**Constitution for The Molecular, Cellular, and Developmental**

**Biology Graduate Student Organization**

Article I. Name

The name of this organization shall be the Molecular, Cellular, and Developmental Biology Graduate Student Organization, heretofore called MCDB GSO, at the Ohio State University.

Article II. Objective and Purpose

We the members of MCDB GSO hereby associate ourselves to:

1. Provide for the members a voice in matters affecting them in the Molecular, Cellular, and Developmental Biology Program (MCDB).
2. Influence the conditions under which members are being prepared for their professional role in society.
3. Advance the interest and welfare of members.

Article III. Members

1. The voting membership of this organization shall be open to all Ohio State University students enrolled in the MCDB Program.
2. The rights of the members are to:
   1. Vote on all matters submitted to a vote of the membership;
   2. Vote for the organization’s officers as provided in the By-laws;
   3. Vote on any proposed change in the organization;
   4. Hold office in the organization as provided in the By-laws;
3. No student shall be denied membership in this organization because of race, sex color, national origin, religion, age, political views, Vietnam-era veteran status, sexual orientation, or handicap.

Article IV. Officers and Officer Selection Process

The Executive Committee shall consist of the President, Vice-President, IT/Merchandise Chair, Social Chair, Treasurer, IGP Symposium Chair, Professional Development Chair, Buddy System Coordinator, Recruitment Coordinator, Volunteer and Community Outreach Chair, MLS Speaker Chair and Committee, and Delegate to the Council of Graduate Students.

Officer selection will be done through member election wherein all members of MCDB GSO will retain voting rights. Any member may be elected to the Executive Committee. The election, terms of office and duties are as described in the By-laws.

Article V. Method of Removing Officers and Members

Officer removal shall be decided with a 2/3 vote from his/her fellow officers and the program advisor. This vote will occur after a meeting of the aforementioned individuals, to provide for a unanimous understanding of why the officer in questions cannot fulfill his/her duties or violated the conduct code of The Ohio State University.

Member removal from the organization will only occur if the student is removed from the MCDB GSO by the MCDB department or The Ohio State University Graduate School.

Article VI. By-Laws

The Executive Committee (by majority vote, in a regular or special meeting called for that purpose) shall have the power to adopt and amend, as may be deemed necessary, By-laws for the proper governance of the organization.

Article VII. Adviser

The adviser to this organization shall be a full-time administrator, faculty or staff.

Article VIII. Parliamentary Authority

The rules contained in Robert’s Rules of Order Revised shall govern this organization in all cases to which they are applicable unless they are inconsistent with the constitution and By-laws and special rules of this organization.

Article IX. Amendments

1. A proposed amendment to this constitution shall be presented to the Executive Committee at least thirty (30) days prior to its proposed adoption.
2. The text of the proposed amendment shall be printed and sent to all members at least fourteen (14) days prior to the consideration.
3. This constitution shall be amended only by the vote of two-thirds (2/3) of the members voting by secret ballot.
4. Unless otherwise provided, all amendments shall take effect at the beginning of the membership year following their adoption.

Article X. Dissolution

1. This organization may be dissolved after dissolution is approved by the officers and by a 2/3 vote of its members, provided that notice of a vote on dissolution is furnished to the members at least thirty (30) days prior to the vote.
2. Upon dissolution, the officers shall utilize the assets of the organization, including those arising from dissolution and distribution. The balance, if any, shall insofar as possible be distributed equally among the contributing factors.

By-Laws

Section I. Membership Year

The membership year shall be September 1 through August 31.

Section II. Adviser

The Director of the MCDB Program shall be the adviser to this organization.

Section III. 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 bases under the law, in its activities, programs, admission, and employment.

Section IV. Executive Committee

1. Any member may be elected to the Executive Committee.
2. MCDB GSO shall be responsible for guaranteeing open nominations in the conduct of the election of the Executive committee.
3. The Executive Committee shall meet at least twice a semester. Special meetings may be called at the request of any member of the Executive Committee.
4. The President, Vice-President, Treasurer and Delegate to the Council of Graduate Students (CGS) shall be elected by the members. Said officers shall serve as officers of the organization.
5. Committee chairpersons shall be appointed as necessary by the President if no nomination for the position is made during the term of the elections each fall.
6. In case of a vacancy in the office of the President, the Vice-President shall succeed to the office of President for the balance of the year.
7. In the case of a vacancy in the office of the Vice-President, Treasurer or CGS delegate, the vacancy shall be filled by the organization from among its members in an election by secret ballot and majority vote.
8. The duties of the Executive Committee shall include by not be limited to the determination of policies and procedures for the organization and the implementation of said policies and procedures.
   1. The President shall be the graduate student representative to the Graduate Studies Committee of the MCDB Program.
   2. The Vice-President shall assume the President’s responsibility whenever the latter is unable to do so.
   3. The Treasurer shall be in charge of the finances of MCDB GSO.
   4. The delegate to the Council of Graduate Students shall be the organization’s liaison to the Council of Graduate Students and shall be responsible for informing the members of relevant matters discussed at the CGS meetings.
9. The terms of office shall be one (1) year beginning September 1.
10. Additional information regarding the other positions that compose the full Graduate Student Organization are listed in Section V.

Section V. Responsibilities of Non-Executive Committee Positions

1. The Information Technology/Merchandise Chair is responsible for the maintenance and updating of the MCDB GSO website and MCDB Merchandise orders. Responsibilities include but are not limited to: posting regular updates for GSO social events, maintaining a running inventory for all merchandise purchases, creation and distribution of MCDB Merchandise, and other associated duties.
2. The Social Chair is responsible for the planning, advertising, and execution of social events including but not limited to: group outings at professional sporting venues, holiday parties (Halloween), IGP mixers, and other events, as well as conducting other associated duties. It is up to the Chair’s discretion to form a Social Activities Committee composed of members from the MCDB student pool.
3. The IGP Symposium Chair is responsible for the planning and execution of the IGP symposium in full cooperation with the MCDB program coordinator.
4. The Professional Development Chair is responsible for the planning, advertising, and execution of professional development events including the Career Development Fair which occurs during Odd-year springs (2019,2021,2023…etc.). Events may include but are not limited to resume, CV, and grant writing workshops, and speaker series involving professionals from various fields of study including both academic and industrial position holders. It is up to the Chair’s discretion to form a Professional Development Committee composed of members from the MCDB student pool.
5. The Buddy System Coordinator is responsible for the creation and execution of a yearly survey that seeks to pair incoming MCDB students with matched current students. Planning and execution of MCDB Buddy events in full cooperation with the Social Chair is also the responsibility of the Buddy System Coordinator.
6. The Recruitment Chair is responsible for the planning and execution of the MCDB Spring Recruitment/Interview Weekends in full cooperation with the MCDB program coordinator. It is up to the Chair’s discretion to form a Recruitment Committee composed of members from the MCDB student pool.
7. The Volunteer and Community Outreach Chair is responsible for the planning and execution of community outreach and volunteer events including but not limited to: elementary school science fair judging/lectures, science education events, and many other events. It is up to the Chair’s discretion to form a Community Outreach Committee composed of members from the MCDB student pool.
8. The MLS Speaker Chair is responsible for attending MLS Speaker committee meetings with both faculty and other IGP MLS chairs to aid in the process of inviting and planning speaker events for the MLS seminar in full cooperation with the MCDB program coordinator and MLS seminar committee. It is up to the Chair’s discretion to add additional members to the MCDB sector of the MLS Seminar Committee composed of members from the MCDB student pool.

Section VI. Amendments

1. A proposed amendment to the By-laws shall be presented to the MCDB GSO Executive Committee at least thirty (30) days prior to its proposed adoption.
2. The By-Laws shall be amended only by the vote of two-thirds (2/3) of the members of the MCDB GSO Executive Committee voting by secret ballot.
3. Unless otherwise provided, all amendments shall take effect at the beginning of the membership year following their adoption.

Date Adopted: April 19, 1991

Last revision: November 4, 2022