Preamble

The Joint Safety Team (JST) is a leadership committee of graduate students whose purpose is to promote awareness and foster a safe laboratory culture for the Department of Chemistry and Biochemistry. The JST holds meetings every semester with 50+ research lab appointed safety officers (LSO) to discuss and distribute information pertaining to laboratory safety procedures. The JST is also responsible for attending faculty safety meetings, then distributing that information to LSO’s and graduate researchers. The JST is also responsible for assisting the Department Chair in awarding a research group with a Laboratory Safety Excellence Award.

Article I Name, Purpose, and Non-discrimination Policy

Section 1: The name of the organization shall be “Joint Safety Team” or “JST”

Section 2: The purpose of this organization is to promote awareness and improve laboratory safety and chemical hygiene in the Department of Chemistry and Biochemistry by providing the graduate students and faculty the information and materials needed to work in chemistry laboratories safely. In order to carry out this mission, the JST will have yearly objectives: (1) meet with the Chemistry department chair once a semester to outline yearly goals, (2) attend monthly Faculty Safety Meetings and serve as a student researcher voice in the space (3) meet with designated Lab Safety Officers once a semester to point out safety improvement standards that the faculty and department chair desire and answer questions, (4) maintain an up-to-date list of Lab Safety Officers, (5) facilitate Lab Safety Officer turn over, (6) stay in good communication with all staff personnel who are involved with chemical safety and hygiene (7) and present a safety award to a research group who demonstrates excellent laboratory safety culture yearly.

Section 3: This organization and its members shall not discriminate against any individual(s) 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 basis in accordance with the [Registration Guidelines for Student Organizations at Ohio State.](https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-by-csa-02032020.pdf)

Article II Membership qualifications and categories of membership

Section 1: Membership shall be open to all university faculty, staff, and students who show interest related to the advancement of laboratory safety and chemical hygiene. Any university personnel who attend at least three (3) Joint Safety Team meetings per year shall be considered “members.” JST members are awarded voting privileges. Membership will likely consist of graduate students, staff, and post-doctoral fellows in the Department of Chemistry and Biochemistry.

Section 2: Membership to the club may be discontinued at any time throughout the year as requested by the individual. In the event that a member is unruly, obscene, and does not have the best interest of the club at heart, a majority vote of the current members, chair and advisor may dismiss the member from the organization. At the end of each club term, current members may choose to continue their role as a “member” in the club, may nominate themselves as a potential chair candidate, or may discontinue their membership for the upcoming year.

Article III Organization Leadership: Titles, terms of office, type of selection, and duties

Section 1: Leadership & duties

Joint Safety Team shall be led by the chair (president) who is voted on annually by the members. The position of a treasurer shall also be voted on annually by the members. The chair will be responsible for organizing the Joint Safety Team meetings and delegating responsibilities while the treasurer will be responsible for managing the budget and preparing the requisite audits. A secretary will be selected based upon a member vote and will be responsible for recording meeting minutes. The vice-chair (vice-president) will be voted upon by the members and will help organize and plan events in conjunction with the chair.

Section 2: A chair may step down from their position as a result of personal reasons (that may or may not be disclosed to the rest of the club members). A new chair will be selected according to a majority vote of the rest of the club and fulfill the leadership duties for the duration of the school year. At the end of the school year (or transition period for new clubs), the chair may nominate themselves for chair for the following year (as will be voted on by the members), may step down from the leadership role and become a member, or may discontinue membership in the club all together. In the event that a chair is unruly, obscene, and does not have the best interest of the club at heart, a majority vote of the current members and advisor may dismiss the chair from the organization or remove them from the leadership role. **The other officer positions including secretary, vice-president, and treasurer may be selected or removed from office according to the same procedure as chair.**

Article IV Standing Committees: Names, purposes, and composition

There will be no “Standing Committees.” However, should any need creating, it will be up to the discretion of the Joint Safety Team members.

Article V Advisor(s) or Advisory Board: Qualification Criteria

Section 1: The advisor shall provide guidance and counsel and promote general welfare of the Joint Safety Team organization. The advisor shall attend Joint Safety Team events as permitted by his/her schedule. The advisor shall help oversee officer transition when necessary.

Section 2: The advisor may step down from their position as a result of personal reasons (that may or may not be disclosed to the rest of the club members). A new advisor will be selected according to a majority vote of the rest of the club and fulfill their duties for the duration of the school year. A new advisor may be selected at the end of each school year registration period at the discretion of the Joint Safety Team members and officers. If a new advisor is desired, this advisor will be chosen based upon a majority vote of the Joint Safety Team members.

Article VI Meetings and Programming of the Organization

Section 1: Joint Safety Team shall meet throughout year at a frequency determined by the chair to plan all of the events (approximately monthly). These meetings will be open to all interested parties.

Section 2: The JST shall meet with the Chemistry Department Chair at the frequency determined by the Department Chair (approximately semi-annually).

Section 3: The JST shall meet with Lab Safety Officers once a semester determined by the JST committee.

Section 4: The JST shall meet with the Faculty Safety Committee at the frequency determined by the faculty.

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

Proposed amendments to the constitution should be submitted by the Joint Safety Team members. Votes will be collected at a Joint Safety Team meeting and will require a two-thirds majority of voting members of the organization.

Article IX Method of Dissolution of Organization

Upon dissolution of the chapter for any reason whatsoever, after the discharge of its debts and settlement of its affairs, all assets and property of the organization shall be conveyed to the Department of Chemistry and Biochemistry for use in the promotion of the objectives of the organization in the advancement of education and science.

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