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April 25, 1996

Ms.Merry Sloane
American Society for Microbiology
1325 Massachusetts Ave, N.W.
Washington, DC 20005

Dear Merry,

Enclosed is the Constitution of the Student Chapter of the Eastern Pennsylvania Branch of the ASM. Our Executive Committee approved this Constitution and the establishment of a Student Chapter at its last meeting on April 22, 1996.

If everything is in order, the Branch would be appreciative if you would take care of whatever documentation is necessary for presentation of the proposal to form a Student Chapter to Council. If you need any other information from me or the Branch, please do not hesitate to ask.

Very truly yours,

Toby K. Eisenstein

Toby K. Eisenstein, Ph.D., Professor
Chair, Academic Affairs Committee, E. PA Branch of the ASM

cc Paul Cerwinka, President, E. PA Branch of the ASM

CONSTITUTION OF THE STUDENT CHAPTER OF THE EASTERN PENNSYLVANIA BRANCH OF THE ASM

Section 1 The name of this organization shall be the Student chapter of the Eastern Pennsylvania Branch of the American Society for Microbiology, here after referred to as the Student Chapter.

Section 2 This organization is a student chapter sponsored by the Eastern Pennsylvania Branch of the American Society for Microbiology.

Section 3 This constitution shall be the governing law of this organization.

ARTICLE II: PURPOSE

Section 1 The purpose of this Student Chapter shall be:

A. To promote communication among students interested in microbiology.
B. To provide guidance for new students.
C. To maintain active faculty-student rapport.
D. To promote awareness of career opportunities available in the field of microbiology.
E. To provide an avenue for intellectual exchange between its members.
F. To encourage becoming active in the Eastern Pennsylvania Branch and in the national American Society for Microbiology.

ARTICLE III: MEMBERSHIP

Section 1 Membership to this Student Chapter shall be open to all microbiology students, both graduate and undergraduate, located at institutions within the Philadelphia area.

ARTICLE IV: OFFICERS

Section 1 The executive officers of this Student Chapter shall be the president, vice president, treasurer, and secretary. The function of the executive officers shall be to advise and direct this student chapter.

Section 2 The president shall:

A. Be the chief spokesman for the Student Chapter.
B. Preside over both general and executive officers' meetings.
C. Be responsible for preparing a calendar of meetings and events for his/her term of office.

Section 3 The vice president shall:
A. Become the presiding officer in absence of the president.
B. Assist the president in performing the duties of office.

Section 4 The treasurer shall:
A. Keep a record of all financial transactions and shall report the status of the same at all regular meetings of the executive officers.
B. Prepare a budget for the following year and present it to the Executive Committee of the Eastern PA Branch of the American Society for Microbiology.

Section 5 The secretary shall:
A. Keep the minutes of the general and executive officers' meetings.
B. Be responsible for all official correspondence.
C. Keep a list of all current members.
D. Serve as chairperson of publicity.
E. Send out announcements of meetings and functions of the Student Chapter.

Section 6 The officers of the club shall be elected each year by a general election held during the last meeting of each academic year, and assume the duties of office at the end of that same academic year.

ARTICLE V: FACULTY ADVISORS

Section 1 The faculty advisor shall be present at all regular meetings and function to give guidance to the Student Chapter.

Section 2 The faculty advisor shall be a member in good standing of the Eastern PA Branch of the national American Society for Microbiology.

ARTICLE VI: MEETINGS AND QUORUM

Section 1 General meetings shall be held at least twice per semester of the academic year.

Section 2 There shall be at least two meetings of the Executive board per semester of the academic year.

Section 3 A quorum for a general meeting shall consist of at least three executive officers and one half of the members of the Student Chapter.

Section 4 Meetings will be held at locations designated by the executive officers.

ARTICLE VII: AMENDMENTS

Section 1 This constitution may be amended by:

A. Two-thirds vote of the members in a general election.
B. Two-thirds vote of the members at a general meeting provided the amendment was presented to the Chapter members at the previous meeting.

Section 2 By-laws may be amended by a majority of the total votes cast during balloting at a general meeting, provided the changes were presented to the Chapter members at the previous meeting.

BY-LAWS

1. This Student Chapter will participate at functions of the Eastern Pennsylvania Branch of the American Society for Microbiology when possible.

2. Annual dues may be collected from all members of the Student Chapter if deemed necessary.