

Article I: Organization name, purpose, objectives, and non-discrimination policy.

Section 1: The official name of this organization is “The American Society for Microbiology Student Chapter at The Ohio State University.”

Section 2: The purpose of this organization is to promote a closer scientific relationship among persons interested in microbiology, to cultivate social relationships and cooperation among such individuals, and to promote cooperation with other Ohio Branch ASM student chapters, the Ohio Branch ASM, and the National ASM. In addition, the organization seeks to aid students majoring in the field of microbiology in such a way as to allow them to better achieve personal and career goals by providing information that is relevant to them.

Section 3: The objectives of this organization are as follows:

- A. To arrange for faculty, staff, and students to attend group meetings for the purpose of presenting and discussing topics of interest to the membership. These topics include, but are not limited to: laboratory research project presentations and discussion of graduate and/or medical school application and admissions procedures.
- B. To create an environment conducive to free discussion of courses relevant to undergraduate majors in the College of Biological Sciences.
- C. To foster interest in the study of Microbiology, and provide as much advice and information as is possible to persons interested in Microbiology.
- D. To develop unity and camaraderie among students interested in Microbiology.
- E. To provide representation of the undergraduate student body of The Ohio State University at Regional and/or National meetings of the ASM.

Section 4: This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment. Persons found to be in violation of this policy shall be classified as “in bad standing”, as defined by Article II, Section 7.

Article II: Categories of Membership and Membership Qualifications.

Section 1: General Membership Qualifications: Membership to this organization is open to any individual that has an interest in Microbiology. Faculty, alumni, and professionals are encouraged to join. The Ohio State University requires a minimum G.P.A. of 2.0 for any student to participate in a student organization.

Section 2: Active Major Member: An undergraduate student at the Ohio State University who is registered as a Microbiology major and has attended, within the period of one year (year being defined as the period beginning with the start of autumn semester and ending with the last meeting before elections are held) at least three organizational meetings, as well as paid club dues. This status confers the following rights upon students:

- A. Permission to present legislative proposals to the organization.
- B. Full voting rights in all organizational decisions.
- C. Permission to run for and hold any elected position within the organization.

Section 3: Active Non-Major Member: An undergraduate student at the Ohio State University who is registered as any major other than Microbiology within the College of Biological Sciences and has attended, within the period of one year, at least three organizational meetings, as well as paid club dues. This status confers the following rights upon students:

- A. Permission to present legislative proposals to the organization.
- B. Full voting rights in all organizational decisions.
- C. Permission to run for and hold any elected position within the organization, excluding the office of president.

Section 4: Honorary member: An appointed title given to a Guest (see Section 6 below) who is not registered as an undergraduate at The Ohio State University or is registered as any major not in the College of Biological Sciences, but who has attended, within the period of one year, at least three organization meetings. This status confers the following rights:

- A. Permission to present legislative proposals to the organization.

Section 5: Inactive member: An undergraduate student at The Ohio State University who is registered as a Microbiology major or has registered in the club and has not attended, within the period of one year, at least three organization meetings. This status confers the following rights upon students:

- A. Permission to participate in discussion of organizational decisions, but not to vote on such decisions.
- B. Ability to become an Active Major or Active Non-Major member

Section 6: Guest: Any person who is not registered as an undergraduate at The Ohio State University, or is registered as any major not in the College of Biological Sciences, and has not attended, within the period of one year, at least three organization meetings. This status confers the following rights:

A. Permission to participate in discussion of organizational decisions, but not to vote on such decisions.

B. Ability to become an Honorary member.

Section 7: Member "In Bad Standing": Any member who is found to be in violation of Article I, Section 4 or any of the regulations presented in Article IX, Section 1. All rights of membership, including those afforded to Guest members, are suspended from members "in bad standing" pending completion of prescribed reparations and formal recognition of these reparations by all of the officers following a discussion and a vote.

Article III: Organization Leadership

Section 1: Officer Titles: This organization shall be governed by a group of at least three, and no more than six, elected individuals. Their titles are: president, vice-president, secretary, and treasurer. At the discretion of the outgoing president, the offices of secretary and treasurer may be combined at the time of elections.

Section 2: Terms of Office: The term of each office is no more than one year, with elections held at the end of every spring semester and the term of office lasting from summer term until the following spring. An individual can only hold each office once, and only one office at a time (with the exception of secretary and treasurer as mentioned above). Active Major members are eligible to run for all offices. Active Non-Major members are eligible to run for all offices excluding the office of President.

Section 3: Inactive Officer Member: An undergraduate student at The Ohio State University who is registered in the Microbiology club as an officer and has not attended, within a period of one year, at least three organization meetings. This status confers the following rights upon students:

A. Ability to become an inactive member due to loss of officer position.

Section 4: Duties of Officers:

A. President: The primary duty of this office is as chief executive officer. It is the

responsibility of the president to run organizational meetings, and to establish and maintain contacts among both ASM personnel and university faculty. The President plans meetings and sets the agenda, appoints all committees, and communicates with other organization representatives. In addition, the President will oversee organizational discussion in the

preparation process of any club-sponsored events, in the course of a debate, in a voting process, or in any other proceedings that may warrant a discussion.

B. Vice-President: The primary duty of this office is as chief legislative officer. He/she will assume the responsibilities of the President in case of an absence. It is also the responsibility of the vice-president to review the constitution before each autumn quarter with the other officers and prepare the constitution with any changes before the registration of the club each year. Additionally, the vice-president is in charge of all issue debate and voting procedures/guidelines. If the governing officers choose to sponsor a social/community club event, it is the responsibility of the vice-president to oversee the organization of said event by providing the required contact information to the secretary, finalizing dates, making confirmations, as well as performing all additional actions necessary in preparation for the event.

C. Secretary: The primary duties of this office are as historian and chief judicial officer. It is the responsibility of the secretary to keep an organized record of club activities and manage membership classification records. Related to this responsibility, in the event that a person is categorized as "in bad standing", it is the duty of the secretary to suggest appropriate reparations to the person from which the officers will vote. The secretary must also finalize and distribute meeting schedules in the form of both advertisements for the general membership and personal messages to scheduled presenters. He/she must reserve rooms for regular meetings as required. In addition, he/she will create, distribute, and file meeting minutes reports. In the event that communication must be established between the organization and another party for the organization of an event, the request of information, or otherwise, the secretary will be provided the contact information and represent the group's initial contact.

D. Treasurer: The primary duty of this office is as chief financial officer. It is the responsibility of the treasurer to manage the organization's bank account, and handle the check-writing needs of the club. Additionally, it is mandatory that the treasurer attend university-run treasurer orientation meetings and maintain contact with the OUAB.

E. Fundraising Chair: The primary duties of this office are to find and organize fundraising events for the group to take part in in order to increase the funds available to the club. The fundraising chair is responsible for distributing information on such events to the rest of the club members and to ensure their successful execution.

F. Webmaster: It is the responsibility of this office to upgrade and/or maintain a website for the group by keeping it current with the activities of the club. The website may include information about meetings, fundraising, social, or community service events. In addition, such a site should serve as an informational resource to the current and future members of the club.

G. Community Outreach Chair: The primary duties of this office are to communicate with and organize volunteer opportunities for the club and to communicate with other clubs should the club collaborate with other undergraduate student organizations for an event. This position's

responsibilities may be combined with the fundraising chair's duties and said person should assume one or the other title.

H. Shared Responsibilities: Each officer is allowed to delegate duties in order to insure their successful completion. Therefore, all officers must, in addition to their respective duties, take part in the discussion, planning, and execution of all events as well as attend such events whenever possible.

Article IV: Adviser(s) Qualification and Criteria.

Section 1: It is required that the organizational adviser(s) on record be a full-time member of the university faculty, with designation as a member of the department of Microbiology.

Section 2: In addition to those duties outlined elsewhere in this constitution, it is the responsibility of the organizational adviser(s) to provide guidance to the organizational officers and serve as liaison between the officers and various governing bodies (the ASM, Department of Microbiology, College of Biological Sciences, and University) and professional organizations on an as-needed basis.

Article V: Meetings of the Organization: Required meetings and their purpose and frequency.

Section 1: Meetings, or the formal assembly of organizational members, must be held on

a weekly or biweekly basis, the scheduling of which is reserved for the President at his/her discretion following a review of academic and member schedules at the start of every academic quarter.

Section 2: All meetings will be held for purposes relating to the field of Microbiology or for the benefit of the organization and its members. Meetings may include speakers, social events, community service events, as well as field trip opportunities. The focus as well as the date of each meeting will be decided by the governing officers well in advance of the meeting date as to allow adequate time for planning and/or advertisement.

Article VI: Method of Amending the Constitution.

Section 1: Amendments to the constitution can only be formally presented by the

vice-president or organizational adviser. Following presentation and discussion at a separate meeting organized for such a purpose, a simple majority vote is needed from voting members in

attendance to ratify an amendment to the constitution. Amendments to each section of the constitution must be voted upon independently.

Article VII: Violations to the Constitution

Section 1: In the event that any member(s) is found to be in violation of any section(s) of the Constitution, procedures may be followed for finding the member in "bad standing," for carrying

out an impeachment hearing, or for amending the Constitution, if deemed necessary, following Article II, Section 7; Article VI, Section 1; or Article VIII, Section 1.

Article VIII: Method of Impeachment of Officers.

Section 1: In the event that impeachment charges are brought against an officer of the organization by an active member, a hearing will be held at a separately schedule meeting held for such a purpose at which either the organizational adviser or department chair are in attendance as arbitrator and witness. Following presentation of charges and rebuttals, a majority vote is needed from voting members in attendance to force the resignation of the officer. An officer under impeachment is not eligible to vote at this time. An officer who has been forced to resign may be classified as a member "in bad standing", at the discretion of the vice-president and acting arbitrator.

Article IX: Method of Dissolution of the Organization.

Section 1: In the event that the National, Regional or Ohio Branch ASM offices, OUAB, the Department of Microbiology, or the organizational adviser revokes the rights of this organization, the organization must comply with all procedures deemed necessary by the party revoking rights to assure successful dissolution.

Section 2: In the event that the officers wish to dissolve the organization, a vote must be held before a publicized general organizational meeting. In order to dissolve the club, a majority vote is necessary from voting members in attendance. If a minimum of one Active Major member and two Active Major or Active Non-Major members are present and in good standing, and each vote against dissolution, they have the option to assume immediately the offices vacated by the outgoing officers and to maintain the club. In the event that the organizational finances are running a deficit, the organization cannot be dissolved until all debts are paid.

Article X: By-Laws.

Section 1: Code of Conduct: The following regulations and procedures are to be followed by all persons attending any organizational event.

A. It is required that persons who need to leave a general meeting early notify any guest speakers of this need at the beginning of the meeting.

B. When participating in organizational events, it is necessary for all participants to represent the club to the best of their ability. Any behavior that violates club rules or those rules set by others for the event can result in the categorization of a member as a member in bad standing following those guidelines set in Article II, Section 7.

Section 2: Special positions: Special positions to the Executive Committee will be elected either at elections in June or at the first meeting of Autumn Quarter. These positions will run for one academic year. The individuals at these positions may run as many times as they are elected.

