

***** This is a sample Constitution. Please change the sections highlighted in yellow to fit your student chapter. Review ALL sections of the constitution. If you would like to remove an officer from the ones listed below, or add a different type of office, please do so *****

Sample Student Chapter Constitution

Your Organization/University Name Student Chapter of the American Society of Microbiology

CONSTITUTION

ARTICLE I

Organization Name

This organization shall be known as the [_ Student Chapter] of the American Society for Microbiology.

ARTICLE II

Organization Goals *Think about the purpose of your ASM chapter and what you hope to achieve.*

The purpose of this organization shall be:

Examples

1. Promote student interest and further improve the quality of the Microbiology program at the [Organization/University Name]
2. Promote and explain the benefits and value of ASM membership to students, postdocs, and early career scientists at [Organization/University Name]
3. Promote high school student interest in microbiology and their attendance at the [Organization/University/Student Chapter Name]
4. Provide aid and professional development opportunities for students in Microbiology at the [Organization/University Name] with respect to academic curriculum, research, employment
5. Promote student participation in local, state and national ASM meetings and activities.

ARTICLE III

Membership *What does membership mean to your chapter? Are there requirements for being an active member? For example, do active members have to attend a certain number (X) of events and meetings?*

The membership of the organization shall consist of the following categories:

- All active students (undergraduate and graduate) or postdocs who have paid chapter (optional) and ASM dues and are in good standing with the American Society for Microbiology
- Associate members, faculty members in good standing with current membership of the American Society for Microbiology.

ARTICLE IV

Officers *Decide how you would like to run your organization. Who will be responsible for making the majority of decisions and executing plans?*

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

The Executive Committee shall be composed of the elected officers and a faculty member represented by the organization's university faculty sponsor.

The newly elected officers will serve one year terms and will begin these terms at the first general meeting in the fall semester.

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 immediately subsequent to termination of a former office.

The duties of the officers shall be as follows:

- **President-** The presiding officer during each meeting of the chapter. The major officer who holds ultimate approval powers of all Executive Committee decisions, but can be overruled by a three-fourths majority 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 performing those duties delegated by the president.
- **Secretary-** Maintains written record of all chapter meetings and activities as well as handling the correspondence of the organization.
- **Treasurer-** Controls all of the chapter funds and maintains the organization budget, being responsible directly to the executive committee.
- **Public Relations-** Keep the members of the organization informed of upcoming events through the designing and placement of posters and flyers.

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

A provision for impeachment and removal from 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 memberships signatures as well as justifiable cause must be presented at a regular meeting.

ARTICLE V

Meetings

Meetings will be held [Date and Time (i.e. once a week or every other Monday)] with the day to be determined at the beginning of each semester.

ARTICLE VI

Rules of Order

The chapters business shall be conducted in a professional manner.

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 discussion therein at least seven (7) days prior to the meeting in which a vote will be taken.