**Constitution for School of Earth Sciences Graduate Student Club**

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

Section 1: The name of this organization is the School of Earth Sciences Graduate Student Club.

Section 2: The purpose of this organization is to foster a positive and productive School of Earth Sciences (SES) graduate student experience by providing efficient communication between the SES graduate students and the School, establishing independent responsibilities for the SES graduate student body, and encouraging academic, developmental, and social relationships within the SES graduate student body.

Section 3: This organization and its members 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.

*Article II: Membership – Qualifications and Categories of Membership*

Section 1: Only those graduate students currently enrolled in the School of Earth Sciences at The Ohio State University and in good academic standing are eligible for membership. There will be no categories of membership or conditional membership. All members have equal voting rights and may be officers if elected as defined by Article III.

*Article III: Organization Leadership – Titles, Terms of Office, Type of Selection, and Duties of the Leaders.*

Section 1: The organization will have three officers: a president, a vice president, and a treasurer.

Section 2: Terms of office are 1-year each for the president, vice president, and treasurer. A member may only be elected for a maximum of 2 terms to any one office.

Section 3: Elections for officers will be held two weeks before the end of spring semester each year for the officers to take office before the beginning of the subsequent fall semester. At least 25% of the members must vote for the election to be official. Two weeks before the election, a call for nominations shall be sent via email to all members of the organization. To be elected, a member must be nominated and another member must second the nomination. Nominations and elections may be held in a formal meeting or through email.

Section 4a: The President will organize and lead at least two meetings a semester with the School of Earth Sciences graduate student body, organize selection of officers for the following year, organize and encourage participation in the Hayes Research Forum, and meet with the School of Earth Sciences Graduate Studies Committee student reps at least once a semester to understand the needs of each division and the student body as a whole and how the organization may serve those needs within the purpose of the organization as defined by Article I, Section 2 and within the duties of officers and committees defined in Article III, Section 4 and Article V.

Section 4b: The Vice President will assist and advise the President in the duties outlined in Article III Section 4a and will also be responsible for taking notes during all organizational meetings, including meetings of the executive committee and/or with the advisor(s), and disseminating those notes to all members of the organization and the advisor(s).

Section 4c: The Treasurer will seek out, apply for, and obtain funding from available sources, manage acquired funds in a responsible manner based on budgets established for appropriate expenditures, and work with the president, committees, and members to establish appropriate budgets for expenditures to meet the needs of the organization.

*Article IV: Executive Committee* *– Size and Composition of the Committee*

Section 1a: The Executive Committee will be composed of the officers of the organization as well as individual volunteer representatives from any standing committees defined in Article V and any active committees not defined in Article V.

Section 1b: If more than one individual from a given committee volunteers to act on the executive committee, then the individuals’ committee as well as the officers will vote to determine who will act on the executive committee.

Section 1c: The Executive Committee is responsible for planning, coordinating, and running a School of Earth Sciences graduate student welcome picnic to be held early within each fall semester when it is safe (from a public health perspective) to do so.

*Article V: Standing Committees – Names, Purposes, and Composition*

Section 1: The New and Prospective Student Committee will consist of at least 3 members and be responsible for planning, coordinating, and running the School of Earth Sciences prospective graduate student weekend.

Section 2: The Social Committee will consist of at least 1 member and be responsible for communicating (via the ses\_grad listserv) School of Earth Sciences graduate student social outings and occasions as well as coordinate social outings for which there is popular demand among organization members, enlisting help from other members as needed. The Social Committee is also responsible for assisting the Officers in planning, coordinating, and running a School of Earth Sciences new graduate student informational event to be held early within each fall semester.

Section 3: The School of Earth Sciences Awards Banquet Committee will consist of at least 1 member and be responsible for coordinating with the SES administrative staff, the SES director, and interested undergraduate SES majors to schedule, plan, and execute the annual School of Earth Sciences Awards Banquet. The duties of the committee may include but not be limited to selecting a date, planning a menu, selecting a master of ceremonies, arranging for an end of banquet slideshow, and holding a vote for the graduate faculty teaching award. The undergraduate faculty teaching award should be managed by undergraduate SES majors in Sigma Gamma Epsilon. No teaching award may be won by the same professor in consecutive years.

Section 4: The Fundraising Committee will consist of at least 2 members and be responsible for planning and coordinating at least one annual fundraiser sale or event during the academic year as the main source of funds for the club.

Section 5: The Outreach Committee will consist of at least 2 members and be responsible for planning, coordinating, and running at least two outreach events during the academic year (one each for fall and spring semester).

Section 6: The Communications Committee will consist of at least one member and be responsible for managing the Club’s website and social media accounts. The officers and other committee chairs may send materials about news, upcoming events, and resources to the Communications Committee who will disseminate the information on social media.

*Article VI: Method of Selecting and/or Removing Officers and Members*

Section 1a: Any graduate student enrolled full time in the School of Earth Sciences at The Ohio State University and in good academic standing may join the organization. There will be no further process for accepting members that meet the criteria outlined in Article VI Section 1a and 1b. Any student that meets these criteria may join the organization at any time by contacting any member of the Executive Committee.

Section 1b: Graduate students that do not meet the requirements outlined in Article VI Section 1a may be accepted into the organization after review by the Executive Committee outlined in Article IV. The Executive Committee must use their best discretion to ensure that any member accepted through this process will act in the best interest of The School of Earth Sciences at The Ohio State University and the organization in accordance with Article I Section 2. The decision of the Executive Committee will then be subject to confirmation by a vote from all members not on the Executive Committee. Prior to the vote, the Executive Committee will make formal statements explaining their decision.

Voting will occur over a 24 hour period beginning at the start of the meeting in which the voting takes place. Those that cannot attend the meeting have 24 hours after the beginning of the meeting in which the voting is taking place to cast their ballot by communicating their votes to any member of the executive committee via any line of communication. Any member who wishes to vote in this way will have to take their own measures to ensure their ballot is anonymous if they wish it to remain so.

If 51% or more of the voters agree with the decision of the Executive Committee, then that action will be followed. If 50% or more of the voters disagree with the decision of the Executive Committee, then the Executive Committee must take at least 7 but no more than 14 calendar days to review their original decision and uphold it or change it to agree with the results of the vote. If 95% or more of eligible voters have voted and 90% or more of those votes disagree with the original decision of the Executive Committee, then the original decision will be overturned. The process outlined in Article VI Section 1b may only happen twice a year, if necessary: at the end of the fall semester and at the end of the spring semester. Any individual wishing to seek membership in this way must contact the Executive Committee directly to be formally considered.

Section 1c: If a member falls out of good academic standing, is no longer currently enrolled full-time as a graduate student in the School of Earth Sciences at The Ohio State University, and/or is facing disciplinary action from the School of Earth Sciences or The Ohio State University, then the individual’s status as a member will be reviewed by the Executive Committee who will make the decision to expel or not expel the member under review. The Executive Committee may not decide to expel any member who has not fallen out of good academic standing, is currently enrolled full-time as a graduate student in the School of Earth Sciences at The Ohio State University, and has not faced disciplinary action from the School of Earth Sciences or The Ohio State University.

Section 2a: Elections for officers will proceed according to Article III Section 3. Any current member is eligible to be an officer.

Section 2b: A member may run for multiple offices but may not hold both positions during the same term.

Section 2c: The election procedure will begin with nominations which can be made via any line of communication to any member of the executive committee. Any member may nominate any member for any position on the executive committee. A member is running for election to the executive committee if he or she accepts one or more nominations. To run for a position, a candidate must accept a nomination and communicate that acceptance to the executive committee prior to the beginning of the meeting in which the election is to take place. Members nominated to positions will be informed of their nomination no less than 2 days before the general election, upon which they have the opportunity to remove their name from the nomination list should they choose not to run.

Prior to the election, candidates will be allowed to make statements outlining their purpose in running for office and their intentions if elected. It is the responsibility of the candidate to disseminate any such statement, whether verbal or written, to the voters. The Executive Committee must allow time for this statement to be disseminated at the meeting in which the election takes place. The election will be held over a 24 hour period beginning at the start of the meeting in which the election takes place. Members that cannot attend the meeting have 24 hours after the beginning of the meeting in which the election is taking place to cast their ballot by communicating their votes to any member of the executive committee via any line of communication. Any member who wishes to cast a ballot in this way will have to take their own measures to ensure their ballot is anonymous if they wish it to remain so.

For each position up for election, each candidate will rank the candidates running for that position in order of preference and submit the list to any member of the executive committee. The order of preference should be clearly indicated on the ballot. The executive committee will collect all ballots and keep track of who has voted but not keep track of who has cast which ballot. Once the executive committee has received a ballot for every member, or the 24 hours have elapsed, the ballots are to be counted by the executive committee within 24 hours following Article VI Section 2d.

Section 2d: The ballot counting process should be conducted by the entire executive committee together. If a member of the executive committee is a candidate in the election being counted, they must recuse themselves from the counting and appoint an alternative member that is not a candidate.

For each ballot, votes will from here on be referred to as first choice, second choice, third choice, and so on. Beginning with the highest ranking position up for election, votes are counted for each member’s first choice. Whichever candidate has the fewest votes for that position is dropped out of consideration for that position. For those ballots whose first choice is no longer in the running, their second choice now takes the place of their first choice vote for the next round of vote counting for that same position. This process is repeated until a candidate has 51% of the votes for that position. If a member has abstained from casting a ballot with a complete list of candidates for that position and all of the candidates from their list have been exhausted via the above outlined process, their vote will not count for the final round or rounds of counting for that position.

Once a candidate is selected to a position, they are eliminated from consideration during counting for the election of candidates to subsequent positions.

The above process is repeated for each position until all ballots are counted and the positions assigned. The executive committee will inform the members of the results within 24 hours.

Section 2e: A complete record of all ballots cast and list of who voted must be produced by the executive committee within 1 week of the announcement of election results. This record is to be maintained for the duration of the term of each candidate who was elected. Any details within this record that link a member’s identity to a ballot are to be erased prior to the publication of this record. An original record of each ballot in either electronic or paper form must be a part of this record. The record is to be maintained by and accessible to the entire executive committee and it should be possible for a copy of this record to be made available to any member of the club within 72 hours upon request

Section 2f: A president or treasurer must resign if the individual is unable to perform the duties outlined in Article III Sections 4a,b.

If, at any point, a member feels a president or treasurer cannot perform according to Article III Sections 4a,b then that member may call for a vote on the matter. This call for a vote must be supported by two other members.

Voting will happen over a 24 hour period within 7 days of the supported call to vote. More than 90% of the membership must vote in order for the ruling to be official. If fewer than 90% of the members vote, then a second vote may be called for within 7 days. If fewer than 90% of the members vote in this second election, no more votes will be held and the individual will remain president or treasurer.

If more than 90% of members vote, then at least 75% of voting members must vote to remove the president or treasurer in order for that individual to be removed. If a president or treasurer is voted out of office, then nominations and an election must occur within 7 days according to Article III Section 3 and Article VI Section 2. The president or treasurer voted out of office may not be a candidate in any such election.

Section 3: It is the responsibility of any committee to ensure the best representation on the executive committee according to Article IV Section 1a. Should a committee feel it needs to change its representation, it is the responsibility of the committee to address that issue as it sees fit. However, the new representative must be elected according to Article IV Section 1b.

*Article VII: Advisor(s) or Advisory Board – Qualification Criteria*.

Section 1: Any faculty or staff member within the School of Earth Sciences at The Ohio State University may be the advisor to the organization. The Executive Committee is responsible for seeking out qualified individuals and asking for their service in advising the organization. If the Executive Committee deems it necessary to have more than one advisor then they may seek out multiple faculty or staff members within the School of Earth Sciences at The Ohio State University to serve as advisors.

Section 2: The responsibilities of the advisor(s) are to act in the best interest of the organization in accordance with Article I Section 2 and to ensure that the organization is not in violation of the constitution. However, the advisor(s) may not participate directly in the organization. The advisor(s) may attend any meetings of the organization but is not required. The advisor(s) are required to meet with the Executive Committee at least twice a year: during the fall semester before October 15th to ensure the new Executive Committee is transitioning well and during the spring semester after April 1st to understand the state of the organization over the past academic year. If the advisor(s) would like to meet more frequently with the Executive Committee, then it is the responsibility of the advisor(s) to reach out and organize with the Executive Committee.

Section 3: If the advisor(s) feels the organization is in violation of the constitution, then the advisor(s) must schedule a meeting with the entire organization to outline the observed breaches in the constitution. If this happens more than once during the term of an officer, then the advisor(s) may enforce a recall election to replace the officer(s). The recall election will happen according to Article III Section 3 and Article VI Section 2 and will not exclude the serving president or treasurer should they wish to run.

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

Section 1: The organization will meet twice during the fall semester and twice during the spring semester excluding any meeting called by the advisor(s) as outlined in Article VII Sections 2 and 3, to hold elections as outlined in Article VI Section 2c, or to decide on membership as outlined in Article VI Section 1b. The Executive Committee may also choose to call more frequent meetings as it deems necessary.

*Article IX: Method of Amending Constitution.*

Section 1: Proposals to amend the constitution will be brought to the attention of the executive council either via email or in a meeting. The executive council shall meet in person or virtually to consider and vote upon the proposal. All members of the executive council must vote in favor of the proposal in order for it to become an amendment. The organization must be informed of any amendments to the constitution either via email to all the members or in a meeting.

*Article X: Method of Dissolution of Organization.*

Section 1: The organization may not be dissolved unless there are fewer than 4 active members. If there are fewer than 4 active members, then the organization may face dissolution if no other members join within the academic term. If the organization has fewer than 4 members for the duration of an academic term, then it must dissolve itself.

Section 2: If the organization must be dissolved, then the assets and debts will be managed as follows. Upon dissolution, any assets must be liquidated and donated to the Orton Geological Museum. Any debts must be settled by the remaining members through any means.