

BY-LAWS FOR THE ROCKY MOUNTAIN BRANCH OF
THE AMERICAN SOCIETY FOR MICROBIOLOGY

Revised January 1977

Revised May 1983

Revised November 1984

Revised October 1986

ARTICLE I - NAME

The name of this organization shall be the Rocky Mountain Branch of the American Society for Microbiology.

ARTICLE II - OBJECT

The object of the Rocky Mountain Branch shall be identical with that of the parent society, viz., to promote scientific knowledge of microbiology and related subjects through discussions, reports, and publications, to stimulate scientific investigations and their applications, to plan, organize, and administer projects for the advancement of knowledge in this field, to improve education in the science, to promote programs of professional recognition, and to foster the highest professional and ethical standing of microbiologists.

ARTICLE III - MEMBERSHIP

Section 1. Active members of the American Society for microbiology who are residents of Colorado or Wyoming shall be eligible for active membership in the Local Branch.

Section 2. Career workers in the fields of microbiology shall be eligible for membership. Members of the Local Branch who are not members of the American Society for microbiology shall have the rights and privileges of active membership except that such members shall not be eligible to vote for, or to hold, the office of President, President-Elect, or Councilor or Councilor-Elect representing the Local Branch of the Council of the Society.

Section 3. To encourage students in the field of microbiology and related sciences, student memberships are open to all bona fide graduate or undergraduate students. They shall have the rights and privileges of members as outlined in Section 2, except that such affiliate members shall not be eligible to vote for or hold the office of Councilor or Councilor-Elect, or to hold the office of President or President-Elect.

Section 4. Any member, in good standing in the American Society for Microbiology or in the Rocky Mountain Branch for at least 20 years immediately preceding retirement from remunerative professional work, shall be eligible for election to emeritus status. Emeritus members shall have all the rights and privileges of active members.

Section 5. Any person, or organization, interested in advancing the objects of the Society and the Local Branch shall be eligible for sustaining membership. They shall have all the privileges of membership except that of holding office and voting, unless they are members of the American Society for Microbiology. Such members shall not be debarred from voting or holding office.

Section 6. A review of the membership roles may be made at any time at the discretion of the Executive Committee or upon request made by an Active Member.

ARTICLE IV - OFFICERS

Section 1. The officers of this branch shall be a President, a President-Elect, a Secretary- Treasurer, and two Councilors, one of whom shall be the Councilor-Elect. The position of Secretary-Treasurer may be divided to include a Secretary and a Treasurer.

Section 2. The duties of the Officers shall be such as usually pertain to the offices held, and also any other duties that may be assigned by the Executive Committees or prescribed by the By-Laws.

Section 3. The councilor-elect shall assume the duties of the councilor at the end of the latter's two-year term, and, by custom, succeeds the outgoing councilor. The term of office shall begin on July 1.

ARTICLE V - COMMITTEES

Section 1. The committees of this Branch shall be an Executive Committee and such special committees as the President may appoint.

Section 2. The President, President-Elect, Secretary, Treasurer (or Secretary-Treasurer), the immediate Past-President, and the two councilors of the branch shall constitute the Executive Committee. This committee shall plan for the program of meetings, and shall perform such other functions for the promotion of the welfare of the branch.

ARTICLE VI - MEETINGS

At least two regular meetings of the Section shall be held each year at a time to be selected by the Executive Committee. Special meetings may be called by a majority vote of the Executive Committee.

ARTICLE VII - ELECTIONS

Officers, with the exception of the Councilors, shall be elected annually at the regular Spring meeting of the Branch. Councilors shall be elected biennially in a manner identical to other officers. The nominating committee shall report its slate of candidates to the Secretary at least 60 days prior to the Spring meeting and the Secretary shall mail the slate of proposed candidates to each Active and Emeritus member of the branch as an enclosure with the Spring registration materials. Active and Emeritus members shall have a 10 day period following receipt of the list of candidates to submit additional nominations in writing to the Secretary. Nominations will also be accepted from the floor at the Spring meeting.

Voting shall be by secret ballot at the Spring meeting. In the event of cancellation of the meeting, a ballot shall be mailed to the membership to be returned to the Secretary within 15 days of the date of mailing. The candidates receiving the highest number of votes for their respective office shall be declared elected. In the event of a tie vote, a majority of the Executive Committee shall decide between the candidates who are tied. A candidate who is a member of the Executive Committee shall not have a vote in this decision. All officers shall be notified of their election by the Secretary and they shall take office on July 1. The secretary shall annually submit to the American Society of Microbiology a list of the Branch officers and standing committees for the next appointed year prior to July 1. Any member who

has made application and whose qualifications for Emeritus Membership shall have been certified by the Secretary shall be considered nominated. Election to Emeritus Membership shall be by means of the Spring mail ballot and those receiving a majority vote of the returned ballots shall be declared elected. The Branch Secretary shall transmit annually to the National Secretary the names of officers and standing committees within three weeks after their election.

ARTICLE VIII - FINANCES

Section 1. All members shall pay such dues or assessments as defined in the By-Laws and regulated in the Policy Sheet

Section 2. Student members shall pay one-third the amount of annual dues for regular members.

Section 3. Emeritus Members shall be exempt from the payment of dues or assessment fees.

Section 4. Sustaining members shall pay such dues or assessments as may be voted at any regular meeting of the Local Branch and as defined in the Policy Sheet

Section 5. While dues are payable during the year and at any regular meeting of the Local Branch, statements of annual dues for the calendar year shall be sent to all members following the Spring meeting or with the next issue of the Branch Newsletter.

Section 6. The Rocky Mountain Branch shall be a non-profit organization.

ARTICLE IX - AMENDMENTS

Amendments to the Rocky Mountain Branch By-Laws must be proposed in writing and mailed to the secretary at least one month before a regular or special meeting of the Branch. If approved by a majority vote of the members present at the regular or special branch meeting, the secretary shall be instructed to promptly print and send the amendment together with a ballot to all members of the Branch. The secretary shall canvass the ballots returned to him within 30 days from the date of the mailing of the letter ballot, and the proposed amendment shall be considered adopted if it receives the approval of two-thirds of the members voting. The results of the vote shall be announced by the secretary in the next issue of the Branch Newsletter or at the next regular meeting of the Branch.

ARTICLE X - DISSOLUTION

In the event of dissolution of the Rocky Mountain Branch of the American Society for Microbiology, the assets will not be divided among the members of the Branch but will be transferred *in toto* to a non-profit organization with similar interests.

ARTICLE XI - STUDENT CHAPTERS

The Rocky Mountain Branch may sponsor Student Chapters within Colorado and Wyoming. The Student Chapter, to be approved by the Branch, must have the consent and approval of a faculty advisor who is a current member of the Branch, and must present two copies of its Constitution and By-Laws to the Branch for Branch approval. The Branch will encourage student participation in Branch activities and provide direction and assistance to the Student Chapters when needed.

POLICY SHEET FOR THE ROCKY MOUNTAIN BRANCH OF THE
AMERICAN SOCIETY FOR MICROBIOLOGY

December 1983

PURPOSE:

The Policy Sheet is to be used as an information guide for members and for officers and committee members of the Local Branch. Customs and policies which have been found useful but which are not included in the By-Laws or which benefit from promulgation are listed according to the office or committee of reference. Additions by each office-holder are encouraged.

TREASURER:

The duties of the Treasurer are to collect membership dues and such other fees as shall be pertinent to the accomplishment of the business of the Branch, e.g. meeting registrations. It is the responsibility of the Treasurer to keep an accurate account of all receipts and expenditures and the report on the financial condition of the Branch at Branch meetings and on other occasions as appropriate. It is the responsibility of the Treasurer to send annual Dues Notices with the notice of the Spring Meeting. Dues for members are \$6.00, whereas dues for student members are \$2.00 per calendar year. Sustaining members shall pay such dues or assessments in a predetermined and reasonable amount as may be voted upon at a regular meeting. The Treasurer is also responsible for receipt of any special funds which may be received from an interested member or institution.

SECRETARY:

The Secretary shall send out a newsletter to the Branch Membership twice a year, one prior to March 31 and the other prior to September 10. The secretary is also responsible for minutes of both Branch and Executive Committee meetings which will be kept as a record of Branch activities. In addition, the Secretary is responsible for submission of reports of Branch meetings to the Branch Affairs Office of the National Society and for correspondence concerning Branch activities as appropriate and requested by other Branch officers or committee chairpersons.

EXECUTIVE COMMITTEE:

The Executive Committee of the Branch is composed of the President, the President-Elect, the Secretary, the Treasurer, the immediate Past-President, the two Councilors of the Branch and the Chairman of the Science and Education committee of the Branch. The President is normally the presiding officer of the Executive Committee. It is the Executive Committee's responsibility to conduct business on behalf of the Branch, e.g. arrange meetings, supervise elections, and to make recommendations to the Branch concerning matters of importance to it.

SCIENCE AND EDUCATION COMMITTEE:

This committee is responsible for assuring that a panel (s) of judges is selected to determine the winners of the outstanding paper and poster awards at each Branch

meeting. The committee is also responsible for assuring that judges are present at both local and state science fairs throughout territory encompassed by the Branch (currently Colorado and Wyoming). Requests for science fair judges normally emanate from the Board of Education and Training of the National ASM.

AD HOC COMMITTEES

The President, in consultation with the Executive Committee, appoints AD HOC committees as the needs of the Branch dictate, e.g. for planning special meetings.

ELECTIONS:

At the Spring meeting of the Branch, a Nominating Committee composed of the last three Past-Presidents shall submit a slate of candidates vying to serve as officers, if elected. In the event a Past-President is unable to serve on the Nominating Committee, his place shall be filled by a member of the Branch appointed by the present President.

ROLE OF OFFICERS IN RMB-ASM

(Submitted by Joan Foster, July 1990; slight revisions by Len Pearson, June, 1992)

President

- "Runs" the Branch.
- Spokesperson for the Branch.
- Gets volunteer to host Fall and Spring meetings.
- Tries to fill committee positions.
- "Runs" the Biennial symposium on alternate years.

President-elect

- Assists the president.
- Organizes the biennial symposium. Traditionally the symposium is held in the late summer or early fall on alternate years.

Secretary

- Takes minutes at Executive and Business meetings.
- Reads old minutes at all meetings.
- Keeps the "Red Book" up-to-date- with inserts and deletions requested by ASM.
- Replies to correspondence from ASM.
- Sends list of officers with addresses and telephone numbers to ASM.

Treasurer

- Establishes official signature with the Branch's bank account. {Past-treasurers remains on the account until they retire as president.}
- Writes necessary checks and receipts.
- Balances checkbook.
- Keeps track of petty cash.
- Prepares and presents the Treasurer's report at each Business and Executive meeting.