**The Constitution of the John Glenn College of Public Affairs Student Association**

**Article I. Name**

*Section I.1:* The title of this organization is the John Glenn College of Public Affairs Student Association. Hereafter, and for all purposes, referred to as PASA.

**Article II. Mission**

*Section II.1:* PASA is the graduate student body of the John Glenn College of Public Affairs. The mission of the organization is:

1. To act as the official liaison between the graduate students, faculty, and staff of the College;
2. To provide a formal and informal communications network within the College and throughout the University;
3. To provide educational and professional programming to enhance career planning and preparation;
4. To promote fellowship within the College through social programming; and
5. To engage in public service through community service work.

**Article III. Membership**

*Section III.1:* All graduate students enrolled in the John Glenn College of Public Affairs are members of PASA. No graduate student will be denied membership in PASA because of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, veteran status, or political views.

*Section III.2:* A voting member is: Any graduate student enrolled in the John Glenn College of Public Affairs carrying a minimum of three credit hours per quarter.

*Section III.3:* Removal of members: 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 faculty advisor.

**Article IV. Elections**

*Section IV.1:* The graduate student body of the John Glenn College of Public Affairs shall elect annually the following Executive Officers: President, Vice President, Secretary and Treasurer sometime between March and April of spring semester.

*Section IV.2:* Officers of PASA shall be elected in the following manner:

1. All voting members are eligible to serve as an officer of PASA.
2. Elections are held during March of the spring semester.
3. The faculty advisor oversees the election process.
4. The Secretary shall inform all members of PASA of the election cycle at least two weeks prior to nominations being due.
5. Individuals may be nominated and run for more than one position.
6. The Secretary shall notify all students who have been nominated on a rolling basis and before the nomination window closes. A nominee may decline any nominations.
7. The faculty advisor counts the votes. The winner is the person who receives the most votes. If an individual is the highest vote getter for two positions, the person can choose the position desired and the vote will fall to the individual with the next highest amount of votes for the position not chosen.
8. In the event of a tie, a run-off election will be held.
9. Elections will be held in accordance with the Elections Timeline included in the Addendum. The Timeline shall be updated by the President and approved by the faculty advisor during the fall semester of their term.

**Article V. Officers**

*Section V.1:* The President, Vice President, Treasurer, Secretary, and External Affairs Coordinator comprise the Executive Board. The Executive Board conducts the business of PASA between association meetings.

# *Section V.2:* President

1. The President shall serve as the official liaison between the association and the College.
2. The President is responsible for the general oversight of PASA.
3. The President presides over all PASA meetings and is responsible for guiding and directing the order of business.
4. The President selects the time and place of all PASA meetings. The President shall inform all PASA members in writing of the time and date chosen for each meeting no later than one week prior to the meeting’s occurrence.
5. The President shall appoint a cabinet, with the advice and consent of the Executive Board, and may establish committees to assist with the general oversight of PASA.
6. The President shall update the Elections Calendar during the fall semester of their term.
7. The President shall meet with the Student Services Director in June of their term to review a proposed budget and get feedback on plans for the upcoming year. In the absence of the President, the VP or Treasurer may attend this meeting. This planning meeting will:
	1. Amend historical notes to better reflect the semester calendar.
	2. Allow for the exchange of information on planning and collaboration between PASA and Career Services so that they may provide feedback and support.
	3. Set expectations for incoming officers.
8. The President shall fulfill other duties required by the needs of the association.

*Section V.3:* Vice President

1. The Vice President shall assist the president with the general oversight of PASA.
2. In the absence of the President, the Vice President presides over PASA meetings.
3. In the prolonged absence of the President or if the President is temporarily unable to fulfill his or her duties, the Vice President shall serve in the President’s place.
4. The Vice President shall fulfill other duties required by the needs of the association.

*Section V.4:* Treasurer

1. The Treasurer shall handle all finances of PASA and keep an accurate record of its financial status at all times.
2. In the absence of the President and the Vice President, the Treasurer presides over PASA meetings.
3. The Treasurer shall pursue activities to raise monies for the treasury.
4. The Treasurer shall fulfill other duties required by the needs of the association.

*Section V.5*: Secretary

1. The Secretary shall keep the minutes of all PASA meetings and will post them for all members of PASA to review.
2. The Secretary shall assist the President in setting meeting times and collecting meeting talking points from officers to be included in the agendas (a hard copy of which shall be provided to officers at the beginning of each meeting.)
3. The Secretary shall assist the President in keeping all members of PASA up-to-date with upcoming events, elections, and other relevant information.
4. The Secretary shall fulfill other duties required by the needs of the association.

*Section V.6*: External Affairs Coordinator

1. The External Affairs Coordinator shall maintain communication with other Glenn College and campus student organizations.
2. The External Affairs Coordinator shall encourage collaboration among the various committees of PASA.
3. The External Affairs Coordinator shall keep schedules of events happening throughout the College and across the University.

**Article VI. Succession**

*Section VI.1:* In the event that the President can no longer serve his or her term of office, the Vice President assumes the position of the President. An open election is held for all other vacated positions. All eligible members of PASA may run for the vacated office. Notice of the special election must be given two weeks prior to the special election.

*Section VI.2:* Post-spring PASA elections and prior to the completion of the academic years’ graduation, the outgoing PASA officers and cabinet will remain in the position of primary leadership, and the incoming PASA officers and cabinet will shadow the outgoing PASA officers and cabinet. Upon the completion of the academic year’s graduation, the incoming PASA officers and cabinet shall assume official responsibility.

*Section VI.3:* Removal of Officers: If an officer 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 VII. External Committee Appointments**

*Section VII.1:* The President shall appoint, with the advice and consent of the Executive Board, representatives from within PASA to each of the following established John Glenn College of Public Affairs bodies:

1. Faculty/Staff Council
2. Curriculum Committee
3. Budget and Strategic Planning Committee
4. Diversity and Inclusion Committee

*Section VII.2:* The President shall also appoint representatives to additional committees and organizations as required by the needs of the University, the College, or the association.

*Section VII.3:* These representatives shall serve as liaisons between PASA and the respective body. Representatives shall be required to attend and report at PASA meetings. Removal of these representatives will follow *Section VI.3*.

**Article VIII. Council of Graduate Students Delegation**

*Section VIII.1:*

The Council of Graduate Students will call for the apportioned number of delegates from the Glenn College in accordance with their Constitution. Delegates from the Glenn College are welcome, but not required, to sit as a representative on PASA. PASA representatives for the upcoming school year will be elected before CGS elections are held in accordance with the Elections Calendar. Any person who is already a CGS delegate or plans to run for a position may also run for a PASA position (separate from being a PASA representative from CGS (i.e. President, VP, etc.)).

**Article IX. PASA Committees**

*Section IX.1:* Once created by the President membership to all committees is open to all members of PASA.

**Article X. Quorum**

*Section X.1:* Quorum is established by the attendance of three of the four executive officers and no less than two-thirds of cabinet members or other representatives of PASA.

**Article XI. Impeachment**

*Section XI.1:* Impeachment proceedings will be initiated through a petition for impeachment submitted to PASA by any officer or member. The petition must contain a minimum of twenty-five endorsing signatures from graduate students enrolled in the John Glenn College of Public Affairs.

*Section XI.2:* Action taken on a petition of impeachment will consist of a presentation of charges at a special session, defense of the alleged conduct and vote of PASA as to whether or not there will be a recall election.

*Section XI.3:* Removal from office will be accomplished through a minimum of three-fourths vote of all members of PASA voting in the recall election.

**Article XII. Parliamentary Authority**

*Section XII.1:* The rules contained in Robert’s Rules of Order Revised shall govern this association in all cases to which they are applicable unless they are inconsistent with the Constitution and Bylaws and special rules of this association.

*Section XII.2:* The Executive Board shall be responsible for interpreting all relevant aspects of the Constitution, Bylaws, and special rules. Decisions of the Executive Board may be appealed to the voting membership of PASA. The voting membership’s ruling is final.

**Article XIII. Dissolution**

*Section XIII.1:* This association may be dissolved after dissolution is approved by the officers and by a two-thirds vote of its members, provided that notice of at least sixty days is given prior to vote.

*Section XIII.2:* Upon, dissolution, the officers will utilize the assets of the association, including those arising form dissolution and distribution. The balance, if any, will insofar as possible be distributed equally among contributing factors.

**Article XIV. Amendments**

*Section XIV.1:* Any motion to amend the Constitution must be passed by a three-fourths vote of all members of PASA attending a special constitutional session. Notice of changes proposed and the session must be given at least two weeks prior to the special session.

Addendum: Elections Calendar for Executive Positions

* At the end of February: Secretary informs students, faculty, and staff that the nomination window will be the last two weeks, ending on a Friday.
* Secretary will notify students of the open and close of nomination window on those respective days.
* Secretary, or Faculty Advisor, emails all students nominated on a rolling basis. All nominated students must be informed by the end of the nomination window.
* At the close of the nomination window, the Secretary informs the Faculty Advisor and President of all those who have accepted nominations.
* Two weeks after the nomination window is opened: Secretary informs students of those candidates who have accepted their nomination with details of how to vote.
* Nominees must submit a short statement (200 words or less) about why they feel they would be a good fit for the nominated position.
* Elections will take place two weeks after students are informed—opening on Monday and closing on Friday—unless that week is Spring Break, in which case they will take place the following week.
* No later than the following Monday: Secretary announces new officers to students, faculty, and staff.
* In the event of a tie, a run-off election will be held between the top two candidates as soon as possible with the Secretary communicating information and timelines to students, faculty, and staff.