

Rutgers, The State University of New Jersey Student Chapter of the Theobald Smith  
Society Branch of the American Society of Microbiology

## **Constitution**

### *Article I*

#### Organization Name

This organization shall be known as the Rutgers, The State University of New Jersey Student Chapter of the Theobald Smith Society Branch of the American Society of Microbiology.

### *Article II*

#### Organization Goals

The purpose of this organization shall be; (1) promote student interest and further improve the quality of the Microbiology graduate program at Rutgers University; (2) promote undergraduate student interest in microbiology; (3) provide aid for students, both graduate and undergraduate, at Rutgers University with respect to academic curriculum, research and future employment, and (4) promote student involvement in local, state and national ASM meetings.

### *Article III*

#### Membership

The membership of the organization shall consist of the following categories: All active student (undergraduate and graduate) who have paid chapter dues and who are in good standing with the Theobald Smith Society Branch of the American Society of Microbiology; and Associate members, faculty members in good standing with the Theobald Smith Society Branch of the American Society of Microbiology.

### *Article IV*

#### Officers

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

The executive committee shall be composed of the elected officers and the faculty sponsor.

All officers shall be elected at the general student meeting in May by a simple majority on a secret ballot.

The newly elected officers will serve one-year terms and the term will begin at the first meeting of the fall semester. All offices will be voluntary and no compensation will be given.

The above officers may be elected for a total of two consecutive terms, after which they shall become ineligible for re-election to the same office for a period of one

year following termination of their service in the particular office. However, they may be elected to a new office following termination of a former office.

The duties of the officers shall be:

**President-** The presiding officer during each meeting of the chapter. The major officer who holds ultimate approval power of all Executive Committee decisions, but can be overruled by a  $\frac{3}{4}$  vote of committee members. The president also performs those duties normal to the president.

**Vice President-** The Vice President shall be the presiding officer in the absence of the President, in addition to those duties assigned by the President.

**Secretary-** Maintains written record of all chapter meetings and activities in addition to handling all correspondence for the chapter.

**Treasurer-** Controls the chapter's funds and maintains the chapter's budget, reports directly to the executive committee. Submits a detailed annual report of spending at the last annual meeting.

In the event of any vacancy of any of the above officers, a replacement shall be appointed by the President, subject to the approval of the Executive board. In the event of a President's resignation, the vice president shall succeed the presidency and appoint a replacement for the vacated office.

A provision for impeachment and removal of office shall be provided to be used against any officer guilty of academic deficiency or repeated absence from regular and/ or Executive meetings. A petition with one third of the membership signatures as well as justifiable cause must be presented at a regular meeting.

#### *Article V*

##### Meetings

Meetings will be held one time per month, on a date to be decided at the beginning of the semester.

#### *Article VI*

##### Rules of Order

The chapter's business shall be conducted in a professional manner according to Robert's Rules of Order.

#### *Article VII*

##### Amendments

Any motion to amend or repeal any part of this constitution must be presented in writing to each officer and member and discussions therein at least seven (7) days prior to the meeting in which a vote will be taken.

#### *Article VIII*

##### Faculty Advisor

A member of the faculty of the graduate program shall serve as advisor to the organization.

*Article VIX*

University Regulations

This organization shall be in full compliance with all pertinent University Regulations and any regulations, and policies of Rutgers University that may be relevant to its activities.

*Article X*

By-Laws

Dues- Dues of active and associate members, payable by the second fall meeting shall be 10 dollars per year, which will include the amount needed to cover dues to the Theobald Smith Society of the ASM, and will be sent as annual membership dues to said branch. Failure to pay dues within 3 months of the start of the semester will result in the termination of one's membership in the chapter.

Committees- The following standing committees shall exist and the chairman of each shall be: Program Committee- President, Membership Committee- Vice President, Outreach Committee- President

Special Committees- The president shall have the authority to appoint special committees to deal with matters pertaining to operation and activity to the chapter.

Business Meetings- At the business session of each meeting, the order of business subject to revisions by the executive committee shall be:

Call to Order

Reading of the minutes from the previous meeting

Treasurer's report

Report of Executive Committee

Report of Special Committee

Miscellaneous business

New Business

Announcements

Adjournments