

THE UNIVERSITY OF
ARIZONA[®]

TUCSON, ARIZONA

THE MICROBIOLOGY CLUB CONSTITUTION

ARTICLE I – Name

The name of the organization shall be: The Microbiology Club

The organization is a student organization at the University of Arizona formed August 2010.

ARTICLE II – Objectives

The objectives of the organization shall be:

To promote interest in the subject of microbiology and related fields.

To provide fellowship amongst students and faculty in the School of Animal and Comparative Biomedical Sciences.

To provide a forum for the presentation of innovative ideas to benefit the UA community.

To provide a pathway to graduate school, medical school, industry, or non-academic careers.

ARTICLE III – Membership

Any student (undergraduate or graduate) at the University of Arizona is eligible to be an active member and may hold office.

Non-students may act as associate members, but may not vote or hold office.

To maintain official club membership, students will have to do or complete the following:

- Pay dues (\$10.00) by the end of the second meeting of each semester.
- To be considered a premium active member the student must attend at least four club meetings per semester, at least two outside events, and 1 volunteering event through the Micro Club. For

those who cannot meet during regularly scheduled club meetings due to class scheduling conflicts, a snapshot of your class schedule (without student ID included) should be provided to the club Secretary. Additionally, you will need to provide commentary and feedback on at least four meeting minutes; the due date will be determined each semester based on the meeting schedule.

- Obtain ASM Regional Chapter (Region 7) membership. Regional membership is free of charge for University of Arizona students.

ARTICLE IV – Officers

Election of officers

The officers in this organization are president, vice president, secretary, treasurer, social media coordinator, ASUA representative.

Interested candidates should be a full time student at the University of Arizona, be in good academic standing, and be registered in InvolveUA.

Interested candidates can submit their profile (4-5 sentences of why they are interested in the position and qualifications) to a Google doc under the position(s) they wish to run for. A finalized (uneditable version) will be sent to members for review.

Officers will be elected electronically (anonymous google form), with each active member casting a vote. Majority of votes constitutes victory.

Election of new officers will take place in the second to last meeting of each spring semester.

Officers will hold their positions for one academic year.

Recall of officers:

Officers are subject to recall for malfeasance in office.

Recall procedures will be initiated at the request of current officers.

A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.

A majority of the current officers voting in a recall at the end of the hearing is necessary to remove anyone from office.

ARTICLE V – Voting

This Constitution may be amended by a 2/3-majority vote of official active club members as well as approval by an appropriate club advisor. Voting on amendments must be conducted after a minimum of 2 weeks.

Any additional topics that need to be voted on (i.e. dates and times of future meetings following the end of the current semester) will also require a 2/3-majority vote of official club members as well as approval by an appropriate club advisor.

ARTICLE VI – Not-for-profit Statement

This is a non-profit organization.

ARTICLE VII – Statement of Non-discrimination

This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

ARTICLE VIII – Financial Obligations

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member, active or non-active, at the beginning of each semester.

A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE IX – Statement of Non-hazing

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE X – Statement of Compliance with Campus Regulations

This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.

ARTICLE XI – Statement of Assurance

The Microbiology Club will be fully cooperative with the policies and will abide by the framework of University policies and procedures. This club does retain sponsorship from the American Society of Microbiology. This Club does, however, give priority to University standards and policies before all other sponsored organizations and understands that the University reserves the right to examine the record of the parent organization or affiliates on other campuses.

ARTICLE XII – Meetings

This organization will determine its meeting times on a semester basis and will coincide with a 2/3-majority vote on availability. If there is an overwhelming response to change the time, adjustments will be made accordingly. This is for official meetings only as social meetings may be scheduled for sporadic dates. Votes will be collected via a paper ballot vote during an official club meeting or by email ballot.

ARTICLE XIII – Officers

Advisors

Club advisor Dari Trujillo

ASM advisor Dr. Wilbur

Elections

Officers are elected by electronic ballot (anonymous Google Form) voting is held the second to last club meeting of the spring semester on an annual basis. The term will be held for the following year. In the event an officer resigns from their position or cannot fully meet the requirements of the position, a new ballot vote will be held for the position on the second official club meeting after the resignation has been

accepted. The officer that is elected to fill this position will hold the position for the remainder of the subsequent term.

Qualifications

To be a qualified candidate for an officer position, the person must meet the following requirements:

- Be a full time student at the University of Arizona
- Maintain good academic standing (Good standing status denotes that a student is eligible to continue in or to return to the University. Undergraduate students will be considered to be making normal progress toward a degree if their cumulative grade-point-average (GPA) for all work attempted at the University of Arizona is not less than 2.000)
- Be a registered member on InvolveUA
- Have dues paid by the end of the second club meeting each semester
- Have student information to be registered with the club. Information may include:
 - Name (as it show on official UA documents)
 - Email address
 - Contact information

Officer's responsibilities

President

The president's duties are as follows:

- Presides at club meetings
- Maintains club infrastructure
- Approves primary proposals of action (i.e. club activities, advertisements, etc.)
- Unless otherwise noted below, responsible for organizing various actions (i.e. club activities, advertisements, etc.)
- Delegates duties to other officers
- Serves as contact between ASM and the Microbiology Club and a liaison to the University community
- Co-manages bank accounts
- Arranges guest speakers and meetings

Vice president

The Vice president's duties are as follows:

- Assumes duties of president, when necessary

- Assists president in coordination of activities
- Arranges renting of University property
- Manages club meetings in the event the President cannot make meetings
- Serves as fundraising supervisor
- Forwards minutes to club listserv

Treasurer

The Treasurer's duties are as follows:

- Co-manages finances and bank account
- Manages payouts and refunds
- Manages collecting club dues
- Maintains records of financial activity
- Provides financial estimates for club activities and fundraisers
- Works directly with the Vice President to organize fundraising events

Secretary

The Secretary's duties are as follows:

- Maintains accurate and current information of the organization and membership
- Keeps accurate minutes of each meeting and forwards copies to club members and club officers
- Keeps attendance records for meetings
- Designs and posts fliers for all meetings on the day immediately following the last meeting

Social Media Coordinator

The Social Media Coordinators Duties are:

- Instagram, Facebook, and Weebly/official UA Microbiology website
- Update Calendar
- Design and create flyers

ASUA Representative

The ASUA Representative duties are:

- Attend ASUA meetings
- Request ASUA travel funding, motorpool, general funding, ect.

Term Limits

There is no limit to the amount of terms that an officer may hold, as long as they maintain the qualifications and have been appropriately elected the spring semester that elections are normally held.