Constitution and By-Laws
Of the
Food, Agricultural and Biological Engineering Graduate Student Organization
First adopted: September 2006
Last revised: March 2012

Article I
Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: The name of this organization is the Food, Agricultural, and Biological Engineering Graduate Student Organization.

Section 2: Mission Statement: To provide an organized outlet for communication between graduate students and departmental faculty and staff. To bring together students from diverse background and research areas in an informal atmosphere. To provide camaraderie among the graduate students community in the Food, Agricultural, and Biological Engineering Department.

Section 3: This organization and its members shall not discriminate against any individual(s) for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or veteran status.

Article II
Membership: Qualifications and categories of membership.

Membership will be limited to graduate students whose advisor is associated with the Food, Agricultural, and Biological Engineering (FABE) Department or to graduate students who are conducting their research in the laboratory of a member of the FABE faculty. All graduate students to whom this applies are automatically members.

Voting membership is limited to students who fill the above criteria.

Individuals who do not fill the criteria to achieve full membership, but still express interest in being a member of the organization may be granted “associate membership”. Associate members have all rights of full members aside from voting.

Article III
Organization, Leadership, Executive Office
Responsibility, and Member Responsibility

Section 1: The society will elect an executive committee comprised of:

i. President
ii. Vice President
iii. Treasurer
iv. Secretary
v. Faculty Meeting Representative
Elections will be held in March, and the transition will occur in April.

Section 2: The Society will also maintain leadership positions. All positions will be appointed. If more than one person is interested, a simple majority vote of voting membership will decide the chairperson. They will consist of:

I. Council of Graduate Students Delegate – Responsible for voicing the interests of FABE graduate students at the Council of Graduate Students meetings and reporting the actions of the Council.

II. Social Chair – Organize happy hours, “fun” field trips, potlucks, as well as sending notifications for these events.

III. Professional Development Chair – Responsible for organizing special events/educational events that allow for valuable work experience.

Section 3: Ad-hoc committees may be initiated by the President at any time. All ad-hoc committees will be overseen by the Vice-President.

Section 4: The President will be responsible for setting the agenda and conducting the meetings. The official student organization online registration must be completed by the President by the end of the Spring Window registration deadline.

The Vice-President will fill in as facilitator in the absence of the President as needed. The Vice-President will also oversee all committees.

The Secretary is responsible for taking the minutes of the Society meetings and distributing them to the graduate student body within a timely manner.

The Treasurer will be responsible for financial transactions with the approval of the executive committee. The Operating Funds Audit must be submitted to the Student Union before the required deadline.

The Faculty Meeting Representative will be responsible for attending the monthly FABE faculty meeting, taking notes, and reporting at the next Society meeting.

Article IV
Advisor: Qualification Criteria

The advisor of the organization will be a faculty member of the Food, Agricultural, and Biological Engineering department at The Ohio State University, preferably the Graduate Student Advisor. The advisor will be an active member of the organization and act as a liaison between the organization and the university.

Article V
Meetings of the Organization

Meetings will be held on a monthly basis unless there is a need for additional meetings. The time of the meeting will be decided upon by the Executive Committee.

Article VI
Method of Amending Constitution: Proposal, notice, and voting requirements

Section 1: Proposed amendments should be in writing, should not be acted upon but read in
the general meeting in which they are proposed, and shall be read again and voted on in the following meeting.

**Section 2:** A quorum is required for a vote to occur. A quorum is defined as one-quarter of the voting membership.

**Section 3:** If a quorum is present at a regularly scheduled meeting, voting members present can decide on matters. If less than a quorum is present, an absentee ballot may be provided by the President to all voting members to collect their votes. A specific time for response must be provided in the ballot.

**Article VII**

*Method of Membership and Leadership Cancelation*

Any leader who has not regularly fulfilled his/her duties can be removed. Leadership cancellation will be proposed by any two members and voted by two-thirds majority of the voting membership. Any member found guilty of violating the university code of conduct is automatically removed from membership. This removal can be appealed, the appeal is granted with the support of two-thirds of the voting membership.

**Article VIII**

*Method of Dissolution of Organization*

When membership drops to two active members or less the Society will dissolve. All remaining funds in the organization account will be donated to a local environmental charity of the remaining members’ choice.