

Bylaws of the Microbiology Club

This thirteenth day of the month of March
in the year two-thousand and seven

Article I **Parliamentary Authority**

The rules contained in *Robert's Rules of Order* shall govern the meetings of the organization in all cases to which they are applicable and in which they are not inconsistent with the constitution or the bylaws of this organization.

Article II **Membership**

Procedures for becoming a student member are as follows:

1. Fill out a membership form and sign up for the club list-serve.
2. Pay annual dues by the second meeting of each semester.

Membership rights include the ability to attend and participate in all club functions and events. Student members are able to vote during all elections.

Membership duties and responsibilities include participation in club meetings and events, promotion of the club, and recruitment of new members.

A motion to expel a member may be brought forward to the Secretary by any student member. The Secretary will notify the member in question as well as the club about the motion via email. A member may be expelled by a two-thirds vote of a quorum at the next scheduled club meeting. A voluntary resignation must be provided in writing to the Secretary.

Annual dues will be \$25.00. Seventeen dollars will be put towards a student ASM membership. If the potential member already has an ASM membership, this \$17.00 will be waived upon commitment to maintain the membership throughout the year. Eight dollars will go toward the club funds and will be used for club meetings, guest speakers, materials needed to promote the club, or other items as necessary.

Article III **Elections**

Elections will be held annually. Eligibility for holding elected office shall be determined by the guidelines set forth in the Constitution. In any case in which there is confusion as to who shall be eligible, individual eligibility shall be determined by a majority vote of the Executive Board. Nominations will be accepted beginning at the March meeting (or the next-to-last scheduled meeting, whichever occurs later) and will continue for one week. Nominations will be submitted to the Secretary in written form as the constitution describes. After one week the nominations will be made known to the club via email. Elections will be held during the next and will be performed by means of a secret ballot. The ballots will contain the names of the nominees for each position as well as a box to check beside each name. Voters will be instructed to only mark

the box next to the names for which they wish to vote. Members can vote for only one person per office. Ballots will be read by members of the Executive Board in the presence of two members not running for office. Winners will be determined by a plurality. Winners will be made known to the club via email within one day following ballot counting.

Resignation of an officer must be submitted in written form to the Secretary. After a resignation has been submitted new nominations will be accepted for one week following general notice to the club members. Nominations must be submitted in written form to the Secretary. After one week the club will be notified of nominations by email. The election of a new officer will take place at the next scheduled club meeting.

Motions for impeachment may be brought up by any student member and must be submitted in writing to the Secretary or President. The Secretary or President will inform the club members of the motion via email. Impeachment criteria are described in the constitution. Impeachment will be effective based on a two-thirds vote of a quorum at the next scheduled club meeting.

Article IV **Executive Board**

The Executive Board will consist of the following members:

President: The duties of the President will include presiding at meetings, directing club activities and assuming responsibility for said functions. The President will serve as chair person of the Executive Board. The President will also have the responsibility of appointing the undergraduate and graduate liaisons and the webmaster, as well as any other non-elected office not specifically referred to in the constitution or by-laws. In addition to the enumerated powers of this constitution, any specific powers not delegated to another official shall remain the prevue of the President, but can be delegated to another individual or committee by the President.

Vice-President: The duties of the Vice-President will include presiding over the meetings in the absence of the President and overseeing the activities of the organization's committees. The Vice-President shall also be responsible for appointing the chairpersons of the social, service, and science committee.

Secretary: The duties of the Secretary will include maintaining an accurate record of the meetings, documenting club activities and functions, recording the attendance of the officers and cabinet, providing a notice of future meetings, as well as distributing the newsletter.

Treasurer: The duties of the Treasurer will include collecting annual dues as set by the bylaws, maintaining accurate financial records, depositing the organization's funds, and recording expenditures.

The chairpersons of the standing committees, the webmaster, and the graduate and undergraduate liaisons will also be part of the Executive Board.

Article V **Standing Committee**

The following standing committees shall be established in the organization. Each committee shall be headed by a chairperson appointed by the Vice-President.

Social Committee: The duties of the social committee will include aiding in the planning, scheduling, and promotion of any events the club participates in. Members of this committee will be required to attend the events to aid in the set up, execution, and cleanup.

Science Committee: The duties of the science committee will include maintaining a current science folder that contains job openings, scholarship opportunities, educational information, and interesting news concerning microbiology or related fields.

Service Committee: The duties of the service committee will include planning and executing service projects in the community.

Article VI **Ad-hoc Committees**

Ad-hoc committees may be formed at the discretion of the President. These committees shall be chaired by a person appointed by the President, and the committee shall not last for a period greater than six months. At the end of its term, the committee may become a standing committee by the revision of these bylaws.

Article VII **Meeting Requirements**

Regular meetings will be held monthly. Special meetings can be called by an officer of the club. An officer calling for special meeting must give a one week notice by email. A quorum will be set at one-fourth total membership and must be met in order to conduct business at the organization's meetings.

The general agenda for Microbiology Club meetings will be as follows:

1. Call to order
2. Old business
3. New business
4. Speaker / scheduled event
5. Dismissal

Article VIII **Reports**

Minutes will be kept by the Secretary following each meeting and will be made available to any member requesting a copy of them. The Secretary will be responsible for sending out event reminder emails to the club. The Secretary will also be responsible for sending out a monthly (or as needed) newsletter. In addition, a current website will be maintained by the webmaster. The Treasurer must submit a financial report to the Executive Board each month.

Article IX **Amendment of Bylaws**

Amendments to the bylaws, as well as revisions, may be made by a two-thirds majority of the quorum present. The proposed amendments or revisions shall be submitted in writing and given to all members at least one week in advance of the date for casting and counting votes. Amendments and revisions shall be effective immediately upon their approval unless otherwise stated in the amendment.

Article X **Constitutional Supremacy**

In any case where the bylaws of this organization conflict with the constitution of this organization, the constitution shall be given priority.