteers have the privilege of participating in and possibly planning any Outreach events where volunteers are needed under the guidance of the coordinators. Any graduate student, postdoctoral researcher, faculty or administrative staff of the Graduate School of Biomedical Sciences is eligible to be a volunteer for Outreach.
To become a volunteer, the interested party makes a request to one of the current Outreach coordinators to be placed on the volunteer email distribution list. All requests for Outreach volunteer status are granted. A volunteer can ask to be removed from the email distribution list at any time if they would no longer like to be a volunteer.

Coordinators have the privilege of taking a lead role in proposing and planning Outreach events, providing feedback on event planning, as well as the option of participating in any Outreach events where volunteers are needed. Coordinators are given the shared responsibility of planning Outreach events with the public, which can include contacting interested outside groups, recruiting volunteers from our email distribution list and from the council members, generating teaching materials and organizing meetings with their volunteers to go over plans. Coordinators are also expected to attend yearly Outreach meetings as well as any monthly coordinator meetings.

A candidate coordinator is one who expresses interest in potentially joining Outreach as a coordinator via an email to gsbs_outreachprogram@uth.tmc.edu. All names must be discussed at an Outreach Coordinator meeting. Coordinators must then vote (either in person or electronically) whether or not to begin interviewing the potential new coordinator. All coordinator votes must be affirmative or abstained to continue the interview process. Once confirmed by officer vote, the potential new coordinator will be invited to a coordinator meeting where new potential coordinators will experience the meeting. Following the meeting, at least one officer (preferably 2+) will meet with the candidate coordinator and explain in detail Outreach coordinators’ responsibilities as well as interview him/her. Provided the candidate coordinator is still interested in becoming a coordinator, a final vote will be taken among coordinators. Provided all voting criteria are met, he or she will become an official Outreach coordinator. New coordinators will have a trial period of six months. For the first six months, a new coordinator will shadow an experienced coordinator or coordinators.

Coordinators can withdraw from their position at any time upon discussing the matter with the current coordinators. However, if they wish to regain their position, they will have to go through the onboarding process again. If at any point, the majority of the coordinator quorum feels that a coordinator is either a) not fulfilling their duties as coordinator or b) detrimental to the group, any coordinator, regardless of their tenure, may be voted out through either an in-person or electronic vote. The majority of the coordinator quorum will determine the vote’s outcome. If a coordinator is voted out, he or she is expected to immediately return any Outreach materials he or she may have, including any keys to GSBS storage.

Please refer to the Removal/Replacement of a student officer in the GSBS Student Association Guidelines.

Honorary coordinators are positions held by any current coordinator who wishes to remain involved in planning of Outreach events and partake in regular correspondence, but wishes to refrain from participating in most events. This position is primarily for current coordinators wishing to remain involved while preparing to graduate or transition out of Outreach.
To become an *honorary coordinator*, a student must hold the position of coordinator for a year and express their interest in switching into the *honorary coordinator* role at an Outreach Meeting or via email to gsbs_outreachprogram@uth.tmc.edu. There is no voting required for switching from a *coordinator* to an *honorary coordinator* role. *Honorary coordinators* can keep this position for up to 1 year. *Honorary coordinators* cannot be nominated for elected positions in Outreach, but they can cast votes for elected positions. Possession of keys and other Outreach materials will be handled on a case-by-case basis, decided by 75% majority vote of quorum, post meeting discussion.

### Section 3: Faculty Advisor

If Outreach chooses to appoint a Faculty Advisor other than the Associate Dean DCAA, student officers should seek out faculty to serve as advisor who have demonstrated tangible support for the mission of the group. The key role of the advisor is to guide the student association in its contributions to the educational and professional development of students. Faculty Advisors may serve multiple terms for continuity, but must be approved annually by the GSBS Deans. Guidelines for advisor-student association relationships can be found [here](#).

The process for selecting a Faculty Advisor: student officers identify a potential candidate (faculty advisors must be an active GSBS faculty member) and send the name to the Associate Dean DCAA. The name will be forwarded to GSBS Deans for verification. Once verified, the Associate Dean DCAA will contact the candidate to see if they are willing to serve. If they accept the invitation to serve, the student group and incoming faculty advisor will be sent the student group's bylaws and other appropriate onboarding documents. Terms for service will be August 1 - July 31.

The faculty advisor has privileges of the floor, but no voting authority.

### Section 4: Membership Dues

No membership dues are required.

### Article IV: Officers

#### Section 1: Titles of Elected Officers and Duties

All current student *coordinators* (not including *honorary coordinators*) are eligible for the following Titles within Outreach: *President, Vice President, Secretary, Treasurer, and Media Relations Coordinator*.

*President* is responsible for scheduling Outreach meetings, being the moderator at Outreach meetings and overseeing event planning for all Outreach events. They also act as a contact person for their organization. It is also their duty to ensure that all GSBS procedures and guidelines are followed and that the group adheres to the mission statement.
Vice President is responsible for fulfilling Presidential duties in the absence of the President.

Secretary is responsible for writing an Agenda and/or Meeting Minutes for the Outreach meetings, which are made available to anyone in Outreach, upon request.

Treasurer is responsible for cataloging any funds Outreach utilizes. They are responsible for ordering any materials required for Outreach events.

Media Relations Coordinator is responsible for the promotion of Community Outreach and events to the GSBS community and beyond, including via social media platforms, the Essential, and Community Outreach Website, taking pictures, and more.

Section 2: Qualifications

All potential coordinators will be interviewed by current coordinators as outlined in membership section. Qualifications to become a coordinator include that the interested student must be currently enrolled and in good academic standing at The University of Texas MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences. Once chosen as a coordinator, it will be expected of the person to fulfill their prescribed duties and responsibilities as outlined above. If any coordinator does not meet these responsibilities, their status as a coordinator will be re-evaluated by the other coordinators to discuss their current standing in the organization.

Six months of Outreach coordinator status is required to become an Outreach officer. Outreach President must have served as an Outreach officer at some point previously. In the event that no coordinator who has previously served as an officer is willing or able to serve as president, coordinators may elect a coordinator with at least one full year of coordinator experience (6 months’ shadow time + 6 following experience) to the presidency.

An honorary coordinator must hold the position of coordinator for a year before switching their role to an honorary coordinator role. An honorary coordinator may keep their status up to 1 year.

Section 3: Officer Elections and Other Voting Processes

The Titles of Outreach President, Outreach Vice President, Outreach Secretary, Outreach Treasurer, and Outreach Media Relations Coordinator will be elected by current coordinators by majority vote on an annual basis. These Titles may be held as long as the officer maintains their coordinator status and remains enrolled and in good standing at The University of Texas MD Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences. Nominations for officer positions, must be opened by coordinators at a business meeting via motion, second, and verbal vote. All nominations (including self-nominations) must be submitted to the outgoing President via e-mail. In the case that the outgoing President accepts a nomination for the electoral board, the nominations will be overseen by the Faculty/Administrative Advisor. The overseer of nominations must give 1 week notice to
coordinators via e-mail. Once the nomination period has expired, the overseer will host an anonymous vote, either in person or online for officer positions.

All new student coordinators will be elected by current coordinators after an interview as outlined above.

All other voting (for events, budget approval, etc.) require a 75% majority vote to pass.

**Section 4: Vacancies**

The total number of coordinators (including honorary coordinators) is flexible, but if there are fewer than five, the current coordinators will advertise a call for applications for new coordinators. If there is a vacancy in the Titles of President, Vice President, or Treasurer there will be a vote amongst current coordinators to fill the positions. If there is a vacancy in the position of Secretary and no volunteer for the position is available, the secretarial duties fall to the President and Vice President or can be shared by current coordinators.

Please refer to the *Removal/Replacement of a student officer* in the GSBS Student Association Guidelines.

**Article V: Meetings**

**Section 1: Regular Meetings**

Regular Outreach Meetings will occur at the commencement of the academic year, or on an as-needed basis.

**Section 2: Coordinator Meetings**

Coordinator planning meetings may occur on an as-needed basis and may be requested by any current Outreach coordinator, but are recommended to occur monthly.

**Section 3: Quorum**

50% of the current coordinators (not including honorary coordinators) are required at all Regular or Coordinator meetings to constitute a quorum and to conduct the business of the organization.

**Article VI: Finance and Budget**

The Outreach Treasurer oversees the Outreach organization's financial records. The organization does not anticipate the need for fundraising activities, but these bylaws may be amended to provide for such. In the unlikely event that Outreach dissolves, funds from this organization will be used by the steward of these funds, The University of Texas MD
Anderson Cancer Center UTHealth Graduate School of Biomedical Sciences, to promote other Outreach activities.

**Article VII: Events**

Any Outreach coordinator can propose an event to be hosted by Outreach at any Outreach meetings. Events have to be discussed and seconded by another coordinator or honorary coordinator before it is put up for a vote. More than 75% of the coordinators votes will be needed for the event to be coordinated.

**Article VIII: Amendments**

Any Outreach coordinator can propose an amendment to the Outreach bylaws at any of our Outreach meetings. Amendments have to be discussed and seconded by another coordinator or honorary coordinator before they are put up for a vote. More than half of the coordinators’ votes will be needed for the amendment to be passed.