**Constitution**

**Article l - Name, purpose, and non-discrimination policy.**

Section 1: Name: Hospitality and Retail Management Graduate Student Association at the Ohio State University (HRMGSA).

Section 2 - Purpose: The Hospitality and Retail Management Graduate Student Association’s mission is to gather graduate, Ph.D. and Master students in the Hospitality and Retail Management program, provide social events (e.g., outings to the Columbus Zoo and Greek Festival), and foster a helpful, united environment to all members, so that our incoming graduate students can feel a sense of connection with senior students and better adjust their academic and social lives. Other assistance for graduate students such as applying for travel funding to conferences, applying for scholarship and fellowship, and academic counseling will also be provided.

Section 3 - Non-Discrimination Policy: The policy of HRMGSA, following that of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons 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, and admission is specifically prohibited.

For information purposes, the University’s policy is quoted as follows:

“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law.

Ohio State 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.”

Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment 1.10 https://hr.osu.edu/public/documents/policy/policy110.pdf

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

Voting membership are limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members. HRMGSA shall be student initiated, student lead, and student run.

**Article III – Methods for Removing Members and Executive Officers.**

III.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University 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.

III.b. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board.

**Article IV - Organization Leadership.**

HRMGSA leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. Titles of HRMGSA include president, vice-president, secretary, and treasurer. Each leader is to be elected by voting members, serves a term of two years, and can be re-elected once. When voting members are not available, the Executive Committee has the right to appoint the leaders for the next serving term.

**Article V - Executive Committee.**

The Committee of HRMGSA represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. The committee of HRMGSA is comprised of the organization’s current officials and advisors.

**Article VI – Advisers**

Advisers of HRMGSA must be full-time members of the Ohio State University faculty or Administrative and Professional staff. If a person is serving as an adviser who is not a member of the above classifications, a co-adviser must be chosen who is a member of these University classifications. Responsibilities and expectations of advisers include but are not limited to: attending the biannual training, attending the Executive Committee meetings, and providing suggestions or resources to benefit HRMGSA’s members that are otherwise not offered by HRMGSA’s leaders.

**Article VII – Meetings of the Organization.**

Two general meetings of the membership are required each academic term except for summer. An Executive Committee is required within the first week of each academic term.

**Article VIII – Method of Amending Constitution.**

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

**Article IX – Method of Dissolution of Organization Requirements and procedures for dissolution.** HRMGSA will be dissolved by a two-thirds majority of quorum votes to do so, or when HRMGSA fails to complete the Ohio State University required recognition process for two consecutive semesters. In the event of HRMGSA’s dissolution, all financial assets become property of the Department of Human Sciences and shall be added to allocations designated for recognized student organizations. All additional assets will be used toward any debts; if no additional assets remain all debts shall be reconciled by the current officer(s) prior to the dissolution of the organization. Should any organization assets and debt exist, appropriate means fort disposing of these assets and debts should be specified clearly and unequivocally.

**By-Laws**

Article I –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 II- Graduate Students of Hospitality and Retail Management gain membership of HRMGSA voluntarily upon admission to The Ohio State University. No membership due is charged for members. The Executive Committee reserves the right to termination of membership. Termination of membership may also be proposed by members and being addressed and voted on general meeting. A member is terminated by a two-thirds majority of quorum votes.

Article III- Election / Appointment of Government Leadership Elections rules and procedures.

*Section 1*. Officers. The elected officers of this organization shall be President, Vice President, and Treasurer.

*Section 2*. Qualifications for Office.

Only currently enrolled active members are eligible to hold office.

*Section 3*. Elections.

The officers of this organization shall be elected biannually at a general meeting of the active membership. A majority vote shall be required for elections. If no candidate for an office receives a majority vote on the third vote, the candidate receiving the lowest number of votes for that vote shall be dropped from the fourth vote. If necessary, the candidate receiving the lowest number of votes for that vote shall be dropped from each subsequent vote until one candidate receives a majority of the votes.

*Section 4*. Term of Office. Officers shall be elected for two years or until their successors are elected or appointed, and their term of office shall begin at the close of the general meeting at which they were selected.

*Section 5*. Vacancy in Office. A vacancy in any office, other than that of President, shall be filled by appointment by the President with the approval of the Executive Committee. Should the office of President become vacant, the Vice-President shall automatically become President

Article IV- Duties of Officers.

*Section 1*. The President shall:

A. Serve as Chairman of the Executive Committee,

B. Appoint appropriate committees and committee chairmen,

C. Serve as an ex-officio, nonvoting member of all committees,

D. Perform other duties for the promotion and development of the organization.

*Section 2*. The Vice-President shall:

A. Assist the President in the promotion and development of the organization,

B. Assist in planning organization meetings,

C. Serve in the absence of the President.

*Section 3.* The Secretary shall:

A. Keep an accurate record of all business meetings,

B. Supply promptly at least one copy of the minutes and substantiating reports to the President and make copies available to the general membership.

*Section 4*. The Treasurer shall:

A. Keep an accurate record of expenses and disbursements,

B. Present an annual financial report to membership.

*Section 5*. These officers shall serve on the Executive Committee, perform the duties prescribed in these Bylaws, and perform such other duties as are directed by the organization Advisors not inconsistent with these Bylaws or other rules adopted by The Ohio State University.

Article V- Executive Committee.

*Section 1*. The Elected Officers of this organization, along with the Appointed Committee Chairs shall constitute the Executive Committee.

*Section 2*. Duties. The Executive Committee shall:

A. Adopt policies of operation for HRMGSA,

B. Approve committee appointments and the creation of new committees by the President,

C. Approve appointments by the President to fill vacancies in office,

D. Review all proposed amendments to the Bylaws,

E. Present to the general membership, with recommendations, proposed amendments to the bylaws, and F. Perform such other duties as are prescribed by these Bylaws.

*Section 3*. Meetings. Meetings shall be called by the President, or upon the written request of three voting members of the Executive Committee.

*Section 4*. Quorum. The quorum for all business meetings shall be a majority of the members of the Executive Committee.

Article VI – Adviser.

The HRMGSA shall have a University Advisor who will be a full- or part-time member of the University faculty, staff, or administration. The advisor will fulfill the responsibilities specified by the Ohio State University’s student organization advisor guidelines. Advisors shall serve on an academic year basis or until their successor has been selected.

Article VII – Amendment.

Proposed amendments to these bylaws shall be submitted in writing. The proposed amendments shall be submitted for review to the Executive Committee, which will present the proposal along with its recommendation to the general membership. A two-thirds vote of the general membership present shall be necessary for adoption of any bylaw amendment.

Constitution Rev. 09/16/2020