

# Phase 1 Research Organization Bylaws

## Article I: Name

The name of the organization shall be Phase 1 Research (Chapter).

## Article II: Purpose

The purpose of Phase 1 is to provide affordable research services and mentorship to students with little to no research experience, equipping them with the necessary skills to succeed in higher education and the workforce.

## Article III: Membership

1. Eligibility: Membership is open to any individual interested in promoting and participating in research activities.
2. Types of Membership:
  - General Members: Students or individuals interested in learning and participating in research.
  - Chapter Leaders: Individuals responsible for establishing and managing a Phase 1 chapter in their respective schools or communities.
3. Dues: Membership dues, if any, shall be determined by the Board of Directors (Will be released soon)
4. Chapters have the opportunity to create their own board of directors and will only require 2 representatives from each chapter for national board meetings.

## Article IV: Chapters

1. Formation:
  - Any group of at least five individuals may apply to establish a Phase 1 chapter.
  - A formal application must be submitted to and approved by the Phase 1 Board of Directors.
2. Responsibilities:
  - Chapters must adhere to the mission and values of Phase 1.
  - Chapters are required to hold regular meetings, at least once a month, to discuss progress and plan activities.
  - Chapters must submit quarterly reports to the Phase 1 Board of Directors, detailing activities, membership, and financial status.
3. Dissolution:
  - Chapters may be dissolved by a majority vote of the Phase 1 Board of Directors if they fail to adhere to the bylaws or fulfill their responsibilities.

## Article V: Chapter Leadership

1. Officers:

- Each chapter must elect a President, Vice President, Secretary, and Treasurer. (minimum, as you will be able to add other board members if chapter would like)
2. Duties:
    - President: Provides overall leadership and direction, representing the chapter in official functions.
    - Vice President: Assists the President and assumes their duties in their absence.
    - Secretary: Maintains meeting minutes, membership records, and chapter documentation.
    - Treasurer: Manages the chapter's finances, including collecting dues and maintaining financial records.
  3. Terms:
    - Officers serve for one academic year and may be re-elected.

#### Article VI: Meetings

1. Frequency: Chapters must hold at least one meeting per month.
2. Quorum: A quorum for meetings is defined as a majority of the chapter's active members.
3. Decision-Making: Decisions are made by a majority vote of members present, provided a quorum is met.

#### Article VII: Code of Conduct

1. Behavior: All members are expected to act professionally and respectfully towards others.
2. Disciplinary Actions: Members violating the code of conduct may face disciplinary actions, including suspension or expulsion, as determined by the chapter leadership and approved by the Phase 1 Board of Directors.

#### Article VIII: Finances

1. Bank Accounts: Chapters are responsible for managing their own bank accounts, if necessary.
2. Fundraising: Chapters may conduct fundraising activities to support their initiatives.
3. Reporting: Chapters must provide a detailed financial report to the Phase 1 Board of Directors on a quarterly basis.

#### Article IX: Amendments

1. Proposal: Amendments to the bylaws may be proposed by any chapter member.
2. Approval: Amendments must be approved by a two-thirds majority vote of the Phase 1 Board of Directors.

#### Article X: Dissolution of Phase 1

In the event of the dissolution of Phase 1, all remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

#### Chapter Requirements

1. Initial Setup:
  - Minimum of five founding members.

- Application approval by the Phase 1 Board of Directors.
- 2. Leadership:
  - Election of President, Vice President, Secretary, and Treasurer.
- 3. Meetings:
  - Monthly meetings to discuss chapter activities and progress.
- 4. Reporting:
  - Quarterly reports to the Phase 1 Board of Directors, including activities and financial status.
- 5. Adherence:
  - Compliance with the Phase 1 bylaws and code of conduct.

By adhering to these bylaws and requirements, chapters around the world can contribute to the mission of Phase 1, expanding research opportunities for students everywhere.