

CONSTITUTION AND BY-LAWS

Southeastern Branch, American Society for Microbiology Region IV of the American Society for Microbiology

Approved and adopted at the 65th Annual Meeting
SEB-ASM, November 1, 1980, Auburn, AL.

Amended at the 87th Annual Meeting SEB-ASM, November 10, 2001, Birmingham, AL.
Adopted at the SEB-ASM Business Meeting at the 102nd annual Meeting of ASM, May 19,
2002, Salt Lake City, UT.

ARTICLE I.

Name of the Organization

Section 1. This organization shall be known as the SOUTHEASTERN BRANCH of the American Society for Microbiology, and is herein further designated as the SEB-ASM, Society or as the Branch. Its geographical area shall include the states of Georgia and Alabama, and that portion of the state of Florida north of the northern boundaries of the counties of Lee, Hendry and Palm Beach. The legal address of the SEB-ASM at any given time shall be the institutional or professional employment address of the then Executive-Secretary of the Branch.

ARTICLE II.

Objectives

Section 1. The objectives of the SEB-ASM shall be: (a) To promote a close professional relationship among microbiologists in the geographical area as defined in Article I.; (b) To provide opportunities for interchange of scientific information through the medium of presented papers; (c) To stimulate, encourage and recognize high levels of achievement and professionalism in microbiology through awards and educational programs; (d) To cooperate with neighboring Branches and with the parent organization, the American Society for Microbiology.

The SOCIETY has been formed exclusively for the aforementioned scientific and educational purposes, and no part of its assets, income, or profit shall inure to the benefit of its members, directors, or officers. Further, no substantial part of the activities of the SOCIETY shall be the carrying on of propaganda or otherwise attempting to influence legislation; nor shall the SOCIETY participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

ARTICLE III.

Meetings

Section 1. The SEB-ASM shall hold at least one general meeting during each calendar year. The date of each meeting shall be chosen so as to interfere as little as possible with allied national or state scientific and professional meetings. The announcement of the place and date of each meeting shall be made by mailing of a Branch Newsletter to all members of the Branch in good standing and by other appropriate means as may be designated in the By-Laws.

ARTICLE IV.

Membership

Section 1. The SEB-ASM shall consist of Active, Associate, Student, Honorary and Lifetime Membership.

Section 2. Active Membership – Any member of the American Society for Microbiology in good standing and residing within the geographical area of the SEB-ASM upon payment of the Branch dues as specified in the By-Laws.

Section 3. Associate Membership – Any person interested in microbiology may become an Associate Member of the SEB-ASM upon payment of the Branch dues as specified in the By-Laws. Associate members shall not be eligible to vote for or hold the SEB-ASM offices of President, President-elect, Executive Secretary or of the Councilor who represents the SEB-ASM on the Council of the parent society.

Section 4. Student Membership – Any person who is a duly registered student in a college or university within the geographical area of the SEB-ASM intending to pursue or is pursuing a course of study leading to an academic degree in microbiology, or closely related discipline, is eligible for student membership. Acceptance of a student membership shall be made upon certification of student status by an Active Member and payment of dues as specified in the By-Laws. Student Members may not vote or hold any elective office within the Branch.

Section 5. Honorary Membership – Individuals retired from practicing microbiology or granted Emeritus status by their institution may request Honorary Membership. Any person may be named as an Honorary Member of the SEB-ASM under conditions and qualifications, which may be specified in the By-Laws.

Section 6. Lifetime Membership - Any member of the American Society for Microbiology in good standing and residing within the geographical area of the SEB-ASM upon payment of the Branch dues as specified in the By-Laws.

ARTICLE V.

Officers and Representatives

- Section 1. The elected officers of the SEB-ASM shall be a President, a President-elect, an Executive Secretary, a Councilor, and an Alternate Councilor.
- Section 2. The Branch shall have a Secretary-Treasurer appointed by the President-Elect.
- Section 3. Policy Committee – The Branch shall have an elected Policy Committee consisting of (6) members, two (2) from each of the three states within the geographical area of the SEB-ASM (Art. I, Sec. 1).
- Section 4. Executive Committee – The officers, members of the Policy Committee, as designated above, and the immediate past-President shall constitute the Executive Committee of the Branch.

ARTICLE VI.

Terms of Office and Eligibility for Election

- Section 1. All elected officers, the Secretary-Treasurer and elected Policy Committee members shall commence their respective terms of office beginning 1 July next after their election, and shall terminate their respective terms of office on 30 June in the year determined by the normal tenure of said offices designated in the following Articles.
- Section 2. All Active Members shall be eligible for elective office, except as restricted by the following Articles. Other members shall be eligible for elected office except as restricted in Article IV. – Membership, or in the following Articles.
- Section 3. No Member of the Branch shall be elected to more than one elective office or position, which would result in concurrent tenures of office This restriction does not apply to appointive offices or to the elected positions of Councilor and Alternate Councilor, which may be held concurrently with the tenure of an elective office.
- Section 4. The President shall have a tenure of office of one year, and shall not be eligible to hold the office of President within two years, or for election to the office of President-elect within one year following succession to the office of President. These restrictions shall not interfere with eligibility for other elective office.
- Section 5. The President-elect shall have a tenure of office of one year, and the incumbent of this office shall succeed to the office of President in the following year.

Section 6. The Secretary-Treasurer shall have a tenure of office of one year and shall be eligible for election to other elective offices at the expiration of tenure as Secretary-Treasurer.

Section 7. The Executive-Secretary shall have a tenure of office of three years and shall be eligible for re-election, or for election to other elective offices at the expiration of tenure as Executive Secretary.

Section 8. The Councilor shall have a tenure of office of three (3) years and shall be eligible for re-election as Councilor, but shall not serve more than two (2) consecutive terms as Councilor. This restriction shall not interfere with eligibility for other elective offices during tenure as Councilor.

Election/succession of the Councilor shall be done so that tenure of the office will commence 1 July.

Section 9. The Alternate Councilor shall have a tenure of office of three (3) years and shall be eligible for re-election as Alternate Councilor, but shall not serve more than two (2) consecutive terms as Alternate Councilor. This restriction shall not interfere with eligibility for other elective offices during the tenure as Alternate Councilor. The Alternate Councilor shall automatically succeed the Councilor upon vacancy of the Councilor's office.

Election of the Alternate Councilor shall be done so that tenure of the office will commence on 1 July in the same calendar year as Councilor.

Section 10. The six (6) members of the Policy Committee, two (2) elected from each state in the SEB-ASM geographical area, shall each have a tenure of office of two (2) years. One member from each state shall have a term of office commencing on 1 July of an even-numbered year, and the second member from each state shall have a term of office commencing on 1 July of an odd-numbered year.

ARTICLE VII.

Elections

Section 1. Elections for officers and each Policy Committee member shall be held at an appropriate time to assure continuity of each office or committee position. Normally such elections shall be held in the Fall Quarter of the year under conditions, which may be specified in the By-Laws.

Section 2. The President-elect, Executive-Secretary, Councilor, and Alternate-Councilor shall be elected by a majority vote of the Active Members participating in the election. The members of the Policy Committee shall be elected by a majority vote of the Active Members participating in the election.

Section 3. In the event that the President-elect does not or cannot succeed to the Office of President, the Office of President shall be filled by election in the same manner as for the office of President-elect.

ARTICLE VIII.

Duties of Officers and Policy Committee

Section 1. The President shall preside at all meetings of the Branch and of the Executive Committee, and shall make appointments of members to various committees for the proper functioning of the Branch and its activities.

Section 2. The President-elect shall preside at meetings of the Branch and of the Executive Committee when the President is unable to serve, and shall succeed to the Office of President at the expiration of tenure as President-elect.

Section 3. The Secretary-Treasurer is appointed by the President-elect to help organize and coordinate the activities associated with the annual Branch meeting. These responsibilities and authority associated with the meeting shall include receive and disburse all funds, assemble and distribute Newsletters, prepare and distribute financial reports and minutes of the meeting, and with the President, shall arrange programs for scientific meetings.

Section 4. The duties of the Executive-Secretary shall include maintenance of the branch mailing list, preparation and dissemination of the newsletter including appointment of a newsletter editor, meeting assistance, maintaining lists for science fair judges and speakers, Branch finances, and solicitation of Branch financial support. The Executive-Secretary shall deliver to each of the newly elected officers a copy of the current constitution and By-Laws with all amendments. This duty shall be completed as soon after the election as feasible. The Executive-Secretary will file an annual report with the Executive Committee.

Section 5. The Councilor shall represent the Branch on the Council of the American Society for Microbiology.

Section 6. The Alternate-Councilor shall assist the Councilor and shall represent the Branch when the Councilor is unable to attend meetings of the Council, or at the request of the Council.

Section 7. The members of the Policy Committee shall represent the various geographical sections of the Branch and the various interests among membership. They shall assist the President and the Secretary-Treasurer in securing papers for meeting, in submitting news items about members and institutions, and in offering advice and suggestions to the officers on the needs of the membership and of the Branch.

Section 8. The Executive Committee shall recommend at general meetings of the Branch the expenditures of money, general policies, times and places for meetings, and other specific actions for vote by the members in attendance. The Executive Committee also shall be authorized to act on problems, which require solution between general meetings of the Branch.

ARTICLE IX

By-Laws

Section 1. The Branch shall make such By-Laws, as do not conflict with the Constitution and By-Laws of the American Society for Microbiology and which may seem necessary for the proper functioning of the Branch.

Section 2. Written proposals for new By-Laws may be made by any Member to the Executive Committee or to any member of the Executive Committee. It shall be the responsibility of the Executive Committee to refine the working of such proposed new By-Laws and to present said proposals through the President to the membership at the next subsequent general meeting for consideration. Proposed new By-Laws shall be made part of the Constitution and By-Laws by a two-thirds affirmative vote of the Active and Associate Members participating in the vote.

ARTICLE X.

Amendments

Section 1. Any proposed amendment to this Constitution shall be presented in writing and read at any business meeting of the Branch. It shall be voted upon at the next business meeting. The membership shall be provided with a copy of the proposed amendment at least 30 days in advance of the meeting at which it is to be voted upon. A two-thirds affirmative vote of the Members present at the business meeting shall be required for adoption of an amendment.

ARTICLE XI.

Tax-exempt Status

Section 1. The SEB-ASM shall operate exclusively as a scientific and educational organization. No part of the net income to the SEB-ASM shall inure to the benefit of, or be distributed to, its elected officers or other private persons, except that reasonable compensation may be paid to employees for services rendered in furtherance of the objectives listed in ARTICLE II of the Constitution.

Section 2. The SEB-ASM shall engage only in those activities permitted by a corporation exempt from Federal income tax under Section 501 ©3 of the International Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law.

ARTICLE XII

Disposition of Assets

Section 1. Upon dissolution of the SEB-ASM the assets of the SEB-ASM shall be distributed exclusively to charitable, scientific, literary, or educational organizations which would then qualify under the provisions of Section 501 ©3 of the Internal Revenue Code and Regulations of the Department of Treasury applicable to such action as they now exist or as they may hereafter be amended.

BY-LAWS

I. Dues

Section 1. The dues for Active and Associate Members shall be proposed by the Executive Committee, and approved by the majority vote of the Active and Associate Members participating in any general Society business meeting. Dues for Student Members shall be waived for the first year and shall be one half (1/2) the dues of Active and Associate Members after the first year. There shall be no dues for Honorary Members. Lifetime membership is the equivalent of 15 years of annual dues at the annual dues rate when the option is selected. Dues shall be payable at the time when application for membership is made, and thereafter on or before the date of each annual meeting of the Branch. Failure to pay dues following three consecutive notices from the Executive-Secretary shall terminate one's membership in good standing in the Branch. First and second notification to pay dues may be made as a general call for dues by the Secretary-Treasurer through the medium of the Southeastern Branch Newsletter. Third notification of failure to pay dues may be made as a general announcement at the annual meeting.

II. Newsletter

Section 1. The SEB-ASM shall publish a Newsletter at such times as are considered necessary and desirable by the Secretary-Treasurer, by the Executive-Secretary, by the President, or by the Executive Committee for the purpose of informing the membership about planned meetings; proposed revisions of or amendments to the Constitution and By-Laws; news about individual members or their institutions; or other items which may be of general interest or significance to the membership of the Branch. The Newsletter shall be distributed to all Members of the Branch. In addition, copies shall be sent to the parent society as required.

III. Meetings

Section 1. Normally the annual meeting shall be on a date in one of the months of October or November. Variations in this schedule and the establishment of additional meetings shall be initiated by the Executive Committee and through the President recommended to the membership for ratification. Ratification shall be by majority vote of all Active and Associate Members participating in the voting.

IV. Terms of Office

Section 1. The terms of office as specified in Article VI of the Constitution shall be considered normal terms of office. In circumstances which do not permit a normal election procedure, or wherein suitable candidates are not available, or if an elected person cannot assume office, the respective officers or Policy Committee members shall continue in office until a successor is elected and is able to assume office.

V. Meeting Location

Section 1. At the annual meeting of the Branch, the Executive Committee, through the President-Elect, shall announce to the membership the site for the succeeding meeting, which is to be organized by the President-Elect.

VI. Elections

Section 1. Elections for officers and members of the Policy Committee normally shall be by a show of eligible voting members at a general business session of the annual meeting of the Branch.

VII. Awards

Section 1. P.R. Edwards Award, Elizabeth O. King Award, Margaret M. Green Award, James C. Feeley Award, Robert G. Eagon Award and the Ivan Roth Award are given to individuals, having practiced microbiology within the geographic area of the Branch, in recognition of excellence within the area in which the award has been established. Consideration for each award shall be done only when, in the judgment of the SEB-Awards Committee the nominated individual fully meets the requirements for recognition. In recognition of each award, the awardee shall receive a suitably engraved citation as testimony of the award and shall be presented with an accompanying cash prize determined by the president with the consent of the Executive Committee.

Subsection 1.1. P.R. Edwards Award. This award is given to that individual who has rendered outstanding service in furthering high professional ideals and standards in microbiology, and who has demonstrated originality and high competence as a practicing professional in the field of microbiology.

Subsection 1.2 Elizabeth O. King Award. This award is given to that individual who has made notable and significant contributions in the areas of diagnostic, public health, or medical microbiology.

Subsection 1.3 Margaret M. Green Award. This award is given to that individual who has rendered outstanding service in the field of teaching microbiology, with special emphasis in undergraduate teaching.

Subsection 1.4 James C. Feeley Award. The award is given to that individual who has made innovative and outstanding notable and significant contributions in the area of environmental microbiology and/or occupational health.

Subsection 1.5 Robert G. Eagon Award. The award is given to that individual who has made notable and significant contributions in the area of microbial physiology and/or genetics.

Subsection 1.6 The Ivan Roth Award. The award is given to the individual who has given notable and significant service to the SEB-ASM.

Section 2. President's Award. To encourage and promote scholarship and research in microbiology among students regularly enrolled in a college or university and who are studying in an academic degree program in microbiology or closely allied field at an institution within the geographical boundaries of the SEB-ASM, the President's Award will be presented to those undergraduate and graduate students presenting the best papers among declared candidate student competitors at each annual meeting of the Branch. Contributed papers shall be judged on the basis of

technical content and effectiveness of presentation as delineated by the President's Awards Committee. Recognition of this honor shall be expressed in a suitable certificate of award and a cash prize determined by the president with the consent of the Executive Committee.

Section 3. School Science Fair Awards. These awards are made by the Branch on behalf of the American Society for Microbiology to those students who are judged to have submitted the best science projects in microbiology in the local or regional science fairs or congresses at the secondary school level. Where junior (7-9 grades) and senior (10-12 grades) divisions exist in a fair or regional congress, one award may be made to the best entry in each division. The award shall consist of a certificate inscribed with the name of the recipient, project title, and sponsor. An accompanying prize shall consist of an appropriate book in the field of microbiology or an equivalent cash prize, the determination of either being at the discretion of the President of the Branch.

VIII. Appointive Committees

Section 1. The Executive Committee shall recommend and approve the formation of any committees, consisting of appointed members, which are considered necessary for the effective functioning of the SEB-ASM, in addition to the appointive committees named in the following articles.

Section 2. The President shall name a chairman and an appropriate number of committee members to the committees named in the following articles, and to any other appointive committee created by an act of the Executive Committee.

Section 3. Permanent Committees. The following permanent committees shall have as their members Active and Associate Members of the SEB-ASM, who each shall serve for indefinite terms of office at their discretion and at the discretion of the President.

Subsection 3.1. Nominating Committee. This committee shall consist of a chairman and two other committee members, who all shall nominate suitable persons for officers of the Branch and for new members of the Policy Committee. Nominations shall be presented by a representative of the Nominating Committee at a general business session of the annual meeting of the Branch, at which time nominations also may be made from the floor. The elections shall follow immediately after all nominations have been made and seconded.

Subsection 3.2. Auditing Committee. This committee shall consist of two members, who shall check the books and accounts of the Executive-Secretary and immediate past-Secretary-Treasurer and who shall reconcile their examination with a financial report prepared and signed by the Executive-Secretary. Preparation of the financial report and examination by the Auditing Committee shall be completed as early as possible in the fiscal (calendar) year in order to facilitate transfer of the branch financial affairs to the newly-appointed Secretary-Treasurer. The annual financial report shall be made available to the membership either by mail prior to the Fall meeting or at the Fall meeting as a printed handout or by verbal report from the Secretary-Treasurer, or both.

Subsection 3.3. SEB Awards Committee: This committee shall consist of at least three (3) Active Members, one (1) member from each of the states within the geographical area of the Branch. The committee shall solicit, with assistance of the immediate Past-President, and review the curriculum vitae and supporting documents of nominations for the P.R. Edwards Award, Elizabeth O. King Award, Margaret M. Green Award, James C. Feeley Award, Robert G. Eagon Award and the Ivan Roth Award. The committee shall present its findings and recommendations to the Executive Committee in advance of the annual meetings.

Subsection 3.4.

President's Award Committee. The Chair of the President's Award Committee shall be appointed by the Branch President. The Chair is responsible for selecting members of the Award's Committee. A committee shall consist of, including the Chair, a minimum of three (3) members and not more than six (6) members selected on the basis of an equal numerical representation of the states within the geographical area of the Branch. The committee members may be Active or Associate Members. The committee shall evaluate the scientific and technical content of papers and effectiveness of presentation by student participants according to approved criteria. A committee shall select the student(s) who is (are) judged to have presented the best paper(s) at the meeting by a majority vote of the full committee. Results of the selection will be transmitted to the President prior to the banquet time in the same annual meeting in which the papers were presented.

Subsection 3.5.

Education Committee. This committee shall consist of three (3) members, Active or Associate, one (1) member representing each of the states within the geographical area of the Branch. The committee shall be responsible, through its committee members, for obtaining judges for the local science fairs and congresses, and reporting results of the judging to the who will forward appropriate certificates and prizes to the winners.

The committee shall also function as a central information source for special lecturers and speakers in the field of microbiology who are available for appearances at the institutions located within the area of the Branch.

IX. Historian/ Archivist

Section 1. The person designated for this office shall be nominated and elected by majority vote of the membership at the next annual meeting following a vacancy in the office. During temporary vacancy, the materials and records may be transferred to the custody of the Executive-Secretary for safekeeping. The term of tenure of this office shall be indefinite but may be terminated on request of the incumbent.

Responsibilities of the office shall include the receipt and preservation of all records and memorabilia of an enduring and historical nature, which will enable the construction of a history of the Branch. These materials will include minutes of annual meetings, financial reports, and a minimum of one (1) copy of the program of the annual meetings. Materials deemed of historical value by the Historian/Archivist may be received directly from the membership of the Branch.

The location and deposition of all materials held by the Historian/Archivist shall be made known in writing to each member of the Executive Committee at the beginning of the term of office of that Committee.

X. Student Affiliate Chapters

Section 1. Associations of student members of the Branch may form local student chapters of the SEB-ASM at their colleges and universities, under the advisorship of faculty members who are themselves members in good standing of the Branch, and with constitutions patterned upon and not in conflict with the Constitution of the Branch. Such student associations may be recognized as Student Chapters by a majority vote of the members present at any meeting of the Branch.

XI. Transfer of Offices

Section 1. Since the SEB-ASM meetings have traditionally been held in the fall, there will often be several months between the election of new officers and the time incumbent officers relinquish their respective offices. During this overlap period the incumbent officers shall continue to govern the affairs of the Society, they shall close out the past year's Society business as expeditiously as possible, and will turn over to the newly elected officers the Society's books, records, and other paraphernalia of office as soon a practical after the election. The newly elected officers shall begin the new year's Society program development immediately after being elected to office and they may draw funds for this purpose from the incumbent Secretary-Treasurer.

Section 2. The incumbent officers shall represent the Society at the annual meeting of the American Society for Microbiology.

Ken B. Waites, MD
President, 2001-2002

Donald J. McGarey, PhD
Executive-Secretary