

1 The Sierra College Microbiology Club and the Sierra Student Chapter of
2 the Northern California Branch of the American Society for
3 Microbiology
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5 **CONSTITUTION**
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8 **ARTICLE I**

9 Organization Name

10 This organization shall be formally known as the “Sierra College Microbiology Club
11 and Sierra Student Chapter of the Northern California Branch of the American Society
12 for Microbiology”. It can also be informally known as the “Micro Club” and/or
13 “Sierra’s ASM Student Chapter”.
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15 **ARTICLE II**

16 Organization Goals

17 The purpose of this organization shall be; (1) to promote student interest and student
18 success among the allied health and microbiology students of Sierra College; (2) to
19 further improve the quality of the Microbiology programs offered at Sierra Community
20 College at all campuses including Rocklin, Nevada City, Roseville and Tahoe-Truckee,
21 California; (3) to promote interest in the sciences, related fields of microbiology and the
22 associated allied health professions within the District of Sierra College; (4) to provide
23 aid for students in Microbiology within the Sierra College District (Placer and Nevada
24 Counties, California) with respect to academic curriculum, research, employment, and
25 (5) to promote student participation in local, state and national ASM meetings.
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27 **ARTICLE III**

28 Membership and Electorate

29 The membership of the organization shall consist of the following categories:
30 “Active Club Members” are all active and enrolled students of Sierra College who have
31 paid chapter and state dues as required and who are in good standing with the Northern
32 California Branch of the American Society for Microbiology; “Faculty Advisors” are all
33 faculty members in good standing with the Northern California Branch of the American
34 Society for Microbiology; and “Associates” are all volunteers in good standing with the
35 Northern California Branch of the American Society for Microbiology. Only “Active
36 Club Members” may vote; all others are advisory and non-voting. A quorum shall be
37 determined by the membership at the first fall meeting of the year and shall be no less

38 than four active and enrolled students.

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40 **ARTICLE IV**

41 Officers, Elections and Vacancies

42 The officers of the club/chapter shall be: President, Vice-President, Secretary, Treasurer
43 and Public Relations. Officers must be currently enrolled students at Sierra College.

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45 The executive committee shall be composed of the elected officers and a faculty
46 member represented by the organization's college faculty sponsor. It shall be the
47 responsibility of the executive committee members to provide leadership and to carryout
48 the wishes of the club/chapter members within established guidelines for ASM Student
49 Chapters and for Sierra College Campus Clubs.

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51 All officers shall be elected annually at the first general meeting during the fall
52 semester by a simple majority on a secret ballot. The newly elected officers will serve
53 one-year terms and will begin these terms when elected at the first fall meeting of each
54 year.

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56 The above officers may be elected for a total of two consecutive terms, after which they
57 shall become ineligible for re-election to the same office. However, they may be elected
58 to a new office immediately subsequent to termination of a former office.

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60 The duties of the officers shall be as follows:

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- 62 • President- The presiding officer during each meeting of the club/chapter. The
63 president also performs those duties normal to the president.
- 64 • Vice-President- The Vice-President shall be the presiding officer in the absence of
65 the President, in addition to performing those duties delegated by the president.
- 66 • Secretary- Maintains written record of all club/chapter meetings and activities as
67 well as handling the correspondence of the organization.
- 68 • Treasurer- Controls all of the club/chapter funds and maintains the organization
69 budget, being responsible directly to the executive committee and the
70 membership.
- 71 • Public Relations- Keeps the members of the club/chapter informed of
72 upcoming events through printed announcements, email or other electronic
73 media.

74

75 In the event of any vacancy of any of the above officers, the president, subject to

76 Executive Committee approval, shall appoint a replacement. In the event of the
77 President’s resignation, the vice president shall succeed to the presidency and appoint a
78 replacement for the vacated office.

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

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85 **ARTICLE V**

86 Meetings

87 Meetings will be held on Fridays with a specific schedule of days and times to be
88 determined at the beginning of each semester.

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90 **ARTICLE VI**

91 Rules of Order and Decision-making Processes

92 The chapters business shall be conducted in a professional manner in accordance
93 with Robert’s Rules of Order or Established Consensus Protocols. During the first
94 meeting each Fall semester, it shall be the responsibility of the club/chapter
95 members to determine which method of conducting business will be used for the
96 year.

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98 **ARTICLE VII**

99 Amendments

100 Any motion to amend or repeal any part of this constitution must be presented in writing
101 to each officer and member and discussion therein at least seven (7) days prior to the
102 meeting in which a vote will be taken. Amendments require a simple majority, secret
103 ballot vote to be approved.

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105 **ARTICLE VIII**

106 By-Laws

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108 Club/Chapter By-Laws may be proposed and established by a majority vote of the
109 active club/chapter members in addition to and complimentary with this Constitution if
110 the club/chapter determines them to be needed.

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112 Financial Policy- The Club/Chapter is financially responsible for all its expenditures
113 and income. The Treasurer will maintain financial records of all transactions and
114 prepare detailed reports for the membership. All expenditures must follow Sierra

115 College District's Purchase Order Policy and appropriate guidelines established by
116 ASM. All expenditures will be voted on by club/chapter members at an official club
117 meeting of its members.

118

119 Dues- Annual dues, as needed by ASM and Northern California Branch, will be
120 determined and payable by the second fall meeting each year. Failure to pay dues within
121 a reasonable length of time shall terminate ones membership in the club/chapter. The
122 club/chapter may in accordance with local guidelines engage in fundraising activities to
123 assist members in good standing with the payment of dues.

124

125 Committees- The club/chapter may establish standing committees and temporary
126 task forces as needed and assign appropriate chairman for each. Committees may
127 include a Program/Activity committee, a Fundraising committee, a Publicity
128 Committee, a Planning committee and but not limited to a Membership Committee.

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

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

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- 136 • Call to order
- 137 • Reading of minutes of previous meeting
- 138 • Executive Committee Report
- 139 • Treasurer's report
- 140 • Old business
- 141 • New business
- 142 • Committee Reports
- 143 • Announcements and Comments
- 144 • Adjournments

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Approved: April 26. 2013