



**SOUTH CAROLINA BRANCH
AMERICAN SOCIETY FOR MICROBIOLOGY
CONSTITUTION**



ARTICLE I. (Name)

The organization shall be known as the South Carolina Branch of the American Society for Microbiology.

Its geographical area shall include the State of South Carolina. The legal address of the Branch shall be the institutional or professional employment address of the Secretary-Treasurer of the Branch.

ARTICLE II. (OBJECTIVES)

The objectives of the organization shall be: to promote scientific knowledge through presentation of papers, personal associations and interchange of ideas; to develop and maintain a wholesome relationship both socially and intellectually among the members; to foster education in microbiology; to cooperate with other Branches and the ASM in all matters pertaining to operation of the organization.

ARTICLE III. (MEMBERSHIP)

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

1. **Active** - A member in good standing with the American Society for Microbiology (ASM) who has paid local SC-ASM Branch dues. This individual may or may not be a lifetime member of the SC-ASM Branch.
2. **Associate** - Not a member of the American Society for Microbiology (ASM), but in good standing with SC-ASM. This individual may or may not be a lifetime member of the SC-ASM Branch
3. **Student-Post Doctoral** - Any regularly matriculated student or post-doctoral fellow who has elected to join the SC-ASM Branch.
4. **Lifetime Emeritus** –
 - a. Any active or associate member who has been in good standing with the SC-ASM Branch for the five years preceding the age of retirement from the field of microbiology, and who at the time of their annual renewal elect to pay an induction fee to the SC-ASM Branch to gain life-time emeritus membership status. Upon payment of this Lifetime induction fee no other SC-ASM dues will be required.
 - b. An ASM member from other ASM-Branches who is eligible for Emeritus membership under rules of ASM but would otherwise be excluded by time limit stated above.

ARTICLE IV. (OFFICERS)

1. The officers of the Branch shall be: President, Vice-President (President-Elect), Secretary-Treasurer, Councilor and Alternate Councilor.
2. The Executive Committee shall be composed of the above officers, the immediate past president, and the editor of the Branch Newsletter.
3. The President, Vice-President, Councilor, Alternate Councilor and Secretary-Treasurer shall be elected by a majority of the active membership present at alternate Spring Meetings of the Branch.
4. The term of office for President, Vice-President and Secretary-Treasurer shall be for two (2) years. The Term of Councilor/Alternate Councilor is for three years.
 - a. The Secretary-Treasurer may stand for reelection to the same office.
 - b. The Councilor may only be elected to office twice; the terms need not be consecutive, the total number of terms cannot exceed two.
 - c. **THE ALTERNATE-COUNCILOR** - There are no term restrictions to the number of terms that an Alternate Councilor may serve.

5. The Secretary-Treasurer shall be elected so that the term of office will begin on alternate years from the other elected officers.
6. All officers shall begin their terms of office on July 1 following the meeting at which they are elected.
7. The duties of the officers shall be as follows:

PRESIDENT - The President shall be the presiding officer during each meeting of the Branch, as well as perform those duties normal to the role of president.

VICE-PRESIDENT ALSO KNOWN AS PRESIDENT ELECT - The Vice-President shall become the presiding officer in the absence of the President, in addition to performing those duties delegated by the President.

SECRETARY-TREASURER - The Secretary-Treasurer shall maintain written records of all Branch meetings and activities as well as manage the financial matters of the Branch.

COUNCILOR - The Councilor shall represent the Branch at the annual meeting of the ASM each year. Their term office shall be for a period of three years. They may only serve two terms.

ALTERNATE-COUNCILOR - The primary duty of the Alternate Councilor shall be to serve in advisory capacity to the Councilor providing advice as necessary in the conduct of Councilor duties to ASM. A secondary duty would be to attend formal council meetings when the Councilor is unable to attend. At this time, it is uncertain from the by-laws of the ASM as to whether or not ASM will recognize the authority of the Branch Alternate Councilor to represent the Branch at Council Proceedings.

In the event of a vacancy in the above offices, the remainder of the Executive Committee shall appoint a replacement.

ARTICLE V. (MEETINGS)

The Branch shall hold a minimum of one meeting during each calendar year. The meeting(s) shall be held within the State of South Carolina, except in cases where the meeting is held jointly with other ASM-Branches. The Branch shall also be eligible to hold meetings jointly with other scientific organizations within its geographical boundaries.

Virtual Meetings. The Branch is encouraged to organize face-face meetings. However, virtual meetings are possible and will qualify as to fulfill the annual meeting requirement.

ARTICLE VI. (AMENDMENTS)

Any proposed amendment to the constitution shall be presented in writing and read at any business meeting of the Branch. It shall be voted upon by SC-ASM Branch members at the next business meeting. A copy of the proposed amendment shall be distributed electronically to each member's current email address at least thirty (30) days prior to the meeting at which a vote will be taken. Voting on any and all proposed changes to the Constitution can be taken electronically. A two-thirds affirmative vote of the members responding to the ballot shall be required for adoption of a proposed amendment.

BY-LAWS of the South Carolina Branch of the American Society for Microbiology

1. Dues for active and associate members shall be **\$15.00** per year. Dues shall be payable at the time of application for membership and on or before January 1 of each calendar year thereafter. Failure to pay dues for two (2) successive years shall terminate one's membership in the Branch.
2. Student and Post-Doctoral members are exempt from paying dues to the SC-ASM Branch. They are encouraged to join the American Society for Microbiology as a Student-Member or a Post-Doctoral member.
3. The following standing committees shall exist, and the chair of each shall be:

Executive Committee - The President shall chair and convene this group as necessary in order to discuss the business and issues related to activities of the Branch.

Program Committee – The President shall chair and convene a committee who will organize Branch meetings as necessary. This Program Committee shall select the site of the next meeting of the Branch. It shall be the duty of this committee to attend to all arrangements for the Branch meeting for which they have been appointed to serve.

Award Committee - The President shall chair and appoint a committee to organize the selection of the awardees for which the Branch is responsible.

Membership Committee – The Vice-President shall chair, and in concert with the Secretary-Treasurer of the Branch, maintain the Branch membership list and be responsible for recommending changes to the Branch dues structure.

Nominating Committee – The immediate Past President shall convene a committee that will determine eligibility, solicit, and then nominate individuals for Branch elected offices, Branch awards, and any other Branch offices and/or activities requiring action. The slate of candidates shall be submitted to the President and Secretary-Treasurer who will oversee the election and/or selection process.

Newsletter Editor - The President shall appoint an Editor for the Branch Newsletter.

Archivist - The President shall appoint an Archivist for a term of 5 years. The Archivist shall keep all records of the activities of the Branch.

Student Chapters - Any SC-ASM member may establish a student and/or postdoctoral chapter within the geographical territory of SC-ASM. The chapter advisor must be in good standing with the SC-ASM and the American Society for Microbiology. The chapter advisor shall submit the student chapter constitution to the SC-ASM Vice-President (President-Elect) and ASM Young Ambassador of Science to South Carolina for approval. The chapter constitutions shall be patterned upon and not in conflict with the SC-ASM Branch Constitution. Following the approval of the SC-ASM Branch, the Secretary-Treasurer of the Branch shall transmit the chapter's charter request to the ASM Membership Department and the ASM Board of Directors for admission as a recognized student/postdoctoral chapter.

Business Meeting Agenda - At each business session of the SC-ASM meeting, the order of business, subject to revision by the Executive Committee, shall be:

- A. Call to order
- B. Reading of minutes of previous meeting

- C. Treasurer's report
- D. Report of Executive Committee
- E. Report of other committees
- F. Report of Nominating Committee
- G. Miscellaneous business
- H. Installation of officers
- I. New business
- J. Announcements
- K. Adjournment
- L. The Nominating Committee must have a statement from the nominee that he or she is willing to have his/her name placed in nomination and will serve if elected. The Chairman of the Nominating Committee must notify the President of the Branch of the nominees prior to the next business meeting.

Amendments. The By-Laws may be amended at any business session of the Branch by majority vote of the members present.