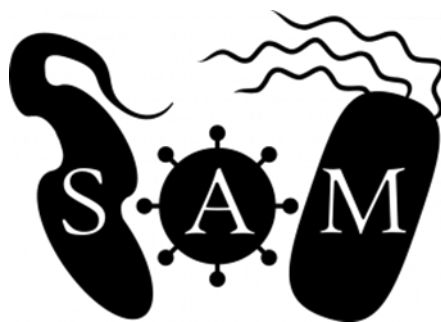


Students for the Advancement of Microbiology



Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

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 organization's 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.

ARTICLE II. ORGANIZATION 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.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Students for the Advancement of Microbiology agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.

Section B. Hazing

Students for the Advancement of Microbiology agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

Students for the Advancement of Microbiology *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

ARTICLE IV. MEMBERSHIP

Section A. Membership Eligibility

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. The membership is open and there is no application process. 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.

Section B. Member Selection

Interested graduate students can join the organization as members by expressing their interest to the President or the Vice President.

Section C. Membership Timeline

Membership is open on a rolling basis.

Section D. Member Removal

Members of the Students for the Advancement of Microbiology student organization will only be removed under the most serious offences such as Title IX violations and academic misconducts. The president will inform the defendant and will provide adequate time for the defendant to provide proof of innocence. 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.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor must attend university sanction training at least every two 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, they will coordinate with the director and treasurer to approve funding requests.

Section B. Advisor Term

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 C. Advisor 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 D. Advisor Replacement

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 the advisor fails to promote and represent the student organization in a positive light, they may be removed permanently from the advisory position. In order for such action, the entire voting executive committee must unanimously agree on the individual's removal. Once an advisor has been removed from office, they may not hold the position again.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

President:

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 graduate students at the Department of Microbiology. The President will serve as graduate student representative at Department of Microbiology faculty meetings.

Vice President:

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 Graduate 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 their predecessor to facilitate future events and partnerships within the University and with external parties.

Treasurer:

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.

Secretary:

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.

Social Chair:

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.

Term:

Each position is valid for an annual term. A student may serve for a position for a maximum of two consecutive terms. The term will begin on the first of April and will terminate on the thirty-first of March. Once the term has been completed the previous officer 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. Officer Eligibility

President:

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 VI, Section C, Paragraph 4.

Vice President:

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 VI, Section C, Paragraph 4.

Treasurer:

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 VI, Section C, Paragraph 4.

Secretary:

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 VI, Section C, Paragraph 4.

Social Chair:

The Social Chair 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 VI, Section C, Paragraph 4.

Section C. Officer Selection Process

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, Treasurer, 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.

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 two 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.

Accepting Positions:

The nominees receiving the most votes for each position will serve on the following year's committee in that capacity.

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 D. Officer Removal

Officers 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 their grade point average to drop below a 3.0, they 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, they 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.

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, their 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 been promoted, a special election will be conducted to fulfill any unoccupied positions.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

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

Section B. Dissolution Procedures, including Assets and Debts

- 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 of the Department of Microbiology 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.
5. **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.
6. **Debts:** All financial decisions must be approved by the Students for the Advancement of Microbiology Advisor. As such, the executive committee will be responsible for settling any and all debts accrued by the Students for the Advancement of Microbiology student organization.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

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.

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.

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 of the Department of Microbiology 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.

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 VIII, Section B. 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.

Section B. 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 workload. 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."

March 4, 2026 the following constitutional amendments accepted by the executive committee, scribed by Rokaiya Shatadru 2025-2026 President:

- A. Constitution updated to match the CSA guideline. Wording regarding standing committees removed as they are no longer applicable.