**Article I: Name and Purpose**.

Section A: Name

The organization's name shall be the Graduate Association of Mental Health Action and Advocacy (GAMHAA).

Section B: Purpose

The Graduate Association of Mental Health Action and Advocacy is organized to provide support and advocate for the needs of OSU graduate students’ mental health and wellness. The association will provide the opportunity for students to join together to make the university a more egalitarian place by spreading awareness, enacting anti-stigma initiatives, and advocating for positive grassroots change in the way graduate study is conducted at OSU.

Section 3: This organization does not discriminate based on 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 4: As a student organization at The Ohio State University, the Graduate Association of Mental Health Action and Advocacy expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: [University Policy 1.15](https://hr.osu.edu/public/documents/policy/policy115.pdf). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

**Article II. Membership.**

Section A: Regular Membership

To become a regular member of the Graduate Association of Mental Health Action and Advocacy, potential members must attend at least one meeting or sponsored event per academic year.

Section B: Rights of Regular Members

Members of the Graduate Association of Mental Health Action and Advocacy have the following rights:

1. Freedom to speak and give input at meetings.
2. Suggest new projects or events that further the aim of the organization.
3. Attend any sponsored event hosted by the Graduate Association of Mental Health Action and Advocacy.
4. To have access to any resources developed by the Association.

Section C: Active Membership

To become an active member of the Graduate Association of Mental Health Action and Advocacy organization, members must attend at least one meeting OR participate in the majority (more than half) of sponsored events.

Active membership will be reviewed at the end of each semester.

Section D: Rights of Active Members

Active members of the Graduate Association of Mental Health Action and Advocacy have the same rights as regular members, as well as the following additional rights and responsibilities:

1. Vote on the election of officers.
2. Vote for amendments to the by-laws.
3. Run for a Graduate Association of Mental Health Action and Advocacy officer position (provided the member is a graduate student.)
4. Right to participate in decision-making processes of GAMHAA, e.g., budget, events, or activities to spend money on

Section E: Removal of Members

A member of the Graduate Association of Mental Health Action and Advocacy engaging in any action that damages the association's credibility or actively sabotages or inhibits its goals may have membership revoked. Procedures for removal will be:

1. A written grievance will be presented at a meeting by an active member.
2. At the following meeting, the active member who submitted the written grievance will present their case.
3. The member(s) in question will be allowed to present their case.
4. Active members will discuss the grievance and proceed with a vote on the grievance.
5. A majority vote is necessary for the membership to be revoked.

**Article III. Officers.**

Section A: Responsibilities

Each officer will be given a list of duties and responsibilities at the start of their term. However, a summary of officers' titles and primary responsibilities are listed below:

1. President *(mandatory)*:

1. Facilitates the development of vision, direction, and goals for the organization.
2. Oversees organization meetings.
3. Hosts special meetings for the organization.
4. Represents the organization at official functions.
5. Acts as liaison between the organization and University officials.
6. Oversees organization event planning.
7. Works closely with the Association’s faculty advisor.

2. Vice President *(optional)*:

1. Presides with the President at meetings.
2. Works closely with the President and the Association’s advisor to schedule events and stay informed on the upcoming projects of the club.
3. Works with other officers in the completion of their duties, if necessary.

3. Treasurer *(mandatory)*:

1. Manages all financial matters of the organization.
2. Works with other officers to establish how organization funds are managed, used, and reconciled.
3. Acts as steward of all student money.
4. Requests any necessary funds.
5. Keeps detailed records of all expenses.
6. Compiles expense reports and end-of-the-year audits.
7. Presents a summary of current expenses and income at each business meeting
8. Collects dues (if applicable)
9. Secretary *(optional)*:
10. Takes detailed notes during all meetings.
	* 1. Within seven days of each meeting, the secretary will upload the complied notes as an accurate record of the meeting’s proceedings for participants’ approval.
		2. A subsequent email notification will be sent regarding the availability of the meeting notes.
		3. Meeting attendees have seven days from the date of notification to respond with comments or corrections. At this time, the secretary’s notes will become part of the official record of the meeting.
11. Keeps track of the status of members (active vs. regular).
12. Records the proceedings of all votes cast for events.
13. In the event that no one wishes to run for this position, these duties will be shared by the president, vice president, and secretary.

 5. Communications Director (*optional*):

1. Maintain the organization's online presence (Instagram, Twitter, Facebook, website, etc.).
2. Contacts and works with other student organizations to organize joint events.
3. In the event that no one wishes to run for this position, these duties will be shared by the president, vice president, and secretary.

Section B: Common Responsibilities for Officers

The Graduate Association of Mental Health Action and Advocacy is an organization where all officers should play an equal role. As such, common responsibilities for all officers are:

1. Attend all meetings and events, if possible.
2. Search actively for new members and new ways to further the mission of the Graduate Association of Mental Health Action and Advocacy.
3. Treat all members with courtesy and respect.
4. Work closely with each other; each officer will have times during which they may be unable to complete their responsibilities, and in these times, the other officers should help if possible.
5. At the end of each year, the officers must write a brief narrative of their experiences for the Association’s archives and give it to the newly elected officers.

Section C: Filling and Vacating Offices

1. Officers for the coming academic year will be elected towards the end of the Spring semester of the previous year. The election procedure will be as follows:
Eligibility: Only active members (cf. Article II, Section 3) may vote and run for office unless there is an open position and no active member wishes to fill it.
2. The secretary (or another executive officer) emails active members with information about each officer position. Active members will respond with the office for which they would like to run.
3. An officer sets up a time for the official meeting to take place.
4. The president sends an official email to the organization's active members calling the meeting to list each candidate.
5. Any active member who cannot attend the meeting must inform the election mediator (a designated active member of the organization who is not running for any office, henceforth referred to as the election mediator) of their choice for each office before the official meeting.
6. The meeting is held. Each active member who wishes to run for office may speak to the group about why they are fit for that position.
7. Voting occurs. An active organization member not running for office serves as the election mediator and tallies votes (see Section 3, item v, above). If a tie occurs between several members, a revote is cast between those members only. If there is still a tie, the candidates may either run for the position jointly or ask the association’s advisor to break the tie.
8. New officers are given the official descriptions of their positions and are encouraged to discuss any matters concerning their office with their previous year’s counterpart.
9. An officer may be dropped for excessive absences from their office if they have several unexcused absences from meetings in a year. An officer may also be removed under the following circumstances:
10. Consistent failure to complete their duties, as listed above.
11. Discourteous conduct towards members.
12. Any action that damages the credibility of the Graduate Association of Mental Health Action and Advocacy organization or actively sabotages or inhibits its goals.
13. If an officer (henceforth referred to as the targeted officer) is under consideration for being dropped, a formal written statement must be made to the association's advisor. This statement should reflect why the targeted officer should be removed. The advisor will then call an officers’ meeting in which the targeted officer can respond to the accusations. The other officers will then vote, with the decision to remove the targeted officer decided by the majority rule. In the case of a tie, the advisor has the final say.
14. If an officer position becomes vacant during the year, an election may be held immediately after the vacancy occurs and shall be subject to the election guidelines listed above.

**Article IV: Decision-Making.**

Section A: Guidelines

All proposed activities and events will be approved in the following manner:

1. The proposed activity or event must be submitted verbally or in writing to all active members of the group. This can be done either at a meeting or through email.
2. The event shall be enacted if one of the following criteria is met:
3. If the event is brought up at a meeting, and at least 75% of the active members attend, the outcome shall be determined subject to majority rule.
4. If the event is brought up via email, any active member may cast their vote electronically or in person at the following meeting. If at least 75% of active members respond in person or electronically in a reasonable time, the outcome shall be determined subject to the majority rule.
5. If the event is urgent or there is an insufficient response, the event will be enacted if all officers vote, the majority agree, and the association’s advisor gives written approval.

Section B: Amendments to the Constitution

Any active member will have the right to suggest revisions to the Constitution. Should the need arise to alter or add to the Constitution, the following procedure must be followed:

1. An active member must submit the proposed change in the Constitution to the association’s advisor.
2. The president sends an official email to all active members with the proposed change.
3. The active members cast a vote, either electronically or at the next meeting.
4. The proposed change is enacted if either:
5. After a reasonable time (at least one week), 75% of the active membership has voted, with the majority favoring the change
6. The officers agree unanimously to enact the change, and the association’s advisor gives written approval

Section C: Items not Covered

If a situation is not covered in the Constitution, the group may either use the decision-making procedure described above to resolve it or may amend the Constitution, using the process listed above, to include it.

Section D: Review of the Constitution

The Constitution should be examined and reevaluated at the end of each year.

**Article V. Dissolution.**

Section A**:** Disbursement of Funds

In the event of dissolution, all unspent OSU GAMHAA funds shall remain the property of OSU. All other privately obtained funds shall be donated to a non-profit mental health-orientated organization.