

# Student Chapter of the American Society for Microbiology at Western Michigan University

## Constitution

### ARTICLE 1

#### Organization Name

This organization shall be known as Student Chapter of the American Society for Microbiology at Western Michigan University.

### ARTICLE II

#### Organization Goals

The purposes of this organization shall be

- (1) Promote graduate and undergraduate student in the Microbiology program at Western Michigan University;
- (2) Provide opportunities for students to connect with microbiologists in the university and community;
- (3) Provide aid for students in Microbiology at Western Michigan University with respect to academic curriculum and research;
- (4) Promote student participation in local, state and national ASM meetings;
- (5) Provide opportunities to educate the public about microbiology.

### ARTICLE III

The organization is non- discriminatory and admits students attending Western Michigan University of any race, age, ethnicity, color, sexual orientation, national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Western Michigan University.

The membership of the organization shall consist of the following categories:

1. All active students (undergraduate and graduate) who have paid chapter and state dues and who are in good standing with the Michigan Branch of the American society for Microbiology
2. All members will demonstrate a commitment to the chapter through attendance of meetings organized by the Michigan Branch of the American Society for Microbiology.

3. Members will actively participate in one Michigan Branch of the American Society for Microbiology meeting annually.
4. Associate members, faculty members in good standing with the Michigan Branch of the American Society for Microbiology and with the national American Society for Microbiology.

## ARTICLE IV

### Officers

The officers of the chapter shall be: President, Vice-President, Secretary, Treasurer and Public Relations.

1. The executive committee shall be composed of the elected officers and a faculty member serving as the university faculty sponsor.
2. A simple majority on a secret ballot shall elect all officers annually at the last general meeting of the school year or upon vacancy.
3. The newly elected officers will serve a one-year term that will begin September 1 and end on August 31st.
4. The duties of the officers shall be as follows:
  - a. President: The presiding officer during each meeting of the chapter, including finalizing the agenda.
  - b. Vice-President: The Vice-President shall be the presiding officer in the absence of the President, in addition to performing those duties delegated by the president.
  - c. Secretary: Maintains written record of all chapter meetings and activities as well as handling the correspondence of the organization. The secretary will provide an accounting of student chapter activities to the Michigan Branch for the American Society of Microbiology at the end of each school year. Will also be responsible for completing renewal paperwork with the SA&LP office.
  - d. Treasurer: Manages all chapter funds and maintains the organization budget. Responsible for preparing monthly review of finances that will be reviewed by the executive board. The treasurer will provide quarterly reports to the current Education Chair for the Michigan Branch for the American Society of Microbiology regarding funds spent for chapter activities.
  - e. Public Relations: Keep the members of the organization informed of upcoming events through e-mail, posters and flyers. Also, responsible for outreach to the community.
5. In the event of any vacancy of any of the above officers, the president, subject to approval by the Executive Board, shall appoint a replacement. In the event of the president's resignation, the vice-president shall succeed to the presidency and appoint a replacement for the vacated office. The replacement will hold office until duly elected at a general meeting.

6. A provision for impeachment and removal from office shall be provided to be used against any officer guilty of academic deficiency, failing to fulfill duties, misappropriation of funds, and absence from more than half of the meetings. A petition with one third of the memberships signatures will be sufficient to bring it to the meeting for a vote, and then a majority vote of all present to impeach.
7. Executive board will meet one week prior to the regularly scheduled meeting and at any time to conduct business of the chapter.

#### Finances

Disposition of non-university funds in case of inactivation:

1. Funds will remain in the Student Chapter of the American Society for Microbiology at Western Michigan University's account. Dr. Silvia Rossbach will have charge over the funds to disperse as she sees fit for purposes fulfilling at least one organization goal as stated in Article II.

### ARTICLE V

#### Meetings

General meetings will be held once a month, or when called by the executive board.

### ARTICLE VI

#### Rules of Order

The chapter's business shall be conducted in a professional manner.

### ARTICLE VII

#### Amendments

Any motion to amend or repeal any part of this constitution must be presented in writing to each member at least seven (7) days prior to a general meeting. A vote of two-thirds to ratify the amendment is required.

### ARTICLE VIII

#### By-Laws

1. Dues- Dues of active and associate members, payable by the second fall meeting shall be twice the MI-ASM dues, with half of that going to the Michigan Branch of the ASM as annual membership dues to said branch. Failure to pay dues within a reasonable length of time shall terminate ones membership in the chapter.
2. Committees-The following standing committees shall exist and the chairman of each shall be:
  - a. Program committee-President
  - b. Publicity Committee- Public Relations officer
  - c. Membership Committee-Vice-President
3. Special Committees-The president shall have the authority to appoint special committees to deal with matters pertaining to operation and activity of the chapter.
4. Business Meetings-At the business session of each meeting, the order of business subject to revision by the executive board shall be:
  - a. Call to order
  - b. Approval of minutes of previous meetings
  - c. Treasurer's report
  - d. Report of executive committee
  - e. Report of Special Committee(s)
  - f. Old business
  - g. New business
  - h. Announcements
  - i. Adjournments

## ARTICLE IX

### Statement of Compliance

The organization will comply with all SA&LP and University policies, procedures and practices and all local, state and federal laws.