

# MICROBIOLOGY AND IMMUNOLOGY STUDENT ORGANIZATION

## CONSTITUTION

Date of Adoption: February 2008

### **Article I      Name**

- The name of the organization shall be: MISO
- The organization is a student organization at the University of Louisville, Department of Microbiology and Immunology

### **Article II      Objectives**

The objectives of the organization shall be:

- To discuss graduate students' issues and concerns, and bring them to the faculty
- To support students in coursework and candidacy exam preparation
- To promote group activities
- To encourage feedback and suggestions to improve graduate program
- To enhance student-faculty relations

### **Article III      Membership**

- Graduate students of the Microbiology and Immunology department who have agreed to uphold this Constitution and to participate fully in the activities of this organization shall be members, and may vote and hold office

### **Article IV      Officers**

#### a) Election of officers

- Officers of this organization consist of a president, a student representative at department's graduate admission committee, a student representative at department's graduate curriculum committee, and a treasurer
- Officers will be elected by written ballot, with each active student member casting a vote. A majority of votes will constitute a victory
- Election of officers shall take place at a meeting of this organization called for that purpose, within the last 30 days of the Spring semester (Month of June)
- Officers shall assume office for the period of one year

#### b) Recall of officers

- Officers are subject to recall for malfeasance in office
- Recall procedures will be initiated at the request of five active members. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties
- A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office

## **Article V      Voting**

- This constitution and by-laws may be amended by a 2/3-majority vote of those voting, a quorum being present
- Voting on amendments must be conducted after a minimum notice of 2 weeks
- Each representative shall have one vote. The president shall only vote in case of a tie
- A quorum shall consist of the presence of fifteen students
- A simple majority vote of those present shall prevail

## **Article VI      Not-for-profit Statement**

- This is not-for-profit organization

## **Article VII      Statement of Non-discrimination**

- This organization shall not discriminate on the basis of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, and Veteran status. This policy includes, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

## **Article VIII      Financial Obligation**

- All anticipated expenses shall be cleared with the Business Office prior to encumbrance
- Keeping accurate records of the financial status and transactions of this organization shall be the duty of the treasurer

## **Article IX      Statement of Compliance with Department Regulations**

- This organization shall comply with Microbiology and Immunology department, university and campus policies and regulations and local, state, and federal laws

## **BY-LAWS**

### I. Cabinet

#### A. President

- Coordinate all activities of the organization
- Liaison to university community
- Official representative of organization at MI faculty meetings and at Graduate Student Council meetings
- Submits annual MISO agenda to faculty
- Calls regular and special meetings
- Presides at meetings
- Prepares agenda for meetings
- Maintains accurate and current information of the organization and membership
- Keep accurate notes of each MISO meeting and forward copies to students and faculty
- Keep attendance records for meetings
- To inform succeeding officers of their responsibilities to this organization, the Microbiology and Immunology Department, University Administration, the Student Government Association, and other organizations

#### B. Student representatives at Graduate Admission and Curriculum committees

- Assume duties of president, when necessary
- Assist president in coordinating activities
- Keep accurate notes of each committee meeting
- Report to students with important information discussed at meeting
- Assume duties assigned by their respective committee chairs

#### C. Treasurer

- Liaison to Microbiology and Immunology Department for all purpose of organizational funding
- Maintains accurate and current account of all organizational funds
- To keep accurate records of the financial status and transactions of this organization
- Responsible for dispensing of funds in accordance with the goals and programs established by the organization

### II. Meetings

- Regular MISO meetings shall be held once a month during the fall and spring academic semesters
- Meetings will be open to all organization active members
- A notice of one week will be given prior to a meeting
- A sign-in sheet for attendance will be available
- A student who fails to attend 2 consecutive meetings will become inactive member and shall not be able to vote or hold office