**The Plant Sciences Symposium Constitution**

**Name and Purpose of the Organization**

The official and recognized title shall be "Plant Sciences Symposium of The Ohio State University." The Plant Sciences Symposium is a symposium series that is part of the Corteva Agrisciences Plant Sciences Symposia series. The Plant Sciences Symposium combines research from both basic and applied plant science research in agriculture, horticulture, forestry, and other fields of research that is being conducted in multiple departments at Ohio State and at multiple universities in Ohio.

The purpose of the organization is as follows: 1) To organize and execute an annual symposium hosted at The Ohio State University centered around topics related to plant science 2) To provide an opportunity for students of Ohio State to gain leadership, organization, and collaboration skills through participating in this organization 3) To promote the participation of undergraduate and graduate students in the discipline of Plant Science by providing an opportunity to showcase their research in a public forum.

Our mission of holding the annual symposium is to enhance discussions amongst academia and private industry, provide an opportunity for graduate and undergraduate students to share their research, disseminate high quality plant science research to the community, expose companies to qualified employment candidates, and to enhance collaborations between plant scientists at Ohio State and other universities.

The Plant Sciences Symposium of The Ohio State University is a non-profit organization, thus making profit is not the primary function of the organization. All funding obtained is used to support activities related to the annual Plant Sciences Symposium. The organization will obtain this funding through private and public sponsors of the program, which can include sponsors from industry, academic organizations, and stakeholders. The Plant Sciences Symposium will use these funds to pay for travel expenses for speakers invited to the symposium, a venue and facility-related expenses for the symposium, advertising, catering at the symposium, funding awards given to students, and other miscellaneous expenses related to the annual symposium. The Plant Sciences Symposium is not an official part of the Ohio State University, but will nonetheless respect many of the bylaws laid forth by the Council of Graduate Students (CGS) when appropriate.

**Non-Discrimination Policy**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, The Plant Sciences Symposium of The Ohio State University expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

**Membership: Qualifications and categories of membership**

Any currently enrolled graduate or undergraduate student at Ohio State is eligible to join The Plant Sciences Symposium. Students may join the organization by emailing the organization’s faculty or graduate student advisor to express an interest in joining the committee. Active membership recruitment will be conducted by the organization’s faculty or graduate student advisor about 11 months prior to the expected symposium date, though new members may join the organization at any point during the year. All members of the organization are automatically a member of the executive planning committee and have full voting rights over matters pertaining to the planning of the symposium. Students at other universities other than Ohio State may participate in the planning of the symposium but are not considered members of Plant Sciences Symposium organization with full voting rights.

**Methods for Removing Members and Executive Officers**

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the organization’s members in consultation with the organization’s advisor. The violation for which the member is being removed must be written and the organization’s advisor approve that this behavior is in violation of the constitution. The vote to remove a member can occur by a special vote outside of the regular meetings.

Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the organization’s members in consultation with the organization’s advisor.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the organization’s advisor may decide to temporarily suspend a member or executive officer.

**Organization Leadership**

The leaders of the Plant Sciences Symposium oversee and guide the planning process of the annual symposium. The officer positions are open to any member of the organization who was an active member of the organization during the planning of the previous year’s symposium.

The elected officers and their duties are as follows:

Primary leader (President and Co-Chair)

Secondary leader (Vice-President and Co-Chair)

Treasurer (Co-Chair)

The Plant Sciences Symposium is a team-based organization. The input from every member of the organization will be considered equally, regardless of leadership status. All persons working in leadership or officer positions will work collaboratively to oversee and guide the symposium planning committee and there is no inherent hierarchy among leadership positions. The people who serve in these roles are those who voluntarily wish to fill the requirements necessary for each position. As thus, it is expected that the President will oversee the registration process during each academic year and take the required training. It is expected that the Treasurer will oversee the organization’s budget and take the required training for treasurer. The Vice-President helps with the registration process to ensure its completion.

Additional descriptions of organization’s advisors:

*Faculty Advisor*. Must be a full-time assistant, associate, or full professor in working in the field of plant science at The Ohio State University. The advisor is initially selected on a volunteer basis by approval from the outgoing advisor and a standard majority of the Plant Sciences Symposium members and may serve indefinitely. The PSS faculty advisor is certified by the Office of Student Life every 2 years by completing Student Organization Advisor Training. The faculty advisor oversees all actions of the PSS, selects the symposium co-chairs, and provides consul when deemed necessary.

*Graduate Student Advisor.* Must be a graduate student working in the field of plant science at The Ohio State University who previously served as an officer of the PSS. The graduate student advisor is initially selected on a volunteer basis and by approval of the Faculty advisor and a standard majority of the PSS members. The graduate student advisor may serve indefinitely while they are still a graduate student.

**Election / Selection of Organization Leadership\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The leaders/co-chairs of the executive committee are selected by the faculty advisor and the graduate student advisor. Any member of the organization who was a member of the organization during the planning of the previous year’s symposium is eligible to apply to be selected as a co-chair. The advisors will send out a call for applications 10-11 months prior to the next annual symposium and will make their selections of three co-chairs from this pool of applicants. These co-chairs will then decide on a voluntary basis which leadership role they wish to fill for President, Vice President, and Treasurer. The chairs of each sub-committee are decided on a voluntary, first-come basis.

**Executive Committee: Size and composition of the Committee**

The Executive Committee is comprised of the organization’s Co-Chairs, chairs of the standing sub-committees, and other members of the organization. The executive committee will hold a general meeting of the membership regularly to plan the annual symposium. All members of the executive committee (which are all members of the organization) are expected to participate in these meetings, to conduct business of the organization between general meetings of the membership as necessary, and to provide updates of actions related to the symposium at the meetings of the executive committee.

**Standing Sub-Committees: Names, purposes, and composition**

The following sub-committees and chair positions are to be established each year as they serve functions vital for the success of planning process of the Plant Sciences Symposium. Each sub-committee is comprised of a chair and 3-4 members of the organization who volunteer to serve on that sub-committee. All subcommittees organize various functions related to the annual symposium and present their decisions to the executive committee for final approval.

**Location/Facilities/Program Sub-committee.** The main function of this sub-committee is to coordinate the details regarding where and when the annual symposium will take place. It is expected that the subcommittee will coordinate with the facilities director to express needs and ensure that the facilities will work for the symposium. This subcommittee also plans the program for the symposium.

**Catering Sub-committee.** The purpose of this sub-committee is to coordinate any food or meals are a part of the Symposium. This can include dinners related to the symposium and food that is catered at the symposium.

**Website/Technology Sub-committee.** This subcommittee oversees the design and execution of the website that has information pertaining to the annual symposium. This includes designing the website, managing content, and obtaining information needed for the website. This sub-committee will also handle equipment and technology needs that are required for the functioning of the symposium.

**External funding Sub-committee.** The purpose of this sub-committee is to obtain funding from external sponsors of the symposium, which may include industry, academic organizations, stakeholders, private donors, ect. This committee establishes who they will ask for sponsorship, pursues asking these sponsors, and providing reports to the sponsors following the symposium.

**Registration/Outreach Sub-committee.** The purpose of this sub-committee is to help advertise the symposium to potential participants. They are to reach out to other universities in Ohio to increase participation. They also organize the registration process, keep track of number of participants of the symposium, and work closely with the website/technology subcommittee to make the registration process smooth.

**Advertising/Social media.** This sub-committee leads the organizations social media presence through Twitter and Facebook. They also govern branding for the organization, and help with creating flyers and advertising materials for the organization. Work closely with the registration/outreach subcommittee to increase participation in the symposium.

**Poster session subcommittee.** This subcommittee organizes the poster session that will take place at the symposium. This includes deciding on the format of the poster session, how judging will take place, coordinating any materials that are needed for the session, coordinating judges for the poster session. They will create the call for abstracts for the poster session and guide the process of judging these posters.

**Invited speakers (Faculty and Students) Subcommittee.** This subcommittee organizes the selection process for deciding who are the invited speakers for the symposium. The symposium will include multiple keynote speakers and speakers from universities/research centers in Ohio. Additionally, a competition will be held to select student speakers based on abstract quality, a competition that will be organized and run by this subcommittee.

**Travel logistics Subcommittee.** This subcommittee organizes all aspects of travel that are related to the symposium. This includes travel for invited keynote speakers, travel for Ohio-based speakers, and student speakers. This subcommittee also organizes any travel needs related to transportation between one campus to another, as well as travel needs related to the day of the symposium.

**Tours/workshops subcommittee.** This subcommittee organizes a series of tours and workshops that are a part of the annual Plant Sciences Symposium. The format and subject of the tours and workshops are decided by this subcommittee, and then this subcommittee gets all materials and people together that are necessary.

**Advisor(s) or Advisory Board: Qualification Criteria**

There is one primary faculty advisor and one graduate student advisor at minimum. Additional faculty advisors may join the advisors in an unofficial, secondary capacity to serve on an advisory board for the executive committee. All faculty advisors must be a full-time assistant, associate, or full professor working in the field of plant science at Ohio State. The primary advisor will oversee making sure the organization runs smoothly and providing support and expertise, as required. The other members of the advisory board will provide knowledge, resources, and skillsets that can advance the purpose of the Plant Sciences Symposium.

**Meetings and events of the Organization**

The organization Plant Sciences Symposium holds an annual symposium hosted at The Ohio State University centered around the topic of plant sciences. The details, format, time, date, location, speakers, ect are decided annually by the organizations executive committee and is subject to change. However, the execution of this annual event is required for this organization.

There will be at least meeting of the executive committee per month to maintain planning of the annual symposium. The meetings will be held both in person and through Zoom, so there is no specific location that the organization meets. There will also be meetings of the subcommittees throughout the year. It is expected that all members of the executive committee attend and help with the annual symposium. It is recommended that members of the organization attend the monthly meetings of the executive committee and/or are actively participating in the planning of the symposium through being on subcommittees.

**Attendees of Events of the Organization**

The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution, the Code of Student Conduct, university policy, venue policy, or federal, state, or local law, and ask that person to leave the event.

**Method of Amending Constitution: Proposals, notice, and voting requirements**

The Plant Sciences Symposium constitution and by-laws will be examined at the beginning of each academic semester. Any member may propose an amendment to the constitution. Requests for constitution amendments should be made in writing to the faculty advisor or a member of the leadership team. Any proposed amendments should not be acted upon when initially introduced. Upon initial introduction, the leadership team and faculty advisor will vote on whether the amendment should be made and work together to amend the constitution. The resulting changes will be disseminated to all members of the Plant Sciences Symposium. The constitution should not be amended easily or frequently; thus, the constitution should not contain specific details of the annual symposium so that each year’s executive committee has the flexibility to plan the symposium that they wish.

**Method of Dissolution of Organization**  In the event of dissolution of the organization Plant Sciences Symposium of The Ohio State University all assets and or debts will be disposed of by the leadership team and faculty advisor. The Plant Sciences Symposium will be dissolved if the organization is unable to fill leadership positions for 3 years or if the faculty advisor requests dissolution. Upon the official dissolution of The Plant Sciences Symposium, the Ohio State Student Activities staff must be contacted to remove the Plant Sciences Symposium information from the website.