

**Institute for Population Research Graduate Student Organization
Constitution**

Article I- Name, Purpose, and Non-Discrimination Policy of University

Section 1- Name of Organization: Institute for Population Research Graduate Student Organization (IPRGSO)

Section 2- Purpose: The Institute for Population Research Graduate Student Organization (IPRGSO) has three main goals: 1) To become an interdisciplinary group devoted to the professional development, academic development and involvement, and intellectual advancement of graduate students, 2) to establish professional networks among individuals within the profession of population and health, and 3) to disseminate knowledge and provide a home base for any OSU graduate student interested in population and health.

Section 3- Non-Discrimination Policy: Consistent with Ohio State University policies, 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

Membership in the IPRGSO is open any OSU graduate student who has completed registration requirements. New registration will be made available to any OSU graduate student at any time during the year. Members are required to submit the following information for registration: 1) Name, 2) Departmental affiliation, 3) Program year, 4) Contact information, 5) Current IPR activities, and 6) Other GSO affiliations/activities. Returning members will be required to update their registration information during a two-week registration window, beginning on the first day of classes in the autumn semester. Members who do not renew their registration will lose their member status. Registration information will be used to tailor our yearly programming to our students' needs and interests.

Section 1- Voting Membership: Voting membership is limited to currently registered graduate students.

Section 2- Membership Academic Standing: Members must be in good academic standing with the university. Registered members who are not in good academic standing will not be allowed to vote in the semester in which they are on academic probation.

Article III - Organization Leadership: Titles, duties, terms of office

Section 1- Officers and Duties:

A. President: The President will be responsible for announcing meetings, setting the agenda of the meetings, calling meetings to order, moderating discussion, and providing leadership for the day-to-day operations of the group. The President will serve as liaison between the IPRGSO and

affiliated faculty. The President will coordinate the election of IPRGSO officers. The President will assist in coordinating IPRGSO-sponsored functions

B. Vice President: The Vice President will be responsible for all the duties of the President whenever the President is absent. The Vice President will assist the other officers as necessary and will coordinate the chairpersons of any specially formed committees. The Vice President will be responsible for drafting and distributing meeting minutes. The Vice President will have primary responsibility of monitoring email and responding to all requests, consulting other officers if necessary.

C. Treasurer: This position serves as the chief financial officer of the organization. The position is responsible for handling all monies for the group, including the group's financial account as allowed by university guidelines. The position is responsible for filing all university funding paperwork (with the assistance of the President and membership) and for organizing all fundraising. The Treasurer will assist the President and Vice President in any capacity as needed.

D. Secretary: The Secretary will be responsible for handling registration and all bookkeeping. The Secretary will be responsible for consolidating registration information from students and providing the leadership with suggestions for yearly program development within two weeks following the registration window during the Autumn semester. The Secretary will be responsible for updating the leadership when new members have registered.

Section 2- Elections and terms of office

A. Officers will be elected for a term of 1 academic year (fall to summer semesters). Elections will be held the eighth week of the spring semester or when a position is vacated. Officers will begin serving their terms the first day of the following fall semester. On the first day of the fall semester when new officers begin their year of IPRGSO service, officers from the previous academic year will be removed of their officer titles.

B. Nominations for the above offices will be solicited by the incumbent President (and/or other IPRGSO officers) during the first two weeks of each Spring Semester at an IPRGSO general meeting. All nominees will be contacted within 48 hours by the President and asked to either accept or decline each nomination. If the nominee cannot be contacted within the prescribed time, the President will remove the nominee's name from the election ballot. If insufficient nominations for the representative positions are obtained, the positions will be combined at the discretion of the incumbent IPRGSO officers and representatives.

C. Officers will be elected by a simple majority based on the total voting membership during the semester of election. Voting will be done in conjunction with the group advisor and will occur electronically. This method allows the greatest number of votes to be cast from the voting membership. Registered members will have one full week to cast their electronic vote. The announcement of the official results of the ballots will be made within 24 hours after the final deadline via the IPR general listserve and to general membership at the next general meeting.

D. Special elections will be held when there is a vacant position. The rules of Article III: Section 2 apply.

Section 3- Special Committees

A. It may become necessary for special committees to be organized to discuss a specific issue in-depth. These committees will be created by the President in conjunction with the voting membership.

B. Leadership roles on each committee will be appointed by the President on a voluntary basis. A special election will be held in the event that more than one person wishes to lead a committee. Such an election would follow the guidelines set forth in Article III: Section 2.

Article IV — Method of Selecting and/or Removing Officers and Members

General membership in IPRGSO does not entail a formal selection process. Graduate students from any discipline with a strong interest in demography, population, and health may become members simply by registering. All individuals within the IPRGSO are encouraged to seek officer positions. Nominations are required to become a candidate, and nominations can occur through either self-nomination or by a nomination from another member of the organization. Officers are selected through electronic elections.

Elected leaders of the IPRGSO are expected to perform the duties and responsibilities outlined for their respective officer positions in a reasonable manner. If an officer fails to live up to this expectation, the first step will be to discuss the problem in a closed door, officers-only meeting. If the situation is not resolved as a result of the meeting, the next step will be to involve the IPRGSO's advisors to attempt to correct the problem. If an officer of the IPRGSO is still unwilling to perform stated responsibilities, the officers and advisors will request that the person step down from their post. A replacement officer will be elected through the organization's standard electronic voting process.

For general members, the IPRGSO acknowledges that members have varying desires for their respective levels of involvement in the organization. As a result, minimal participation among general members is tolerated, though participation in organizational happenings is encouraged equally for all members. If, however, a general member behaves in a manner that prevents the IPRGSO from carrying out its stated organizational goals and objectives, a two part system will be employed to address the concern. First, the offending party—a general member who disrupts the IPRGSO's objectives—will meet with the officers to discuss the issue. If no solution is reached and the problem persists, the faculty advisor will be called in to address the offending party. Ultimately, if the problem remains unresolved, the offender will be banned from future meetings and events.

Article V – Advisor Responsibilities

Section 1- Advisor: The group will have one faculty and one staff advisor. The staff advisor will be a full-time staff member within the Institute for Population Research. The faculty advisor will be a full-time faculty member within the Institute for Population Research. The voting

membership will choose candidates for advisors by a simple majority and then ask that candidate if she/he accepts the position. The advisors will serve one full academic year (fall to summer semester). Advisors may hold consecutive office with no limit on terms.

Section 2- Advisor Responsibilities: The advisors will have a limited role in the organization given the student-run nature of the group.

A. The staff advisor will be required to sign all necessary university paperwork related to the organization and provide financial, administrative, and event planning guidance on an as-needed basis.

B. The faculty and staff advisors will be updated each semester on issues of general interest brought up by the organization and will provide commentary and guidance on activities of the organization.

Article VI – Meetings of the Organization

Section 1- General Meetings: At least 1 general meeting open to all members of the organization will be held monthly.

Section 2- General Meeting Announcements: Meetings will be announced by the President or Secretary in an email communication to the IPR general listserve at least 1 week prior to the scheduled meeting. Meeting time, location and basic agenda will be included in the email.

Section 3- Committee Meetings: Specific committee meetings may be held at any time throughout the semester as deemed necessary by the President, committee leadership or voting membership.

Section 4- Committee Meeting Announcements: Committee meetings will be announced by the President, leadership of the committee, or Secretary in an email communication to the IPR general listserve voting membership at least 1 week prior to the scheduled meeting. Meeting time, location and basic agenda will be included in the email.

Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements

Section 1- Proposed Amendments: All proposals shall be made in writing and made available in electronic format to the voting membership. The first reading of a proposed amendment will occur at a general meeting. The proposed amendment will also be read at a second meeting.

Section 2- Proposed Amendment Voting: Voting on the proposed amendment will occur electronically after two readings of the proposed amendment. In the electronic vote, at least 2/3 of the voting membership will be required for a valid vote on a proposed amendment. A simple majority will be required to accept an amendment.

Article VIII – Method of Dissolution of Organization

Section 1- Dissolution Vote: In the event that the organization should be dissolved, $\frac{3}{4}$ of the voting membership must vote in favor of dissolution of the group.

Section 2- Assets or Debts upon Dissolution: Should any organization assets remain upon dissolution, a vote about how to utilize such funds will occur. A simple majority of the voting membership will be required to allocate such assets. In the event that debts exist upon dissolution, the Treasurer and President will work in consultation with the advisors to eliminate any debts.

Article IX - Constitution By-Laws

Section 1-Proposed by-laws: All proposed by-laws shall be made in writing and made available in electronic format to the voting membership. The first reading of a proposed by-law will occur at a general meeting. The proposed by-law will also be read at a second meeting.

Section 2- Proposed by-law voting: Voting on the proposed by-law will occur electronically after two readings of the proposed by-law. In the electronic vote, at least $\frac{2}{3}$ of the voting membership will be required for a valid vote on a proposed by-law. A simple majority will be required to accept a by-law.