Environmental Science Graduate Program Student Association Constitution

# Drafted: July 2012

**Last Updated: September 2022**

**Article l –** Name

**Section 1.1 –** The name of this organization is the Environmental Science Graduate

Program Student Association, hereinafter referred to as "the Student Association" or "ESGP-SA."

**Article 2 –** Purpose Statement

**Section 2.1 –** The ESGP-SA fosters community and professional development in the ESGP and the Ohio State University community.

**Section 2.2 –** The Student Association promotes and provides avenues to success in interdisciplinary environmental sciences for the university community in general and for ESGP students in particular.

**Section 2.3 –** The ESGP-SA sponsors professional development, networking, social, and outreach activities for the university community in general and for ESGP

students in particular.

**Article 3 –** Membership and Eligibility

**Section 3.1** **–** Members shall include currently enrolled Environmental Science

Graduate Program students at the Ohio State University and alumni of the Program. Voting privileges will be reserved to currently enrolled ESGP students in good standing with the University and Program.

**Section 3.3 –** Members may be removed from the organization for violation of the Ohio State University student code of conduct and for failing to follow the Non-Discrimination Clause set forth in Section 14.1 of this Constitution.

**Article 4 -** Executive Committee Officers

**Section 4.1-** The Student Association shall elect annually from the ESGP-SA

student body the following Executive Committee Officers: President, Vice President, Treasurer, Secretary and Social Chair. These five elected officers constitute the foundation of the Student Association's Executive Committee.

**Section 4.2-** Any member elected to a position shall be active in the organization (defined as attending at least 2 ESGP-SA sponsored activities or meetings per semester, not including Summer semester, unless sufficient reason can be given for non- attendance; e.g., study abroad, field seasons, illness) and in good standing with the ESGP and university.

**Section 4.3-** President

4.3.A. The President presides over all meetings of the Student Association and is responsible for implementing all decisions of the ESGP-SA.

4.3.B. The President selects the time and place of all regular and special meetings of the Student Association.

4.3.C. The President undergoes the required trainings in order to maintain Active student organization status, including updating and maintaining the roster.

4.3.D. The President puts forth effort to maintain and ensure the continued existence of the ESGP-SA as an Active student organization. This includes soliciting and acting on ideas for activities to be sponsored and carried out by the Student Association.

4.3.E. The President shall fulfill other duties as directed by the Student Association and the Executive Committee.

**Section 4.4-** Vice President

4.4.A. In the absence of the President, or if the President is temporarily unable to fulfill his or her duties, the Vice President shall serve in the Custodian's place.

4.4.B. The Vice President is responsible for ensuring that ESGP-SA committee and member records are properly maintained.

4.4.C. The Vice President shall serve as a liaison between ESGP-SA and other student organizations.

4.4.D. In the absence of the President, the Vice President presides over meetings of the ESGP-SA.

4.4.E. The Vice President shall fulfill other duties as directed by the Student Association, the Executive Committee and the President.

**Section 4.5-** Secretary

4.5.A. The Secretary is responsible for keeping the minutes of the meetings of the Student Association and its Executive Committee, for maintaining records, and for conducting correspondence.

4.5.B. The Secretary is responsible for maintaining attendance records and determining quorum (see Article 7) at ESGP-SA meetings.

4.5.C. In the absence of the President and Vice President, the Secretary presides over meetings of the ESGP-SA.

4.5.D. The Secretary shall fulfill other duties as directed by the Student Association, the Executive Committee and the President.

**Section 4.6-** Treasurer

4.6.A. The Treasurer handles all the finances of the Student Association and keeps an accurate record of its financial status at all times.

4.6.B. In the absence of the President, Vice President, and Secretary, the Treasurer presides over the meetings of the Council.

4.6.C. The Treasurer shall fulfill other duties as directed by the Student Association and Executive Committee.

**Section 4.7 –** Social Chair

4.7.A. The Social Chair maintains all social media presence such as Facebook/Instagram pages.

4.7.B. The Social Chair will coordinate student activities and aid in assisting the President with the annual Poster Forum and Visiting students weekend events.

4.7.C. In the absence of the President, Vice President, Secretary and Treasurer the Social Chair presides over the meetings of the Council.

4.7.D. The Social Chair shall fulfill other duties as directed by the Student Association and Executive Committee.

**Section 4.8-** Vacancy

4.8.A. In the event the Presidency falls vacant, the Vice President shall have the option of becoming the President. In this instance, the Student Association shall elect a new Vice President. The Vice President shall also have the option of refusing the office of the President, in which case the Vice President shall serve as President *pro tempore* until such time as the Student Association is able to elect a new President. Subsequent to the election of the President, the President *pro tempore* shall reassume the office and duties of Vice President.

4.8.B. In the event of a vacancy in any other officer position, an election to complete the current term will be held no later than the second meeting of the Student Association following the occurrence of the vacancy. Election procedures will be in accordance with the current provisions of this Constitution and any Bylaws the ESGP-SA shall enact. An interim officer may be appointed by the President to hold office until such time as an

election can be held.

4.8.C. In the event that a member runs unopposed for a position, the Student Association will move to appoint said member for that position.

4.8.D. The Student Association may vote to vacate a position on the Executive Committee due to inability to fulfill responsibilities of that position as defined by the Constitution and any By-laws enacted.

**Article 5** – Committees

**Section 5.1-** The Executive Committee conducts the business of the Student Association between meetings and prepares the agenda for regularly scheduled meetings.

**Section 5.2-** The Student Association may create standing or ad hoc committees, as it deems necessary.

**Article 6-** Meetings of the Organization

**Section 6.1-** At least one formal membership meeting shall be held at the beginning of Autumn and Spring semester to discuss ESGP-SA goals and progress. The Executive Committee shall meet at least once at the beginning of Autumn and Spring semesters and the end of Spring semester to discuss administrative business.

**Section 6.2-** The ESGP-SA shall strive to offer at least one of each of the following types of events per academic year: professional development; social; networking; and outreach.

**Article 7-** Quorum and Voting

**Section 7.1-** At all meetings of the ESGP-SA, fifty-percent of the membership plus one shall constitute a quorum.

**Section 7.2-** Each member shall have one vote and may vote absentee through their official Ohio State University e-mail account.

**Article 8 -** Executive Committee Officer Election

**Section 8.1-** Officers shall be elected by electronic ballot distributed to the voting membership of the ESGP-SA. Results shall be determined by majority vote. Such elections shall be announced at least seven days in advance of ballot distribution, during which active voting members in good standing may be nominated for officer positions. Ballots shall be collected over a period of no less than seven days. Ballots will be counted by the Secretary and the count confirmed by the Advisor.

**Article 9 – Advisory Board**

**Section 9.1-** The advisor(s) will be a member of the University faculty or Administrative & Professional staff associated with the ESGP.

9.1.A. The advisor shall complete trainings as necessary to maintain Active student organization status.

9.2.B. The advisor shall attend at least (1) ESGP-SA event per academic year.

9.3.C. The advisor will remain reasonably available to approve expenditures that require the advisor’s co-signature for approval.

**Article 10-** By-laws

**Section 10.1-** The Student Association may enact or amend By-laws by a simple majority vote at a regular meeting. However, any proposed amendment to the By-laws must have been presented in writing at a prior regular meeting. Such By-laws shall be appended to this Constitution and be available upon request.

**Article 11-** Standing Rules

**Section 11.1**- The Student Association may establish additional Standing Rules by a simple majority vote. Such rules shall be appended to the By-laws and be available upon request.

**Article 12-** Amendments to the Constitution

**Section 12.1-** Any proposed amendment to this Constitution must be presented in

writing either with the signatures of five members or at the initiative of the Executive Committee at a regular meeting of the ESGP-SA.

**Section 12.2-** A copy of the proposed amendment must be sent to all members at least one week before the regular meeting that follows the meeting at which the amendment was proposed.

**Section 12.3-** An affirmative vote of two-thirds at a regular meeting following the meeting at which the amendment was proposed will be sufficient to adopt the amendment.

**Article 13 -** Method of Dissolution of Organization

**Section 13.1-** The ESGP-SA shall be disbanded should the entirety of the voting membership unanimously vote for its disillusionment.

**Section 13.2-** Motion for such disillusionment shall occur at a regular meeting and be voted upon at the final meeting of Spring semester.

**Section 13.3-** Any remaining organization funds not derived from university funding shall be distributed to either an organization whose mission statement serves to further environmental research or preservation or the Environmental Science Graduate Program, as determined by majority vote of the membership.

**Article 14 –** Non-discrimination clause

**Section 14.1 -** This organization 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.

**Section 14.2** - Officers must be active members within this organization and must be nominated by a fellow member prior to the time of elections. If an officer is not fulfilling their responsibilities and/or is not active enough in this organization, the active membership can remove the officer from their position with a two-thirds vote. The removed office may remain a member of this organization so long as they have not acted in conflict with this constitution. Next, a new, nominated member needs to be elected to the position.  As noted in the non-discrimination policy, officers cannot be removed from their positions or membership 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 Student Organization Registration and Funding Guidelines.