

ABE Membership Committee Standard Operating Procedure

Mission and Purpose

The overall goal of this Association of Biochemistry Educators (ABE) Membership Committee (PDC) is to promote a diverse membership of educators in the field of biochemistry from schools of medicine, pharmacy and dentistry. The Committee oversees the recruitment and enrollment of new members, maintain the membership roster/database and organizational demographics, and advises the ABE Board about membership enrollment and composition. The Membership Committee also coordinates with other committees, such as the Professional Development Committee (PDC), ABE Communications Development Committee (ACDC) and Justice, Equity, Diversity, Inclusion (JEDI) Committee to promote a diverse membership, announce important information regarding upcoming events, webinars, conferences or activities, opportunities and member resources. The membership committee also works with the Finance Committee to coordinate dues into the working ABE budget.

Committee Members & Structure

- The Membership Committee will be composed of at least 4 ABE members, three of whom are elected by an electronic ballot sent to all current ABE members. Elections will be held at the beginning of the calendar year. The President-Elect is the fourth member and the chair of the committee.
- Members will serve 2-year terms, with no term limits. The terms will be offset so that will be up for election each year.
- If a committee member leaves the committee with more than one year left on their term, an open election will be held to replace them for the rest of that term. If there is less than one year left on their term they will not be replaced until the end of their normal term.

Policies and Procedures

- The Membership Committee shall schedule monthly meetings and meet at least 9 times per year. In lieu of a meeting, updates can be provided to committee members by email.
- Quorum (>50% of voting members) must be present to vote on any motion.
- Motions will be passed with a majority vote; the chair will vote only to break a tie.
- Any ABE member can attend Membership Committee meetings (in person at the biannual meeting, by call-in, or video conference) but will not be able to vote.
- The Membership Committee Chair will provide oral updates as requested to the ABE Board meetings and ABE Chair meetings, and provide a written annual report.
- Ad-hoc subcommittees or working groups can be formed as needed, which can contain members not in the Membership Committee, to develop and launch initiatives.