Physiology and Cell Biology Graduate Student Organization Constitution

***Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.***

**I. A-Name**: Physiology and Cell Biology Graduate Student Organization

**I. B-Purpose:** The main goal of the Physiology and Cell Biology Graduate Student Organization (PCBGSO) is to function as the communications vehicle between its membership and the faculty of The Ohio State University. This organization will serve to expand the graduate education experience to provide new opportunities for graduate students to interact and learn from one another. This interaction will help grow the community of students interested in physiology and cell biology to develop its members as scholars and scientists. The PCBGSO will facilitate programming to spread knowledge of physiology and cell biology throughout the campus community.

**I. C-Non-Discrimination Policy:** 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 basis under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, the Physiology and Cell Biology Graduate Student Organization 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: [https://hr.osu.edu/public/documents/policy/policy115.pdf.](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](http://titleix.osu.edu/) or by contacting the Ohio State Title IX Coordinator at [titleIX@osu.edu**.**](mailto:titleIX@osu.edu)

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

**II. A-Membership**: As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must consist of current Ohio State University students. Active members and the Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

***Article III - Organization Leadership***

**III. A-Executive Committee:** The Executive Committee shall consist of the following officers: Primary Leader (President), Secondary Leader (Vice President), and Treasurer. Members of the Executive Committee are elected to their position through yearly elections.

**III. B- Primary Leader (President) duties:**

1. Work as a liaison between the graduate students and faculty and staff.
2. Supervise all student organization meetings.
3. Oversee the process of student organization event planning.
4. Maintain an up‐to‐date copy of the Constitution.
5. Meet and coordinate with the advisor as needed.

**III. C- Secondary Leader (Vice President) duties:**

1. Supervise student organization meetings in the absence of the President.
2. Serve as assistant to the President in all organizational affairs.
3. Work with the President and Advisors to schedule Executive Board meetings and events throughout the year.

**III. D- Treasurer duties:**

1. Be responsible for all financial transactions of the organization.
2. Coordinate with the President and advisors to apply for funding from the Ohio State Student Union for all eligible expenses.
3. Submit a financial report to the group and the advisors at least once each year.
4. Coordinate with the President and advisors to apply for funding from the Ohio State Student Union for all eligible expenses.
5. Maintain a digital record of all organizational financial transactions.
6. Submit operating funds audits.

**III. E- Social Chair duties:**

1. Organize and publicize social events open to all Physiology and Cell Biology graduate students.
2. Work with the Treasurer to create budgets and procure funds for social events.

**III. F-Length of terms:** Members of the Executive Committee will serve a 1 year term and, if re-elected, are eligible to serve multiple terms

***Article IV– Method of Selecting and/or Removing Officers and Members.***

**IV. A-Method of Selecting and Removing Officers**

1. All candidates for elective office must be classified as an active member.
2. Individuals who plan to run for office are nominated by an active member (including the candidate).
3. Elections will take place at a legally announced and conducted meeting of the organization.
4. Each candidate shall have the opportunity to speak for a maximum of 10 minutes.
5. A simple majority is needed to win the election. The outgoing President, an Advisor, or an uninterested party will tally the votes.
6. In the event of a tie, each candidate will have an additional 3 minutes to re-state their case. A second deciding vote will then be taken. Again, a simple majority is needed to win the election.
7. In the event of a second tie, a member of the incumbent Executive Board will cast the deciding vote. If a member of the Executive Board is among the tied candidates, they will eliminate themselves from casting the tie breaking vote.
8. Officers who decide to step down must contact the President and the Advisors in person or in writing. At that time, they must explain the reason why they could not fulfill their duties. After the decision is made, the Executive Committee and the Advisor(s) may vote on an individual to fill the position. Nomination criteria are based on (but not limited to) attendance at meetings, and active participation at events. Active participation is imperative as it indicates that the individual is aware of the goals of the organization and is fit to be a dependable and responsible representative of the organization.
9. Any elected officer of the organization may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the Executive Board in consultation with the organization’s advisor.

**IV. B- Method of Selecting and/or Removing Members**

1. As stated in the Non‐Discrimination Policy, no member will be denied membership based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation political views, or veteran status. The only criterion for selection of members is that they are a graduate student in the Physiology and Cell Biology Department, or in a lab/project that investigates Physiology and Cell Biology.
2. In the event that a member steals from the organization, the member will be immediately removed from the organization without a vote. If money was taken from the organization, the individual must pay the organization back within 2 weeks (from the date of the incident). If the money is not received within the time given he or she will pay interest on addition to the specified amount. If an item was stolen from the organization, the individual will be instructed to return that item and pay a fine as decided by the Advisor(s) and the Executive Committee (if the student in question is an officer, he/she will not be part of the decision-making process). In either event, the member will not be able to return to the organization during their time at The Ohio State University.
3. If at any point a member does not act in accordance with the Constitution by tarnishing the organization name or does not abide by the organization’s mission, a meeting consisting of the Advisor(s) and the Executive Committee will be held. A vote will be held to determine the repercussions of the situation at hand. A two‐thirds vote by the Executive Committee and the Advisor(s) will serve as the final decision. If the student in question is an officer, that student will not be part of the decision-making process or vote. A meeting will then be held with the member to discuss the outcome of the vote. Depending on the severity of the situation, the ultimate decision can lead to permanent removal from the organization.
4. The decision for removal in either of the scenarios listed above will not be based on sex, political affiliation, religion, age, sexual orientation, veteran’s status, or popularity. All situations brought to the attention of the Executive Committee and Advisor(s) will be viewed in a fair and unbiased manner.
   1. In the case that an officer is forcibly removed, a new officer will be elected using the same method as described under Article III within 7-10 business days.

**IV. C-** **FERPA**: In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the Executive Board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or Executive Officer.

**Article V- Advisor(s) or Advisory Board**

**V. A-Advisor Qualification**: Advisors must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

**V. B-Advisor Role:**

1. Advise the leadership of the organization in the management of the organization.
2. Serve as a signatory for the Chapter’s financial business.
3. Advise the student members as needed.
4. Review annual goals, roster and constitution in accordance with the Ohio Union and approve funding requests.
5. Attend training sessions every 2 years as required by the Ohio Union.

**V. C-Finance:** Advisor(s) have the right to discuss all expenditures with the treasurer, review the finances, and serve as second signer on checks.

**Article VI – Meetings and events of the Organization**

**VI. A-Required meetings and their frequency:** There shall be at least one regular meeting of the organization during the school year. The President shall call this meeting with at least two weeks advance notice by email or other electronic means. Other meetings may be called by the President or at the written request of at least two members. At least two weeks advance notice shall be given to the membership of such meetings.

**Article VII – Attendees of Events of the Organization**

**VII. A-Misconduct:** The organization reserves the right to address member or event attendee behavior where the member’s or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution, the Code of Student Conduct, university policy, or federal, state or local law.

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

**VIII. A-** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should require either 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**

**IX. A-** The organization will be dissolved in the event that it has no members. All unencumbered funds shall be given to Physiology and Cell Biology Nishikawara fund.