

**INDIANA BRANCH  
AMERICAN SOCIETY FOR MICROBIOLOGY  
CONSTITUTION AND BY-LAWS**  
(amended at 2008 Meeting)

**ARTICLE I**

**Name**

This organization shall be known as the INDIANA BRANCH OF THE AMERICAN SOCIETY FOR MICROBIOLOGY.

**ARTICLE II**

**Object**

The object of this branch shall be to advance the science of microbiology, to promote microbiological education and research within the State of Indiana, to cooperate with individuals or groups of similar interests in neighboring states, and to cooperate with and support the SOCIETY.

**ARTICLE III**

**Membership**

Section 1. This Branch shall consist of Active members, Sustaining members, and Sustaining Member-Exhibitors.

Section 2. Any member of the SOCIETY in good standing and residing or employed within the boundaries of the State of Indiana may become an Active member of this local Branch upon payment of specified dues.

Section 3. Any person interested in microbiology and who is not a member of the SOCIETY may become a member of this Branch upon payment of the specified dues. These members shall have the privileges of regular members except that such persons shall not be eligible to vote for, or to hold the office of president, vice-president, councilor or alternate councilor.

Section 4. Any person, or organization, interested in advancing the objectives of the SOCIETY shall be eligible for election as a Sustaining Member or a Sustaining Member-Exhibitor. Sustaining Member-Exhibitors shall have the privilege to exhibit and advertise at Branch meetings equipment, materials, literature, or other items of interest to the microbiological profession. These members shall not have voting privileges nor hold offices.

## **ARTICLE IV**

### **Officers**

Section 1. The officers of this Branch shall be: a President, a President-Elect, a Secretary-Treasurer, a Councilor, and an Alternate Councilor. These officers, with the immediate past President and two student representatives, shall compose the Executive Committee.

Section 2a. Elections of officers and the two student representatives shall be held at the Spring meeting each year or in a manner otherwise directed by the Executive Committee. The candidate for each office receiving the largest number of votes shall be declared elected. The term of each officer shall begin July 1 following the election and shall have the following terms: President and President-Elect, 2 years; Secretary-Treasurer, 3 years; Councilor and Alternate Councilor, 2 years; student representatives, 2 years.

Section 2b. The Vice-President shall be recommended to succeed the President, and the Vice-President will serve as Program Chairman during the term as Vice-President.

Section 2c. The Councilor and Alternate Councilor shall be elected from the membership of past Presidents who are in good standing. The Alternate Councilor shall be recommended to succeed the Councilor.

Section 3. The President is authorized to appoint, with the consent of the Executive Committee, an individual to fill the unexpired term of an officer who cannot perform his or her duties. In the event the President is unable to fulfill his or her term of office, the Vice-President shall succeed to the office of President. The President is then authorized to appoint, with the consent of the Executive committee, a Vice-President to fill the remaining term. The new President and Vice-President shall be eligible for a full elected term as described above in Sections 2a and 2b.

Section 4. The Executive Committee shall authorize the expenditure of the moneys of this Branch and shall determine the policies to be pursued by the Branch.

## **ARTICLE V**

### **Committees**

Section 1. There shall be a Membership Committee consisting of a Chairperson who is appointed by the President and as many additional members as deemed necessary by the Chairperson and the President. They shall introduce new members and obtain applications from prospective Active members, Sustaining members, and Sustaining Member-Exhibitors.

Section 2. There shall be an Education and Awards Committee consisting of a Chairperson who is appointed by the President and as many additional members as deemed necessary by the Chairperson and the President. This Committee shall promote those activities relating to microbiological education of graduate, undergraduate, and high school students and of the general public. This Committee shall also administer the judging and presentation of the awards conferred by this Branch.

Section 3. There shall be a Nominating Committee of three members to nominate suitable candidates for office to be voted upon as described in Article IV, Section 2a.

Section 4. There shall be an Auditing Committee of two members to audit the books and accounts of the Secretary-Treasurer and report to the membership at the Spring Meeting.

Section 5. The President shall appoint other committees as may be necessary to aid in the management of the Branch.

## **ARTICLE VII**

### **Dues**

Section 1. The dues for Active members shall be fixed by the Executive Committee and subject to the vote of the Membership, provided, however, the minimum dues shall be two dollars (\$2.00) per year. The dues shall be payable at the time the application for membership is filed and on January 1st of each year thereafter.

Section 2. Failure, to pay dues for two successive years shall be considered as resignation from Active Membership in the Branch. A member may be reinstated by the procedure for election of new members, or by the payment of delinquent dues.

Section 3. The annual dues for regular Sustaining Members and Sustaining Member-Exhibitors shall be fixed by the Executive Committee and subject to the vote of the Membership. Failure to pay dues for one year shall be considered as resignation from Sustaining Membership or Sustaining Membership-Exhibitor.

## **ARTICLE VIII**

### **Quorum**

Ten Active members shall constitute a Quorum for the transaction of business.

## **ARTICLE IX**

### **By-Laws**

This Branch shall make such By-laws as do not conflict with the Constitution and By-Laws of the American Society for Microbiology and as may be necessary for the proper government of this Branch.

Section 1. At any regular business meeting of this Branch, the order of business, subject to revision by the President or the Program Committee, shall be:

- (a) Reading of minutes of previous meeting
- (b) Reports of officers

- (c) Reports of standing committees
- (c) Reports of special committees
- (e) Miscellaneous business
- (f) New business
- (g) Announcements
- (h) Adjournment

Section 2. The rules contained in Pocket Manual of Rules of Order, by Henry M. Robert, shall determine the parliamentary practice of the Branch in all cases to which they apply and when they are not inconsistent with this Constitution and By-Laws or the Constitution and By-Laws of the American Society for Microbiology.

## **ARTICLE X**

### **Amendments**

Any proposed amendment or amendments to this constitution may be presented in writing at any meeting by not less than five members thereof, and such proposed amendment or amendments shall be voted upon in a manner to be determined by the Executive Committee provided that the Membership shall be notified of the proposed Constitutional changes thirty days in advance. A three-fourths affirmative vote of the Members voting shall be sufficient for the adoption of the proposed amendment or amendments.

## **BY-LAWS**

### **Article 1**

The committee chairperson for the selection of the Powell Award recipient will be appointed each year at the annual business meeting. There are no restrictions regarding the number of years the Chairperson may serve. The award, first presented in 1980, is given annually for outstanding service to the Indiana Branch of ASM. The description and criteria of the award are included as part of this article.

### **POWELL AWARD FOR OUTSTANDING SERVICE**

Dr. H. M. Powell was one of the founding fathers of what is now the Indiana Branch of the American Society for Microbiology, known in those early days as the American Society for Bacteriology. Dr. Powell served the Branch as one of its early presidents and leaders. Dr. Powell was a research scientist at Eli Lilly and Company who developed a new rabies vaccine in the 1950's which substantially reduced the side-effects of the vaccination against rabies. In spite of a busy schedule in research, Dr. Powell believed it was important for microbiologists and scientists in related disciplines in Indiana to interact and to promote student interest in microbiology through the Indiana Branch and he devoted significant time and energy serving the organization. In 1980, the Indiana Branch established an award to honor service to the Indiana Branch of ASM. Because of Dr.

Powell's long service to the Branch, spanning over a decade and encompassing not only its founding but also the critical formative years of its existence, Dr. Powell was honored as the first recipient of IBASM's Outstanding Service Award and afterwards the award was designated as the Powell Award for Outstanding Service (to the Branch and to the American Society for Microbiology). The Award signifies the appreciation of peers to individuals who, like H. M. Powell, have applied themselves unselfishly over many years to promote microbiology and related disciplines through branch activities.

## **Article 2**

The committee chairperson for the selection of the Industrial Scientific Achievement Award recipient will be appointed on odd numbered years, beginning in 1985, at the annual business meeting. This award is presented to a member of the Indiana Branch of the ASM for his/her significant scientific contributions. The description and criteria of the award are included as part of this article.

### **INDUSTRIAL SCIENTIFIC ACHIEVEMENT AWARD**

At the 1985' Indiana Branch American Society for Microbiology (IBASM) Meeting it was unanimously resolved that a bi-annual award be presented to recognize an Industrial Scientist who is a member of the IBASM for his/her significant scientific contributions. In accordance with this resolution, the Industrial Scientific Achievement Award is hereby established. Candidates for this award will be chosen by a nominating committee, chaired by an IBASM member appointed at the Annual IBASM business Meeting. The Chairman will appoint a committee consisting of four (4) IBASM members, and the committee will nominate the qualified candidates. Members of the nominating committee are ineligible for the award during their period of service. No more than two individuals from any institution can be a member of the nominating committee during any particular year. Each member of the nominating committee will be eligible to nominate one individual which will result in a maximum of five (5) possible nominations per year. The final selection of the award recipient will be determined by a vote conducted by the nominating committee of its members in which each member will be entitled to cast two (2) votes, not two of which can be cast for the same person by any one member. A simple majority vote of the nominating committee members voting will determine the awardee. In the event of a tie vote, the nominating committee members will reballet to achieve a simple majority between the tied candidates.

### **Criteria**

Each committee member will be responsible for preparing a brief written synopsis describing the qualifications of their respective nominee. This synopsis should be based upon the following criteria.

Years of service. Candidates should currently be industrial employees with at least five (5) years of industrial experience, all of which need not be with service to the same industry. Candidates should be members, in good standing, of the IBASM. Additional affiliations with other professional scientific societies or academic

institutions will be considered as desirable attributes.

Scientific contributions. Candidates should have demonstrated, by issued patents, publications in refereed journals, or other suitable and equivalent contribution, their scientific accomplishments during their career. Continuous scientific contributions should be evident by at least one of these being met within the last two (2) years.

Leadership qualities. The candidate should have demonstrated the ability to direct personnel and projects to achieve final products or processes or to advance the level of scientific knowledge within their own organization. It will also be considered desirable if this candidate is involved in the operations of other professional scientific societies or community organizations.

### **Documentation**

The written synopsis should be limited to 2500 words. This synopsis should be publication-ready with the intent of substantiating the above three (3) criteria. An Addendum to the synopsis could include a listing of the candidates' patents and publications.

### **Amendments**

Any proposed amendment or amendments to this Industrial Scientific Achievement Award may be presented in writing at a meeting by not less than five members thereof or by the nominating committee, and such proposed amendment or amendments shall be voted upon in a manner to be determined by the Executive committee provided that the Membership shall be notified of the proposed changes thirty days in advance. A three-fourths affirmative vote of the Members voting shall be sufficient for the adoption of the proposed amendment or amendments. This option will expire after the 1988 annual IBASM meeting in order to preserve the constancy of the criteria for the award thereafter.

### **Award Presentation**

The committee chairman will have the responsibility for preparing a final resume of the award recipient's scientific qualifications suitable for publication in various appropriate communications. The chairman will, in addition, be responsible for obtaining and presenting the award to the recipient at the annual business meeting of the Indiana Branch ASM. The award will consist of a circulating plaque containing the names of all recipients of the Industrial Scientific Achievement Award; a similar but small plaque will be presented to the individual and retained by them as a permanent record of their accomplishments.

### **Invited Seminar**

The award recipient will be invited to present a scientific seminar during the IBASM meeting at which the award is presented.

### **Article 3**

The committee chairperson for the selection of the Academic Scientific Achievement Award recipient will be appointed on odd numbered years beginning in 1986, at the annual business meeting. The award is presented to a member of the Indiana Branch of the ASM for his/her significant scientific contributions. The description and criteria of the award are included as part of this article.

### **ACADEMIC SCIENTIFIC ACHIEVEMENT AWARD**

At the 1985 Indiana Branch American Society for Microbiology (IBASM) Meeting it was unanimously resolved that a bi-annual award be presented to recognize an academic scientist who is a member of the IBASM for his/her significant scientific contributions. In accord with this resolution, the Academic Scientific Achievement Award is hereby established. Candidates for this award shall be chosen by a nominating committee chaired by an IBASM member appointed at the Annual IBASM Business Meeting. The Chair shall appoint a committee consisting of four IBASM members and this committee shall nominate candidates they deem to be qualified. Members of the nominating committee shall be ineligible for the award during their period of service. No more than two individuals from a given institution may be a member of the nominating committee during any given year. The Chair and each member of the nominating committee may each nominate one individual which will result in no more than five nominees per year. The final selection of the award recipient shall be determined by a vote conducted by the nominating committee among its members in which each member is entitled to cast two votes, one for each of two candidates. A simple majority vote of the nominating committee members voting shall determine the awardee. In the event of a tie vote, the nominating committee will reballet to achieve a simple majority between the tied candidates.

### **CRITERIA FOR SELECTION**

Each nominating committee member shall be responsible for preparing a brief written synopsis describing the qualifications of that member's nominee. This synopsis shall be based upon the following criteria.

Duration of service. Candidates shall currently be employed at an academic institution in Indiana and should have at least five years of academic experience at such an institution in an academic teaching or research rank. Candidates should be members in good standing of the IBASM. Affiliations with other professional societies or academic institutions will be considered to be desirable attributes.

Scientific contributions. Candidates should have demonstrated by reviewed and invited publications, patents, extramural research grant support, awards and honorary offices, their scientific contributions during their careers. Excellence as teachers of microbiology shall be evaluated by the numbers of students taught, contributions to curricular innovation, written texts and other teaching materials, achievement of students and evaluation by students.

Service. Candidates should have a record of service both within and beyond the walls of their academic institution. This may include evidence of service to professional societies, agencies of the government or to the enterprise of teaching. Involvement of the candidate in a useful way with the operation of professional scientific societies or community service will also be viewed favorably.

### **DOCUMENTATION**

The written synopsis shall be limited to 2500 words. This synopsis should be publication-ready. It should be written with the intent of substantiating the above three criteria. An addendum to the synopsis could include a listing of the candidates' publications.

### **AMENDMENTS**

Any proposed amendment or amendments to this Academic Scientific Achievement Award may be presented in writing to a Business Meeting of the IBASM or to the Nominating Committee, and such proposed amendment(s) shall be voted upon in a manner to be determined by the Executive Committee provided that the Membership shall be notified of the proposed changes thirty days in advance. A three-fourths affirmative vote of the Members voting shall be sufficient for the adoption of the proposed amendment or amendments. This option shall expire after the 1989 Annual IBASM Meeting in order to preserve the constancy of the criteria for the award thereafter.

### **AWARD PRESENTATION**

The Committee Chairman will have the responsibility of preparing a final resume of the award recipient's scientific and other qualifications suitable for publication in various appropriate publications. The Chairman shall, in addition, be responsible for obtaining and presenting the award to the recipient at the Annual IBASM Business Meeting. The award shall consist of a circulating plaque containing the names of all recipients of the Academic Scientific Achievement Award; a similar but small plaque shall be presented to the awardee to be retained by the awardee as a permanent record of the awardee's accomplishments.

### **SEMINAR**

The award recipient shall be invited to present a scientific seminar during the IBASM meeting at which the award is presented.