

# Students for the Advancement of Microbiology

*Student Organization Constitution*

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**on file:**

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## Table of Contents

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization. ....	3
Article II - Membership.....	3
Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, Qualifications and Duties of the Leaders.....	3
Article IV - Executive Committee: Size and composition of the Committee. ....	9
Article V - Standing Committees .....	9
Article VI –Method of Selecting and/or Removing Officers and Members .....	10
Article VII –Meetings of the Organization .....	10
Article VIII –Method of Amending Constitution: Proposals, notice, and voting requirements .....	11
Article IX – Constitutional Amendments .....	11
Article X –Method of Dissolution of Organization.....	14

## **Article I - Name, Purpose, and Non-Discrimination Policy of the Organization.**

### **Section 1 - Name**

Students for the Advancement of Microbiology. Once the student organization has been in good standing with the Ohio State University for two years the committee may vote to change the name to include, "At the Ohio State University." If the organizations registration status is changed to Inactive, Unregistered, or Active- Re-established "at the Ohio State University" will be removed from the organization name per university policy.

### **Section 2 - Purpose**

The Students for the Advancement of Microbiology is a student organization whose primary purpose is to promote the advancement of its members, in and out of the classroom, by providing opportunities for personal and professional development. The executive committee will speak on behalf of its members, organize academic, career and social events and strive to improve the overall graduate experience within the Department of Microbiology. The student organization will serve as an opportunity for students to network and form collaborations, both personal and professional in nature.

### **Section 3 - Non-Discrimination Policy**

This organization and its members shall not discriminate against any individual(s) for reasons 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.

## **Article II - Membership**

### **Section 1 - Student Memberships**

The Students for the Advancement of Microbiology is open to all graduate students enrolled within The Department of Microbiology Graduate Program. Those students in good academic standing, consisting of a grade point average no lower than 3.0, will have full voting rights within the program. Interested graduate students can join the organization as members by expressing their interest to the president or the vice president.

### **Section 2 - Honorary Memberships**

The Students for the Advancement of Microbiology student organization will also hold two honorary memberships. These positions will be reserved for the Department Chair and Graduate Studies Chair within the Department of Microbiology. Honorary memberships allow the individuals to participate in committee meetings and student events, but will not hold voting rights.

## **Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, Qualifications and Duties of the Leaders.**

The primary duty of all committee members is to work together in a collaborative environment for the benefit of the entire student organization. The committee members are encouraged to think of themselves as equals in voting and idea generation.

### **Section 1 - President**

## **Section A - Terms of Office**

The president of the Students for the Advancement of Microbiology is an annual term. A student may serve as president for a maximum of two consecutive terms. The presidential terms will begin on the first of April and will terminate on the thirty-first of March. Once the term has been completed the previous president will serve on the executive committee as a committee member from the first of April to the thirty-first of May in an advising capacity.

## **Section B – Selection**

See Election procedures in Article III, Section 7A.

## **Section C – Qualifications**

The president of the Students for the Advancement of Microbiology must be enrolled within the Department of Microbiology Graduate Program. The student must have completed their entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Aforementioned qualifications may be waived at the discretion of the executive committee, according to the special elections procedures outlined in Article III, Section 7A, Paragraph 5.

## **Section D – Duties**

The president will call meetings, initiate the next year's elections, sign appropriate paperwork, and attend university training and vote on necessary matters. The president will attend and participate in executive committee meetings. The president is responsible for completing the annual paperwork required for the continued operation of the student organization within The Ohio State University. The president will actively participate in the recruitment of students and will serve as a mentor for first year Ohio State Department of Microbiology graduate students. The President will serve as graduate student representative at Department of Microbiology Faculty meetings.

## **Section 2 - Vice President**

### **Section A - Terms of Office**

The vice president of the Students for the Advancement of Microbiology is an annual term. A student may serve as vice president for a maximum of two consecutive terms. The vice presidential terms will begin on the first of April and will terminate on the thirty-first of March. Once the term has been completed the previous vice president will serve on the executive committee as a committee member from the first of April to the thirty-first of May in an advising capacity.

### **Section B – Selection**

See Election procedures in Article III, Section 7A.

### **Section C – Qualifications**

The vice president of the Students for the Advancement of Microbiology must be enrolled within the Department of Microbiology Graduate Program. The student must have completed their entire first year of study, chosen a lab to conduct their dissertation research, and maintained a grade point average no lower than 3.0. Aforementioned qualifications may be waived at the discretion of the executive committee, according to the special elections procedures outlined in Article III, Section 7A, Paragraph 5.

#### **Section D – Duties**

The vice-president will attend and participate in executive committee meetings and fulfill the roles of the president if the latter is unable to perform those duties. The Vice President will serve as graduate student representative on the Department of Microbiology Recruitment Committee. The Vice President will maintain and cultivate a network of contacts to include University officials and persons at external organizations or businesses. This list will be passed to the newly elected Vice President from his/her predecessor to facilitate future events and partnerships within the University and with external parties.

#### **Section 3 – Treasurer**

##### **Section A - Terms of Office**

The treasurer of the Students for the Advancement of Microbiology is an annual term. A student may serve as treasurer for a maximum of two consecutive terms. The treasury terms will begin on the first of April and will terminate on the thirty-first of March. Once the term has been completed the previous treasurer will serve on the executive committee as a committee member from the first of April to the thirty-first of May in an advising capacity.

##### **Section B – Selection**

See Election procedures in Article III, Section 7A.

##### **Section C – Qualifications**

The treasurer of the Students for the Advancement of Microbiology must be enrolled within the Department of Microbiology Graduate Program. The student must have maintained a grade point average no lower than 3.0. Aforementioned qualifications may be waived at the discretion of the executive committee, according to the special elections procedures outlined in Article III, Section 7A, Paragraph 5.

##### **Section D - Duties**

The treasurer will balance, maintain and direct the finances of the student organization. This position will also attend and participate in executive committee meetings. The treasurer must attend university sanctioned training. The treasurer will request all funds and complete audit forms.

#### **Section 4 – Secretary**

##### **Section A – Terms of Office**

The secretary of the Students for the Advancement of Microbiology is an annual term. A student may serve as secretary for a maximum of two consecutive terms. The secretarial terms will begin on the first of April and will terminate on the thirty-first of March. Once the term has been completed the previous secretary will serve on the executive committee as a committee member from the first of April to the thirty-first of May.

### **Section B – Selection**

See Election procedures in Article III, Section 7B.

### **Section C – Qualifications**

The secretary of the Students for the Advancement of Microbiology must be enrolled within the Department of Microbiology Graduate Program. The student must have maintained a grade point average no lower than 3.0. Aforementioned qualifications may be waived at the discretion of the executive committee, according to the special elections procedures outlined in Article III, Section 7B, Paragraph 5.

### **Section D – Duties**

The secretary will attend and participate in all committee meetings. The secretary of the Students for the Advancement of Microbiology student organization will work with the committee members to schedule future meetings and facilitate the Kendrick Memorial Seminar. The secretary will also take notes and send a follow up email to the committee summarizing the minutes of the meetings. The secretary will also help the president organize student elections.

## **Section 5 – Social Chair**

### **Section A - Terms of Office**

The social chair of the Students for the Advancement of Microbiology is an annual term. A student may serve as social chair for a maximum of two consecutive terms. The social chairing terms will begin on the first of April and will terminate on the thirty-first of March. Once the term has been completed the previous social chair will serve on the executive committee as a committee member from the first of April to the thirty-first of May in an advising capacity.

### **Section B – Selection**

See Election procedures in Article III, Section 7B.

### **Section C – Qualifications**

The social chair of the Students for the Advancement of Microbiology at The Ohio State University must be enrolled within the Department of Microbiology Graduate Program. The student must have maintained a grade point average no lower than 3.0. Aforementioned qualifications may be waived at the discretion of the executive committee, according to the special elections procedures outlined in Article III, Section 7B, Paragraph 5.

## **Section D – Duties**

The social chair will attend and participate in all executive committee meetings. The social chair will organize social events for the members of the Students for the Advancement of Microbiology student organization.

## **Section 6 – Advisor**

### **Section A - Terms of Office**

The advisor position of the Students for the Advancement of Microbiology is an annual term. There is no restriction on the number of terms, consecutively or non-consecutively, an individual may serve as advisor. The advising terms will begin on the first of April and will terminate on the thirty-first of March.

### **Section B – Selection**

The executive committee, department and graduate studies chairs will compile a list of candidates for advisor during the month of June. These nominees will be discussed at an executive committee meeting and voted on by the elected students, department chair and graduate studies chair. Once a unanimous vote has been recorded the executive committee will request the nominee to serve a one-year term. If the individual refuses such offer, the voting and presentation will continue until the committee has found an advisor.

### **Section C – Qualifications**

The advisor must attend university sanctioned training and be a current faculty of the Department of Microbiology at The Ohio State University.

### **Section D – Duties**

The advisor must attend university sanction training at least every three years, but may attend training annually if desired. The advisor will approve the organization's registration annually, approve all funding requests and serve as co-signer on the organization's bank account. If the advisor is not the Department of Microbiology Chair, he will coordinate with the director and treasurer to approve funding requests.

## **Section 7 – Election Procedure**

### **Section A – President, Vice President and Treasurer**

1. Nominations: In the first week of March, the president will initiate the selection procedure by requesting student nominations for the Students for the Advancement of Microbiology President, Vice President, and Treasurer. Students will have two weeks to nominate committee members. Students may nominate themselves or another student that they feel exemplifies the criteria and meets the constitutional qualifications.

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2. Voting: Voting will occur at Micro 8899 seminar on the Third or Fourth week of March after the two-week nomination period. Candidates will have the opportunity to give a speech up to 2 minutes in length of why they are running. The President will distribute a ballot with the nominees for each position. Students will vote for one nominee for each position. Ballots will be collected and counted by the President at the end of the seminar.
3. Accepting Positions: The nominees receiving the most votes for president, the most votes for vice president and the most votes for treasurer will serve on the following year's committee in that capacity.
4. Special Elections: Under exceptional circumstances and with the majority vote of the executive committee, qualifications for any position described herein may be amended or waived. Qualifying appointments will be made by the executive committee on behalf of the student member constituency and will follow all appropriate term appointments contained herein.

## **Section B – Secretary and Social Chair**

1. Nominations: In the first week of March, the president will initiate the selection procedure by requesting student nominations for the Students for the Advancement of Microbiology secretary and social chair. Students will have two weeks to nominate committee members. Students may nominate themselves or another student that they feel exemplifies the criteria and meets the constitutional qualifications.

2. Voting: Voting will occur at Micro 8899 seminar on the Third or Fourth week of March after the two-week nomination period. Candidates will have the opportunity to give a speech up to 2 minutes in length of why they are running. The President will distribute a ballot with the nominees for each position. Students will vote for one nominee for each position. Ballots will be collected and counted by the President at the end of the seminar.

3. Accepting Positions: The nominees receiving the most votes for secretary and the most votes for social chair will serve on the following year's committee in that capacity.

4. Special Elections: Under exceptional circumstances and with the majority vote of the executive committee, qualifications for any position described herein may be amended or waived. Qualifying appointments will be made by the executive committee on behalf of the student member constituency and will follow all appropriate term appointments contained herein.

## **Section C – Extraneous Positions**

It shall not be in the best interest of the committee to turn willing students away from participation. Students who have been nominated, but not selected to serve on the committee will be offered the title, "Committee Member." These students are encouraged to attend and participate in committee meetings.

#### **Article IV - Executive Committee: Size and composition of the Committee.**

The executive committee will consist of elected officials: President, Vice President, Treasurer, Secretary, and Social Chair, as well as selected committee leaders from each standing committee. The previous year's executive committee will serve under the title as "Committee Member" for two months after the termination of their term to advise the recently elected executive committee. The executive committee will conduct organizational business between regularly scheduled meetings. The actions of the executive committee will be reviewed the beginning of each regularly scheduled organizational meeting.

Members may be added to the executive committee at the discretion of the executive committee by a majority vote. A member of the executive committee will oversee the organization of every event hosted by or participated in by the Students for the Advancement of Microbiology and will report the progress to the committee. Events will be split among the members of the executive committee as they see fit to balance the work load. The overseeing committee member for an event will seek out volunteers from the members of Students for the Advancement of Microbiology when assistance is needed.

#### **Article V - Standing Committees**

##### **Section A – Recruiting Committee**

The Students for the Advancement of Microbiology student organization will participate in recruitment each year. All elected members that serve on the executive committee will be required to serve on the recruitment committee. The secretary of the Students for the Advancement of Microbiology will also enlist the help of any student from the Department of Microbiology graduate program willing to participate. The role of this committee will be to create and distribute posters promoting the program, volunteering during recruitment weeks, and may be asked to visit local colleges and universities.

##### **Section B – Career Day Committee**

The Students for the Advancement of Microbiology student organization will participate in the Life Science Career Day every other year. The president and treasurer will be required to participate in meetings and act as a liaison between the department chair, students, and the Career Day Committee.

##### **Section C – Campus and Community Outreach Committee**

The Students for the Advancement of Microbiology student organization will engage the campus and surrounding community through the organization of and participation in outreach activities. Outreach activities should serve to provide target audiences to selected topics in STEM areas. Activities may include, but are not limited to, campus events, school visits, participation in local or university STEM oriented programs, etc.

## **Article VI –Method of Selecting and/or Removing Officers and Members.**

### **Section A – Removing Officers and Advisors**

Officers and advisors will remain active on the committee assuming they remain in good academic standing, represent the student organization positively, and regularly attend and participate in committee meetings and events. If a student serving on the executive committee allows his grade point average to drop below a 3.0, he will lose voting privileges for the following semester. If the student is in poor academic standing for two consecutive semesters, attends less than half of the executive committee meetings, or fails to promote and represent the student organization in a positive light, he may be removed permanently from the executive committee. In order for such action, the entire voting executive committee (with the addition of the organization's faculty advisor) must unanimously agree on the individual's removal. Once an executive committee member has been removed from office, they may not run in future elections for any position.

### **Section B – Removing Members**

Members of the Students for the Advancement of Microbiology student organization will only be removed under the most serious offences. Removing members from the organization will be dealt with on a case by case basis and will require a unanimous vote from all executive committee and honorary members. If a student is removed from the program they may reenroll one year later, but their reentry will likewise require a unanimous vote from the committee. During dissolution period, the student will not be allowed to participate in events hosted by the organization.

### **Section C-Self Removal from the Committee**

If a committee member wishes to step down at any point during their term, their request will be granted. If the executive committee member steps down after the first of February, the position will remain unfilled until the March elections of that year. If a student wishes to be removed prior to the first of March, his position will be filled by hierarchy within the executive committee. That is, the vice president may fulfill the presidential role, the treasurer may fulfill the vice-presidential role, the secretary may serve as treasurer and the social chair may serve as secretary. The current students may maintain their original position if desired, in which case the next hierarchical position may fill the role. Once the committee has promoted within, a special election will be conducted to fulfill any unoccupied positions. The committee will follow the special election protocol outline in Article III, Section 7A, Paragraph 5.

## **Article VII –Meetings of the Organization**

The Students for the Advancement of Microbiology student organization will hold general meetings open to all members every other month. On months without a general meeting the executive committee will hold a closed committee meeting. Meetings may be cancelled, or extra gatherings may be called as necessary. The president of the organization is responsible for calling the meetings which will be scheduled by the secretary. These meetings will be required for executive committee members to remain in good standing.

## **Article VIII –Method of Amending Constitution: Proposals, notice, and voting requirements.**

### **Section A – Initial Proposal to Amend the Constitution**

In the event that an executive committee member or advisor wishes to amend the constitution, they should verbally announce their proposal at an official executive committee meeting. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to an executive committee member, who will present it to the executive committee. The student initiating such request is encouraged to attend the meeting.

### **Section B – Written Proposal to Amend the Constitution**

The executive committee will ask the executive committee member (and student member if appropriate) initiating the request to type and present a one-page document detailing the merits of his position. The document should not exceed one page (Arial, font size 11, single spaced with one inch margins.) At the next meeting, the executive committee will receive the proposal; it will be read out loud by the initiating member. The executive committee will have from that date to the date of the next meeting to take the proposal under advisement.

### **Section C – Voting**

At the next meeting, the executive committee will vote on the proposed amendment. An executive committee member may vote one of three ways: “In favor”, “against”, or “majority vote by the student organization body.” The results of this vote must be unanimous. If the committee remains divided, there will be no amendment to the constitution. If the voting is deferred to the student body organization, the vice president will contact the student organization and hold voting, which will last for one week. The students shall receive a copy of the written proposal to take under advisement. The students will vote “in favor” or “against.” Under these circumstances the proposal will be approved if 50 % +1 of the student organization votes and 50 % + 1 vote “in favor.” If the majority of the organization fails to report for voting, or less than half of the students vote “in favor” the constitution will not be amended. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date.

### **Section D – Amending the Constitution**

If a proposal passes, the president will write the approved amended policies in their respective Article. A record of all amendments will be outlined and dated in Article IX. The language should be clearly written and the constitutional article it addresses should be clearly referenced. Amendments to the constitution may be amended themselves following the protocol for Amending the Constitution described herein.

## **Article IX – Constitutional Amendments**

Constitutional amendments must be written in the same formatting as the original constitution and should begin below this text.

April 21, 2016 the following constitutional amendments accepted by the executive committee, scribed by Brent Simpson 2016-2017 President:

- A. Article VIII Section D on amending the constitution will be amended striking the sentences "Only Article IX of the constitution may be rewritten or amended. If a proposal passes, it will be outlined and dated in Article IX."  
And replacing with "If a proposal passes, the president will write the approved amended policies in their respective Article. A record of all amendments will be outlined and dated in Article IX."
- B. Article I Section 1 on the organization name the following addition will be made "If the organizations registration status is changed to Inactive, Unregistered, or Active-Re-established 'at the Ohio State University' will be removed from the organization name per university policy."
- C. Article III Section 1A, 2A, 3A, 4A, 5A, and 6A describing executive committee members' term of office will be change from "[Respective position] terms will begin on the first of July and will terminate on the thirtieth of June."  
To "[Respective position] terms will begin on the first of April and will terminate on the thirty-first of March."
- D. Article III Section 1A, 2A, 3A, 4A, and 5A describing executive committee members' term of office, the following addition will be made "Once the term has been completed the previous [respective position] will serve on the executive committee as a committee member from the first of April to the thirty-first of May in an advising capacity."
- E. Article IV on the executive committee composition the following addition will be made "The previous year's executive committee will serve under the title as "Committee Member" for two months after the termination of their term to advise the recently elected executive committee."
- F. Article III Section 7-A-1 and 7-B-1 on executive committee member nominations will be amended to replace "In the first week of May, the president will initiate the selection procedure ..."  
with "In the first week of March, the president will initiate the selection procedure ..." and the following addition will be made "Students will have two weeks to nominate committee members."
- G. Article III Section 7-A-2 and 7-B-2 on campaign essays the following will be stricken "After two weeks, the president and secretary will compile a list of all nominees and request each candidate to write a short essay describing why they are qualified to serve as the next Students for the Advancement of Microbiology secretary or social chair. The essay should not exceed one page (Arial, font size 11, single spaced with one inch margins). Candidates will have one week to complete their campaign page."
- H. Article III Section 7-A-3 on voting for President, Vice President, and Treasurer positions will be amended striking "The secretary will organize these essays into a single document and email it to all voting members within the student organization. Students may cast one vote and have one week in which to do so. The students will not vote for vice president and treasurer."  
And will be replaced with "Voting will occur at Micro 8899 seminar on the Third or Fourth week of March after the two-week nomination period. Candidates will have

the opportunity to give a speech up to 2 minutes in length of why they are running. The President will distribute a ballot with the nominees for each position. Students will vote for one nominee for each position. Ballots will be collected and counted by the President at the end of the seminar."

- I. Article III Section 7-B-3 on voting for Secretary and Social Chair positions will be amended striking "The secretary will organize these essays into a single document and email it to all voting members within the student organization. Students may cast one vote for each position and have one week in which to do so."  
And will be replaced with "Voting will occur at Micro 8899 seminar on the Third or Fourth week of March after the two-week nomination period. Candidates will have the opportunity to give a speech up to 2 minutes in length of why they are running. The President will distribute a ballot with the nominees for each position. Students will vote for one nominee for each position. Ballots will be collected and counted by the President at the end of the seminar."
- J. Article III Section 7-A-4 on accepting the positions of President, Vice President, and Treasurer will be amended striking "The nominee receiving the most votes will be awarded the presidential position. If the student does not wish to serve as president, he or she may defer to vice president or treasurer. The student receiving the second highest votes will be named vice president. He or she may defer their position to treasurer, or accept the presidential appointment if the position had been passed upon. The nominee receiving the third most votes shall be the next year's treasurer. The student may waive their right to serve on the executive committee, or may accept the president or vice president position if they have been passed upon. The process will continue until all positions have been filled."  
And will be replaced with "The nominees receiving the most votes for president, the most votes for vice president and the most votes for treasurer will serve on the following year's committee in that capacity."

February 9, 2017 the following constitutional amendments accepted by the executive committee, scribed by Brent Simpson 2016-2017 President:

- A. Article III section 1D on President duties, add text "The President will serve as graduate student representative at Department of Microbiology Faculty meetings."
- B. Article III section 2D on Vice President duties, add text "The Vice President will serve as graduate student representative on the Department of Microbiology Recruitment Committee." Also add, "The Vice President will maintain and cultivate a network of contacts to include University officials and persons at external organizations or businesses. This list will be passed to the newly elected Vice President from his/her predecessor to facilitate future events and partnerships within the University and with external parties."
- C. Article III section 4D on Secretary duties, to the sentence "The secretary of the Students for the Advancement of Microbiology student organization will work with the committee members to schedule future meetings," insert "and facilitate the Kendrick Memorial Seminar."
- D. Article IV on Executive committee duties, add text, "A member of the executive committee will oversee the organization of every event hosted by or participated in by the Students for the Advancement of Microbiology and will report the progress to the committee. Events will be split among the members of the executive committee"

as they see fit to balance the work load. The overseeing committee member for an event will seek out volunteers from the members of Students for the Advancement of Microbiology when assistance is needed."

- E. Article VII on Meetings of the Organization, replace "The Students for the Advancement of Microbiology student organization will meet every other month," with, "The Students for the Advancement of Microbiology student organization will hold general meetings open to all members every other month. On months without a general meeting the executive committee will hold a closed committee meeting."

## **Article X –Method of Dissolution of Organization Section**

### **A – Dissolution of the Organization**

Dissolution of the student organization shall be approved as a constitutional amendment and will undergo the same protocol.

1. Initial Proposal to conclude the Students for the Advancement of Microbiology student organization: In the event that an executive committee member, advisor, or department chair wishes to close the program, they should verbally announce their proposal at an official executive committee meeting. The secretary will make a note of such request. If the request comes from a student within the organization, they must present it to an executive committee member, who will present it to the executive committee. The student initiating such request is encouraged to attend the meeting.

2. Written Proposal to conclude the Students for the Advancement of Microbiology student organization: The committee will ask the executive committee member (and student member if appropriate) initiating the request to type and present a one-page document detailing the merits of his position. The document should not exceed one page (Arial, font size 11, single spaced with one inch margins.) At the next meeting the executive committee will receive the proposal; it will be read out loud by the initiating member. The executive committee will have from that date to the date of the next meeting to take the proposal under advisement.

3. Voting: At the next meeting, the executive committee will vote on the proposed amendment. An executive committee member may vote one of three ways: "In favor", "against", or "majority vote by the student organization body." The results of this vote must be unanimous. If the committee remains divided, there will be no dissolution of the program. If the voting is deferred to the student body organization, the vice president will contact the student organization and hold voting, which will last for one week. The students shall receive a copy of the written proposal to take under advisement. The students will vote "in favor" or "against." Under these circumstances the proposal will be approved if 50 % + 1 of the student organization votes and 50 % + 1 vote "in favor." If the majority of the organization fails to report for voting, or less than half of the students vote "in favor" the program will not be terminated. If a proposal is rejected, the topic may not be voted on for at least one year from the final voting date.

4. Amending the Constitution: If the dissolution amendment has passed, the president will file the appropriate paperwork to terminate the student organization with the university. The committee will be disbanded and relieved of their duties.

## **Section B – Assets and Debt**

1. Assets: If the Students for the Advancement of Microbiology is terminated while still possessing assets, those assets will be donated to a student organization within the Ohio State University. The committee will vote which program(s) and how to distribute said funds. A onetime majority vote will be used within the executive committee.

2. Debts: All financial decisions must be approved by the Students for the Advancement of Microbiology Advisor. As such, the Department of Microbiology will be responsible for settling any and all debts accrued by the Students for the Advancement of Microbiology student organization.

**(Constitution adapted from the Students for Biochemistry student organization constitution)**