The School of Communication

Graduate Student Organization

**Constitution**

*Article l – Name, Purpose, and Non-Discrimination Policy of the Organization*

Section 1 – Name

School of Communication Graduate Student Organization at The Ohio State University

Section 2 – Purpose and Objectives

The purpose of the School of Communication Graduate Student Organization is to support the academic and professional development goals of graduate students in the School of Communication at The Ohio State University.

The objectives of the School of Communication Graduate Student Organization includes sponsoring (or co-sponsoring) up to two seminars per semester to enhance the research and education of the graduate students affiliated with the School of Communication. The School of Communication Graduate Student Organization will also plan monthly social events to allow networking and socialization amongst various research interest groups, cohorts, and prospective students. Through unique programming, seminars, and events, the School of Communication Graduate Student Organization strives to be a peer led organization helping Masters and Doctorate students in communication reach their highest potential in academics, research, and service.

Section 3 - Non-Discrimination Policy

Members of the School of Communication Graduate Student Organization shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Section 4 – Anti-Hazing Policy

Our student organization agrees not to participate in hazing. Hazing, defined by the Ohio Revised Code, means “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another.”

*Article II - Membership: Qualifications and categories of membership.*

Membership qualifications for the School of Communication Graduate Student Organization are as follows:

1. Members must be currently enrolled graduate students whose primary advisor has an appointment in the School of Communication and/or whose graduate program is part of the School of Communication. Any graduate student who fits the above description is automatically considered a part of the School of Communication Graduate Student Organization and has voting membership rights.
2. Alumni of the School of Communication, who have either received a Masters or Doctorate degree in Communication, will remain non-voting alumni members of the School of Communication Graduate Student Organization.

*Article III – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

The leadership of the School of Communication Graduate Student Organization will consist of seven mandatory persons: President, Masters Officer, Doctoral Officer, Secretary, Treasurer, Historian, and Social Chair. These leadership positions are in place for one year, with elections taking place during Autumn Semester for that academic year.

1. The President is responsible for presiding at leadership meetings and School of Communication Graduate Student Organization sponsored events, as well attending Student Organization meetings to ensure the funding is obtained and the minutes and checkbook are in order.
2. The Masters Officer is responsible for representing those students pursuing a Masters degree in Communication. The Masters Officer cannot be the Masters student representative to the School of Communication Graduate Studies Committee.
3. The Doctoral Officer is responsible for representing those students pursuing a Doctoral degree in Communication. The Doctoral Officer cannot be the Doctoral student representative to the School of Communication Graduate Studies Committee.
4. The Secretary is responsible for keeping meeting announcements and minutes, inviting members to and promoting seminars and events. The Secretary is also responsible for planning events through Student Organization resources.
5. The Treasurer is responsible for ensuring that funding is obtained, attending the appropriate Student Organization meetings and trainings for the Treasurer, sending the budget approval on time, balancing the checkbook, and submitting reimbursements are in a timely manner.
6. The Historian is responsible for ensuring social and education events are documented for historical purposes through materials and photographs. The Historian is also responsible for collecting member feedback on events to improve future events and initiatives.
7. The Social Chair is responsible for proposing and executing strictly social events for School of Communication Graduate Student Organization members to network and socialize.

*Article 4 – Executive Committee*

The executive committee of the School of Communication Graduate Student Organization shall consist of the Organizational leadership and a faculty advisor.

*Article 5 – Standing Committee*

The School of Communication Graduate Student Organization reserves the right to organize standing committees for particular events, such as campus-wide events, should the need arise.

*Article 6 – Method of Selecting and/or Removing Officers and Members*

The standing order for selection of officers shall be the following:

1. Calls for nominations will be sent to all members of the School of Communication Graduate Student Organizations via email within the first three weeks of the Autumn Semester for the academic year of service.
	1. Masters Officer nominees must be graduate students pursuing a Masters degree in Communication.
	2. Doctoral Officer nominees must be graduate students pursuing a Doctoral degree in Communication.
	3. Members nominated for any leadership or officer position must expect to remain enrolled during the entire regular academic term. Individuals graduating Autumn Semester are not eligible for nomination.
	4. Members can be nominated for more than one leadership or office position but may only be on the ballot in one position. Members who are nominated for more than one position must choose prior to elections for which position he or she is to run.
2. The current President will be responsible for the management and communication of nomination and election procedures.
	1. If the current President is nominated for election or is unavailable, the Secretary will then be responsible for the management and communication of nomination and election procedures.
	2. If the current Secretary is also nominated for election or is unavailable, the Treasurer will then be responsible for the management and communication of nomination and election procedures.
	3. If the current Treasurer is also nominated for election or is unavailable, the Faculty Advisor will determine what School of Communication Graduate Student Organization member will oversee the online nomination and election procedures.
3. Voting will occur through the online survey system Qualtrics. Each graduate student meeting criteria for membership will be given a unique URL for the survey to ensure voting occurs only once.
4. Final ballots will be sent to all School of Communication Graduate Student Organization members via email no earlier than the second week and no later than the fourth week of Autumn Semester.
5. After two days of voting, candidates who receive the largest number of votes in an office category will be declared the winner.

In the unlikely emergency situation that members of the executive committee are unable to fulfill their duties (due to illness, graduation, academic misconduct, etc.), the officers and faculty shall reserve the right to appoint responsible and committed individuals from the membership to fill the necessary leadership roles until the next election. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

*Article 7 – Advisor Qualification Criteria*

The qualifications and responsibilities for the advisor shall be the following:

1. The advisor must be a full-time member of The Ohio State University School of Communication faculty.
2. The advisor is responsible for attending the appropriate Student Organization advisor training session, monitoring the checkbook and finances, attending executive committee meetings and election meetings should only two leaders be available, and when possible, attending School of Communication Graduate Student Organization sponsored seminars and events.

*Article 8 – Meetings of the Organization: Required meetings and their frequency*

Members are invited to attend all sponsored and promoted events. All members are highly encouraged to participate in the annual Communication Day Banquet, elections, and school wide events. Executive committee members are to meet no less than twice per semester.

*Article 9 – Method of Amending Constitution*

The proper procedure for amendments includes:

1. Proposed amendments should be in writing.
2. Proposed amendments will be sent to the membership via email or read at the next School of Communication Graduate Student Organization sponsored seminar or meeting, whichever is most appropriate.
3. Proposed amendments require two-thirds majority of the present voting membership (including Executive committee).

*Article 10 –* *Method of Dissolution of Organization*

The requirement for the dissolution of the School of Communication Graduate Student Organization shall be the majority vote of all eligible members in favor for dissolution. In the event of dissolution, the following procedures must happen. The Treasurer and Advisor must return unused funds to the University through the Student Organization office, and all leaders must be involved in filling the necessary paperwork through the Student Organization office.

**By-Laws**

*Article 1 – Parliamentary Authority*

The rules contained in Robert’s Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article 2- Membership*

As per the constitution

*Article 3 - Election/Appointment of Organization Leadership*

As per the constitution

*Article 4- Executive Committee (if needed)*

As per the constitution

*Article 5- Standing Committees (if needed)*

The School of Communication Graduate Student Organization reserves the right to organize standing committees for particular events such as campus wide events, should the need arise.

*Article 6 - Advisor/Advisory Board Responsibilities*

As per the constitution

*Article 7 - Meeting Requirements*

Members are invited to attend all sponsored and promoted events. All members are highly encouraged to participate in the annual Communication Day Banquet, elections, and school wide events. Executive committee members are to meet no less than three times per semester with attendance required to at least two of these meeting. If unable to fulfill these requirements, procedures per Article 6 of the constitution will be enacted. The standing policy for voting on any general issues that arise shall be all membership is allowed to vote and decided by a majority vote. In order to vote on an issue, a quorum must be present. A quorum consists of at least four of the seven leaders (if only three can be present, then the advisor must also be present) and at least twelve members present.

*Article 8 - Method of Amending By-Laws: Proposals, notice, and voting requirement*

The proper procedure for amendments includes:

1. Proposed amendments should be in writing.
2. Proposed amendments will be sent to the membership via email or read at the next School of Communication Graduate Student Organization sponsored seminar or meeting, whichever is most appropriate.
3. Proposed amendments require a majority of the entire present voting membership. As per meeting requirements, a quorum must be present and at least three leaders (or two leaders and the advisor) and at least twelve members present.

*Article 9 – Method of Dissolution of the Organization*

As per the constitution