



## Constitution of the BioCommunications Association

### HISTORY

The BioCommunications Association was founded in 1931 as the *Biological Photographic Association* by a small group of BioPhotographers with the common goal of furthering the profession of Biophotography through education, the sharing of ideas and techniques, thus elevating the standards of Biophotography.

It is with this beginning, the BioCommunications Association (BCA) has accepted the challenge of continuing that goal by broadening the area of expertise into many avenues of scientific and medical communications. Thus, BCA provides educational opportunities by virtue of educational forums, a website with online resources, social media, certification, scholarships, grants and continued evolution alongside the profession.

### Article I - Name and Purposes

**1.1 Name.** The name of this association shall be the BioCommunications Association (BCA) In this document referred to as the Association.

**1.2 Mission.** The Association is dedicated to enhancing the professional competency of its members and advancing the profession by educating, encouraging and fostering creators and users of visual communication media in the life sciences and medicine.

**1.3 Not-for-Profit Status.** The Association shall be incorporated and its affairs conducted not-for-profit. The corporation is organized exclusively for one or more purposes specified in section 501c of the Internal Revenue Code of 1986.

**1.4 Meeting.** There shall be an annual meeting (BIOCOMM) for conducting association business, Townhall for the membership to bring forward and deliberate matters of concern, and a scientific and educational program.

**1.5 Policies and Procedures.** The Association shall maintain a Policies and Procedures Manual.

### Article II - Membership

**2.1 Membership Levels.** There shall be various memberships available for individuals and institutions as determined by the Executive Board.

**2.2 Refusals and Termination.** The Executive Board shall have the right to refuse, for cause, a prospective member. The Executive Board shall have the power to terminate membership of current members for violation of provisions of this Constitution and/or the operating rules of the Association, and/or of it's standards of professional or ethical conduct.

**2.3 Dues.** Each member may be required to pay annual dues as established by the Executive Board and set forth in the Policies and Procedures Manual.

### Article III - Governance

**3.1 Executive Board.** The elected officers of the Association shall be: President, Vice President and Secretary/Treasurer, each of whom shall be an Active Member in good standing. The eligible voting members of the Association shall elect the President and Vice President for a two-year term. They may serve up to two consecutive duly elected terms in office. The Secretary/Treasurer shall be elected for a four-year term with no term limits.

**3.2 Duties.** The Executive Board will conduct specific duties laid out in the Policies and Procedures Manual.

**3.3 Removal from Office.** Upon receipt of a fully documented written complaint and establishment of cause, any member of the Executive Board may be removed from Office. A special Ad Hoc committee of five members in good standing shall be convened to vote on removal. The person subject to removal may participate in the proceedings and may be represented by counsel.

**3.2 Executive Director.** The Association may choose to hire an Executive Director to manage its business affairs and act as the business representative.

## Article IV - Directors

**4.1 Directors.** The Executive Board will interview and contract Directors needed to successfully run the Association. They will be active members and in good standing of the Association. Directors of Conferences, Communications and Members Services serve at the pleasure of the Executive Board. Each contract will be reviewed and either renewed or replaced yearly.

**4.2 Duties.** The Directors will conduct specific duties laid out in the Policies and Procedures Manual as well as the signed contract the Executive Board has framed. The Directors may create committees as needed to perform such duties.

**4.3 Removal from Office.** Upon receipt of a fully documented written complaint and establishment of cause, the Executive Board may terminate the contract of a Director. A unanimous consent of the Executive Board must be required. The person subject to removal may participate in the proceedings and may be represented by counsel.

## Article V - Chapters

**5.1 Composition.** The Association shall be composed of any number of Chapters, approved and chartered by the Executive Board. All Chapters shall enjoy equal status within the Association and shall conduct their affairs in conformity with the Association's Policies and Procedures. Chapter membership is restricted to Members of the Association in good standing. The Executive Board shall establish geographical boundaries.

**5.2 Governance.** Each Chapter shall establish such structures that it may consider necessary to the scope of its activities and function within the framework of their bylaws, as approved by the Executive Board. Neither a Chapter, nor any of its members, may issue a resolution or statement without approval of the Executive Board.

**5.3 Finances.** A Chapters Fund from any monies collected by all Chapters shall be maintained by the Secretary / Treasurer and said monies made available to help pay for chapter activities. Each Chapter shall be financially independent and accountable to the Association.

## Article VI - Honors and Awards

The Association shall maintain a program of recognition for persons who have made conspicuous contributions to the field of BioCommunications or performed outstanding service to the Association.

**6.1 Administration.** The honors program shall be administered by the Executive Board following policies as set forth in the policies and procedures manual.

## Article VII - Communications

The Association shall sustain an active website, social media activities, print and collateral materials, and an e-newsletter. The Director of Communications will be responsible for the aforementioned. The Association shall appoint a BCA member as BCA Editor for the Journal of BioCommunications (JBC). This appointment encourages journal submissions, reviews and edits submissions. In addition, a BCA representative will be appointed to represent BCA and participate in the governance of JBC.

## Article VIII - Dissolution

In the event of the dissolution of the BioCommunications Association, assets of the Association shall be distributed to other organization(s) qualified under Section 501c of the Internal Revenue Code.

## Article IX - Amendments

This document may be amended by two thirds of the votes cast at the called business meeting during BIOCMM, by email, or mail, provided that a quorum of members in good standing participate. A quorum shall consist of 15% of eligible members.