

Constitution, Germanic Graduate Student Association

§ I 1 The following constitution applies to the Germanic Graduate Student Association (hereafter referred to as the GGSA).

2 We, the members of GGSA, endeavor to provide opportunities for academic and professional development. Our organization will create options for professional enhancement such as workshops and conferences. Furthermore, we hope to foster collegial and academic networking across the university with allied departments.

3 This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

§ II All graduate students in the Department of Germanic Languages and Literatures are members of GGSA. Voting membership is defined by the enrollment status of each student. Only currently enrolled Ohio State students are voting members. All other graduate students are non-voting associates. The GGSA also offers honorary non-voting membership to graduate students from different departments interested in Germanic topics and to outstanding Germanic undergraduate students.

§ III The GGSA's leaders are the president, vice president, treasurer, and secretary. These organization leaders represent the Executive Committee and the general membership and are elected from the ranks of the GGSA's voting membership. Elections will be held in Spring Semester. The voting members elect the leaders for the term of one academic year. The president calls and presides over the Executive Committee and general membership meetings. The president presents proposals made by the Executive Committee to the general membership. The president develops a program for the semester for the GGSA, reports to the advisor, represents the GGSA to other organizations and the Department of Germanic Languages and Literatures. The president appoints the chairpersons of the standing committees. The vice president assists the president in all functions pertaining to official GGSA business. In the event of the president's absence, the vice president will conduct the necessary Executive Committee and general membership meetings. The vice president will also attend to any other matters of official business. The vice president will also complete the president training in the event of the president's unenrollment so that the GGSA is able to conduct business as usual without any delays. The treasurer is responsible for all financial matters regarding the GGSA. The treasurer requests funds, manages the association's accounts, pays bills, and reports on the budget to the Executive Committee and the general membership. The secretary takes the minutes of each Executive Committee and general membership meeting and keeps a record of all official communication pertaining to official GGSA business. The secretary will also keep track of the enrollment status of the general membership for voting purposes.

§ IV The Executive Committee represents the general membership and conducts GGSA business between general meetings of the membership and reports its actions at the general meetings of the membership. The Executive Committee is comprised of the president, vice president, treasurer, secretary, and chairpersons of the standing committees.

§ V The GGSA has two committees: Fundraising and Workshops. The chairperson of each committee will be appointed by the president for one academic year. The chairpersons in return will appoint two assistants. The chairpersons report their actions to the Executive Committee and at the general membership meetings.

§ VI The advisor of the GGSA must be a full-time member of the Department of Germanic Languages and Literatures faculty. The advisor is expected to assist the GGSA in every way; provide comments regarding official business, solve potential problems, and encourage new ideas. The advisor is also responsible as the second signer on checks.

§ VII One general meeting of the membership is required each academic semester except for summer. The Executive Committee is required to meet at least twice during each academic semester excluding yet not prohibiting summer semester.

§ VIII Proposed constitutional amendments must be in writing. These proposed amendments are not acted upon until read first in the general membership meeting in which they are proposed, are then read again at one subsequent general membership meeting in which the votes will be taken. Constitutional amendments require two-thirds of GGSA's entire voting membership, present or not. The constitution will not be amended easily or frequently.

§ IX If the GGSA remains inactive for three consecutive semester, meaning that the required number of Executive Committee and general membership meetings were not held and no other activities carried out during the aforementioned timeframe, a vote must be taken to dissolve the GGSA. Funds received from the Source and student activity fees will be returned. Funds raised by the GGSA will be donated to the Department of Germanic Languages and Literatures with the stipulation to be used to support a graduate student event.

By-Laws

§ I The rules contained in Robert's Rules of Order shall govern the GGSA in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of the GGSA.

§ II Voting Membership: All currently enrolled graduate students in the Department of Germanic Languages and Literatures are automatically voting members.
Non-Voting Membership: All currently un-enrolled graduate students in the Department of Germanic Languages and Literatures may – upon their request – become non-voting associates. This request must be made via email to the president. The same procedure applies to the termination of membership.

Honorary Membership: Anyone who wishes to become an honorary member needs to apply to the president who in turn discusses the case with the Executive Committee which will reach a decision within a month of the application. The applicant will be notified via email. To terminate the membership the request must be expressed via email to the president.

§ III All currently enrolled graduate students in the Department of Germanic Languages and Literatures are eligible for GGSA leadership offices. The elections are held in Spring semester prior to May 1. The term of office is one academic year. Multiple re-elections are possible. The nominating and balloting processes are carried out on paper, unless a member specifically requests an electronic process.

Nominating Process: All members can nominate voting members, and voting members may nominate themselves. The nominations must be submitted to the GGSA mailbox in 498 Hagerty Hall within one week of the announcement. The president contacts all nominated parties via email to inform them of the nomination, as well as to confirm their intent to run for office.

Balloting Process: The president creates the ballots. The ballots must be submitted to the GGSA mailbox in 498 Hagerty Hall within one week of the announcement. The Executive Committee counts the votes; simple majority rules. In the event of a tie, there will be a second balloting process following the same procedures. The president informs the new GGSA leadership of their election via email. The appointment and introduction of new officers takes place at the next general membership meeting.

Emergency Procedures: In the event of an officer's resignation, impeachment, etc., the adviser appoints a temporary committee to carry out the necessary elections.

§ IV The Executive Committee represents the general membership and conducts GGSA business between general meetings of the membership and reports its actions at the general meetings of the membership. The Executive Committee comprises the president, vice president, treasurer, and secretary.

§ V The GGSA may appoint two committees: Fundraising and Workshops. The chairperson of each committee will be appointed by the president for one academic year. The chairpersons in return will appoint a number of assistants in proportion to the number of GGSA members. The chairpersons report their actions to the Executive Committee regularly and at the general meetings of the membership. (We eliminated the "Conference Committee" because of the redundancy. The executive committee has the same responsibilities)

Fundraising: This standing committee is responsible for organizing and carrying out fundraising events for the GGSA. These events can be in conjunction with other organizations and the Department of Germanic Languages and Literatures. There should be at least two fundraising events per academic year.

Workshops: This standing committee is responsible for conducting a survey amongst the general membership to determine the need for workshops on specific topics. Following that, the committee is responsible for developing, organizing, funding, and leading the workshops. There should be at least one workshop per academic year.

§ VI The advisor of the GGSA must be a full-time member of the Department of Germanic Languages and Literatures faculty. The advisor is expected to assist the GGSA in every way; provide comments regarding official business, solve potential problems, and encourage new ideas. The advisor is also responsible as the second signer on checks. The advisor should attend the general membership meetings.

§ VII General Membership Meetings: One regular general meeting of the membership is required each academic semester except for summer. Multiple special general meetings of the membership can take place each academic semester except for summer. At least half of the general membership must be present to conduct a meeting. The quorum for decision making is two-thirds of the voting members.

Executive Committee: The Executive Committee is required to meet twice each academic semester except for summer. Multiple special meetings of the Executive Committee can take place each academic semester except for summer. Two-thirds of the Executive Committee needs to be present to conduct a meeting. The quorum for decision making is a simple majority.

Standing Committees: The standing committees are required to meet once each academic semester except for summer. Multiple special meetings of the standing committees can take place each academic semester except for summer. All members of a standing committee need to be present to conduct a meeting. The quorum for decision making is a simple majority.

§ VIII Proposed amendments to by-laws must be in writing, are not acted upon but read in the general membership meeting in which they are proposed and voted upon with a two-third majority vote of the membership present (a quorum being present). The by-laws will not be amended easily or frequently.

§ IX Methods for Removing Members and Executive Officers:

a. If a general member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state, or local law, the member may be removed through a majority vote of the GGSA body in consultation with the GGSA advisor.

b. Any elected executive officer of the GGSA may be removed from their position for just 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. Any voting member may act for removal upon a two-thirds affirmative vote of the GGSA body in consultation with the GGSA advisor.

c. 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.