MGSO CONSTITUTION

ARTICLE 1. NAME

* 1. The name of the Organization will be known as “The Microbiology Graduate Student Organization” or abbreviated as “MGSO”.

ARTICLE 2. CONTACT INFORMATION

2.1 The official contact information of MGSO will be:

 MGSO

207 Science 1

Iowa State University

Ames, IA, 50011, USA

 Phone: (515)-294-1630

 Fax: (515)-294-6019

 URL: <https://www.stuorg.iastate.edu/site/668>

ARTICLE 3. PURPOSE

3.1 To organize activities that benefit member graduate students.

3.2 To represent the interests of MGSO members in all matters during their stay at Iowa State University (ISU).

3.3 To foster an environment of friendship, camaraderie, and cooperation among MGSO members

3.4 To foster cooperation between MGSO members and faculty, staff, and other organizations at ISU.

3.5 To help new and current microbiology associated graduate students adjust to life at ISU.

3.6 To serve as a graduate student chapter of the American Society for Microbiology.

3.7 To educate the public about microbiology and science.

3.8 In fulfilling objectives above, MGSO will abide by established ISU policies, State and Federal Laws.

ARTICLE 4. STATEMENT OF COMPLIANCE

4.1 MGSO abides by and supports established ISU policies, State and Federal Laws and follows local ordinances and regulations. MGSO agrees to annually complete President’s Training.

ARTICLE 5. NON-DESCRIMINATION STATEMENT

 5.1 ISU and MGSO do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

ARTICLE 6. MEMBERSHIP

6.1 Membership will be open to all registered students at ISU and members of the ISU community.

6.2 Types of membership

A) Active Student members (must be registered students at ISU)

B) Non-active Student members

C) Non-Student members

D) Advisor(s)

6.3 All members are encouraged to participate in all MGSO activities.

6.4 Active student members are allowed to vote and be elected to Executive Board and Officer positions.

6.5 To maintain active member status all students will pay dues as specified in ARTICLE 12.4.

6.6 Non-active student members may attend meetings, gatherings, and participate as normal in MGSO activities but will not have voting rights or eligibility for Executive Board or Officer positions.

6.7 Membership may be revoked if actions are deemed inappropriate by the active membership by a simple majority vote.

ARTICLE 7. EXECUTIVE BOARD AND OFFICERS

7.1 The Executive Board will be comprised of the President, Vice President, Secretary, Treasurer, and Graduate Student Senate Representative.

1. The Vice President will act as the Risk Management Officer

7.2 The Officers will be comprised of the Webmaster, Social Media Chair, Outreach Coordinator, Social Chair, and the Membership/Professional Development Chair.

7.3 The Executive Board and Officers will serve for the period of one academic year and may be re-elected or re-appointed for following years.

7.4 Duties and general responsibilities of the executive board members:

7.4.1 President

1. To represent MGSO and its members in all external matters, including correspondence with MGSO seminar speakers.
2. To preside over all MGSO meetings.
3. To work with the Treasurer and Vice President to solicit and secure funds for MGSO.
4. To seek the consent of individuals nominated for the role of Advisor(s).
5. To work with the MGSO Advisor(s) and the Chair/Associate Chair of the Interdepartmental Microbiology Graduate Program to determine the future direction and function of MGSO.
6. To attend Interdepartmental Microbiology faculty meetings.
7. To propose and put to a vote formation or dissolution of ad-hoc or standing committees.
8. To call special meetings of the organization (such as meetings of the executive board and officers)
9. To be present during and oversee elections.
10. To vote in the case of a tie of a non-election vote, but waives the right to vote otherwise.
11. To maintain contact with the American Society for Microbiology (ASM) Student Chapters branch
12. To lead the planning of annual events for the IM program, such as the Interdepartmental Microbiology Retreat or invited seminar speakers

7.4.2 Vice President

 A) To assist the President in all functions as in section 7.4.1.

B) To fulfill the role of the President in the event that the President resigns or otherwise cannot fulfill their role.

 C) To act on behalf of the President in his/her absence.

 D) To renew the registration of MGSO with the Students Activities Center.

E) To ensure that MGSO meets the requirements of the Student Activities Center.

 F) To foster and maintain relationships between MGSO and other associations/organizations.

 G) To serve as the Risk Management Officer and oversee risk management responsibilities including helping minimize potential risks for MGSO activities, recommending risk management policies or procedures to MGSO, submitting documentation to ISU’s Risk Management Office, and ensuring that MGSO’s Risk Management Policy is implemented at all events.

H) To work with the President and Treasurer to solicit and secure funds for MGSO.

7.4.3 Secretary

A) To notify, via email, upcoming MGSO meetings to MGSO members

B) To disseminate, via email, minutes of the MGSO meetings.

C) To email announcements of MGSO events and activities.

D) To submit any changes to the Constitution to the Student Activities Center.

E) To keep a copy of the constitution on hand for membership reference.

F) To maintain all records of MGSO.

7.4.3 Treasurer

1. To maintain all financial accounts and related correspondence of MGSO.
2. To hold the purchasing card (p-card) for the organization
3. To sign all financial accounts and transactions.
4. To submit a financial statement to the meetings.
5. To ensure that MGSO fulfills all the requirements of ISU pertaining to financial matters and liaises with the Campus Organization Accounting auditors on all financial matters.
6. To insure all expenditures are countable.
7. To work with the President and Vice President to solicit and secure funds for MGSO.

7.4.4 Graduate and Professional Student Senate Representative (GPSSR)

A) To represent MGSO at Graduate and Professional Student Senate meetings.

B) To report all important business discussed at the Graduate and Professional Student Senate meetings which may affect members of MGSO as a campus organization.

C) To disseminate, via email, minutes of the GPSS meetings

7.5 Officers

7.5.1 Webmaster

1. To work with the Social Committee to ensure that the Interdepartmental Microbiology official website is regularly updated with relevant news, events, and images regarding the program and MGSO.
2. To keep faculty and student profiles on the IM website updated
3. This position may come with additional compensation from the IM Program
	* 1. Social Media Chair
4. Keep the Interdepartmental Microbiology and MGSO Facebook, Twitter, and possibly Instagram pages updated and active with club and department happenings throughout the year.
5. To act as chair to the Merchandise Committee
6. This position may come with additional compensation from the IM Program
	* 1. Outreach Chair
7. To find new outreach opportunities and to work with the Outreach Committee to plan, organize, and carry out outreach events for MGSO.
8. To find tours and opportunities to interact with microbiologists in Industry/Government
9. To act as chair to the Outreach Committee (see ARTICLE 13.1).
	* 1. Membership/Professional Development Chair (Membership Chair)
10. To keep a current list of active and non-active members.
11. To arrange peer mentors for incoming students to the IM program (See ARTICLE 14)
12. To set up professional development and/or networking opportunities for MGSO members
13. To work with the President to address the needs of MGSO members and help them to get the most out of their MGSO membership
	* 1. Social/Events Chair
14. Plans opportunities for MGSO members to come together and hang out. (i.e. Bar crawl, bowling, game nights, potlucks, golf)
15. Works closely with club secretary, communications chair and webmaster to promote upcoming events.
16. To act as chair to the Social Committee (see ARTICLE 13.1).

7.6 The positions of President and Secretary or Treasurer cannot be held simultaneously by a single member.

7.7 Members of the Executive board or Officers may be removed from their positions for failing to fulfill position requirements and/or if their actions are deemed inappropriate by a simple majority vote of the active membership.

ARTICLE 8. THE ORGANIZATION ADVISOR(S)

8.1 In accordance with the university requirement MGSO will have an Advisor(s) who is a member of the faculty or staff of ISU.

8.2 The members will, by simple majority vote, elect or terminate the appointment of an Advisor(s) as needed.

8.3 The President will seek the consent of individuals nominated for the role of Advisor(s).

8.4  The role of the Advisor(s) will be as envisaged in the requirements of the university.

8.5 The Advisor(s) and the President will jointly see to the details of the role of the Advisor(s) in MGSO within university requirements.

8.6 Once appointed, the advisor will serve until they no longer desire the position, leave ISU, or are terminated by a simple majority vote of the active membership.

8.7 The Advisor(s) must be current members of the American Society for Microbiology (ASM).

ARTICLE 9. ELECTIONS

9.1 Elections of the President and Membership/Professional Development Chair for the next academic year will be held during the spring semester of the current academic year. Elections for all other officer positions will occur during the first meeting of the new year (generally in September).

 9.2 All newly elected Executive Board members and Officers will start their positions effective immediately. Previous officers are encouraged to train incoming officers.

9.2.1 All positions will include a “Transition Document” written by the individual(s) who have previously held the position. This will be passed onto new officers to give details on their new roles.

9.3 All members of the Executive Board and Officers must be elected at an MGSO meeting and must have active member status.

9.4 The President must attend election meetings unless the position is vacant, in which case the Vice President must attend.

9.5 All nominated individuals will have 1-2 minutes to speak to the group and declare why they are interested in their position before a vote takes place.

9.6 All voting will be by secret ballot.

9.7 Nominations

9.7.1 Active student members as well as non-student members may be nominated.

9.7.2 Nominated individuals will be asked to confirm their willingness to participate as a candidate in the elections and as a member of MGSO.

9.7.3 To be considered eligible for nomination for election to the executive board candidates must meet the following requirements:

1. a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate students, the minimum GPA is 2.00. In order for this provision to be met, at least 6 hours (half-time credits) must have been taken for the semester under consideration.
2. Be in good standing with the university and enrolled: at least half time (6 or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (5 or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
	1. Graduate students on assistantship are verified as full-time when enrolled in 1.0 or more credits per semester (fall, spring, or summer), provided the assistantship is coded on the student's record in the Graduate College.
3. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (A) or (B).

 9.8 Election Procedure

9.8.1 The President will be elected first, followed by the Vice-President, Treasurer, Secretary, GPSSR, Outreach Coordinator, Webmaster, Membership/Professional Development Chair, Social Media Chair, and Social Chair.

9.8.2 All Executive Board and Officer positions must be filled before the end of the Spring semester prior to the academic year that the new elected members will serve.

9.8.3 All elected positions will be decided by popular vote.

9.8.4 The following format will be used for balloting:

1. The President will display the names of those contending candidates for the various Executive Board or Officer positions during the election.
2. Each active-member voter will write the name of their preferred candidate for the Executive Board or Officer position and submit it to the President.
3. The President will announce the results of the election of each Executive Board and Officer position, immediately after counting the votes.
4. All members have the right to verify the results of the election.
5. In the event of a tie, a run-off election between candidates receiving the most votes will be held.

9.9 In the event any Executive board or Officer position is vacated, positions will be filled via a special election at the next meeting following the items 9.2 through 9.7.

9.10 All newly elected members of the Executive board are required to read the constitution within the first academic semester of their tenancy. Re-elected or re-appointed members from the previous academic years are also required to do this.

ARTICLE 10. ORGANIZATION MEETINGS

10.1 There will be two categories of meetings: General and Special meetings.

10.1.1 The Secretary will notify all members of the date of all meetings at least one week in advance.

10.1.2 All members and invited guests are eligible to participate in all discussions during the meetings.

10.1.3 The minutes of the previous meeting will be available for review.

10.1.4 Voting on matters arising will be based on a simple majority of the active members present unless otherwise specified in the Constitution.

10.2 General meetings will be held at least three times per semester.

10.3 Special meetings will be convened when urgent matters are needed to be discussed.

ARTICLE 11. AMENDMENTS TO THE CONSTITUTION

11.1 All amendments to the Constitution can only be made in a general meeting.

11.2 All amendments must be formally proposed and seconded.

11.3 All amendments will be discussed before putting to a vote.

11.3.1 A vote must be taken on the first proposed amendment before beginning discussion on the next proposed amendment.

11.3.2 Discussion and voting on amendments will proceed in chronological order of proposal.

11.4 Amendment to an amendment

11.4.1 An amendment to an amendment must be discussed and put to a vote before discussing and/or voting on the amendment that contains it.

11.4.2 Amendments to amendments will be discussed and voted on in the same manner as envisioned for amendments in section 11.3.

11.5 All amendments to the Constitution must be passed by a simple majority vote be active members.

11.6 All amendments to the Constitution must be submitted to the Secretary no later than one week before a meeting.

11.7 Changes to the Constitution must be submitted to the Student Activities Center within 10 days of voting for approval.

ARTICLE 12. FINANCES

12.1 The Treasurer will oversee and be responsible for all financial transactions.

12.2 All monies belonging to MGSO will be deposited and disbursed through a bank account established for MGSO at Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection.

12.3 The Treasurer and an Advisor(s) must approve and sign each expenditure before payment.

12.4 Dues:

12.5.1 MGSO may establish dues at the beginning of each semester that must be paid members desiring active status.

12.5.2 The amount of dues will not exceed $20.00 United States Dollars will be determined at the start of each academic year by the Executive Board and presented to the active membership for simple majority vote.

12.5.3 All dues will be paid to the Treasurer, who will submit the dues to the MGSO bank account. The Treasurer will keep a list of who has paid dues.

12.5.4 Dues must be paid by the end of the fourth week of each semester to maintain active membership. If dues are not paid, that member forfeits the ability to vote on MGSO matters or be elected as an officer.

12.5.5 In lieu of dues, members may opt to volunteer at one fundraising event during the year. If dues are not paid and the member does not volunteer, that member forfeits the ability to vote on MGSO matters or be elected as an officer.

 12.5 In the event of the dissolution of MGSO any remaining funds will be given to the Interdepartmental Microbiology Graduate Program with the stipulation that they be used to benefit Microbiology graduate students.

ARTICLE 13. COMMITTEES

 13.1 The standing committees of MGSO will be the Outreach Committee and the Social Committee

13.1.1 The Chairs of the Outreach and Social Committees are to be the elected Outreach Coordinator and Social Chair, respectively.

13.1.2 The duties of the Outreach Committee will be to plan, organize, acquire materials for, and identify public outreach and educational events performed by MGSO.

13.1.3 The duties of the Social Committee will be to update the Interdepartmental Microbiology official website with news, events, and faculty changes, to take pictures of MGSO events, and to propose and plan informal social events for the members.

 13.2 The President has the ability to propose formation or dissolution of committees as they are needed.

 13.3 Forming ad-hoc committees:

 13.3.1 In the case that a new ad-hoc committee is needed, the president may propose to form an ad-hoc committee during a general meeting.

 13.3.2 The ad-hoc committee must be approved by a simple majority vote of active members.

 13.4 Dissolving ad-hoc committees:

13.4.1 In the case that a committee is no longer needed, the president may propose to dissolve a committee during a general meeting,

13.4.2 The committee will be dissolved if it is passed by a simple majority vote by active members.

 13.5 MGSO members may join or leave committees of their own volition.

 13.6 Ad-hoc committee chairs will be appointed by the members of the ad-hoc committee. In case there are multiple interested members, the chair position will be decided by popular vote amongst committee members.

 13.7 Committees may hold special meetings to plan events or discuss important matters.

13.7.1 The committee chair will inform the Secretary when a committee meeting will be held. The Secretary will email this information to MGSO members before the date of the meeting.

13.7.2 The committee chair is responsible for convening and presiding over such meetings.

ARTICLE 14. PEER MENTORS

14.1 Peer mentors will be appointed by members of MGSO before the end of the spring academic semester. One mentor will be assigned per incoming student. In the case that there are more incoming students than MGSO student members, a mentor can be assigned to multiple mentees.

 14.2 Peer Mentors may only be selected from current active or non-active student members of MGSO. The Membership/Professional Development Chair will select mentors for incoming students.

 14.3 Peer mentors are to carry out their responsibilities for the duration of their mentees’ first academic year, though they may choose to continue these responsibilities afterwards.

 14.4 Mentor Responsibilities:

1. Provide advice to incoming students on topics such as but not limited to: moving to Ames, choosing rotations, selecting course electives, and academic research.
2. Contact their mentee at least once during the summer semester and at least once per month during the first academic year.
3. Attempt to meet in person with their mentee at least once per semester during the first academic year.
4. Invite and accompany their mentee to the first MGSO meeting of the academic year.

 14.5 In the case that a mentee no longer wants to be mentored, that mentor’s responsibilities are waived.

ARTICLE 15. MISCELLANEOUS

15.1 The Executive Board will re-read the Constitution yearly and revise as needed.

15.2 Except for the provisions of this Constitution, all procedural matters and standing orders will follow normal parliamentary practice.

15.3 This Constitution will be binding to all members as prescribed in the Article 6.