

Constitution for the Department of Molecular Genetics Graduate Union

Article I. Name

The name of this organization shall be the Department of Molecular Genetics Graduate Union, heretofore called MG GU, at the Ohio State University.

Article II. Objective and Purpose

We the members of MG GU hereby associate ourselves to:

- A. Provide for the members a voice in matters affecting them in the Department of Molecular Genetics (MG).
- B. Influence the conditions under which members are being prepared for their professional role in society.
- C. Advance the interest and welfare of members.

Article III. Members

- A. The voting membership of this organization shall be open to all Ohio State University students enrolled in the MG Graduate Program.
- B. The rights of the members are to:
 - i. Vote on all matters submitted to a vote of the membership;
 - ii. Vote for the organization's officers as provided in the By-laws;
 - iii. Vote on any proposed change in the organization;
 - iv. Hold office in the organization as provided in the By-laws;
- C. No student shall be denied membership in this organization 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.

Article IV. Officers

- A. The Executive Board (EB) shall consist of the President, Vice-President, and Social Chair. The election, terms of office and duties are as described in the By-laws.
- B. A new seat on the EB may be created by unanimous decision of the EB. A description of the duties and responsibilities of the new seat will be circulated to the members for a fourteen (14) day nomination period. The new seat will be filled via a special election as described in the By-laws.

Article V. By-Laws

The Executive Board (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 VI. Method of Removing Officers and Members

Officer removal shall be decided with a 2/3 vote from their fellow officers and the MG Graduate Studies Committee. 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 their 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 MG department or The Ohio State University Graduate School.

Article VII. Adviser

The adviser to this organization shall be the MG Graduate Studies Committee.

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

- A. A proposed amendment to this constitution shall be presented to the Executive Board at least thirty (30) days prior to its proposed adoption.
- B. The text of the proposed amendment shall be sent to all members at least fourteen (14) days prior to a discussion session to be held during a regular or special meeting called for that purpose.
- C. This constitution shall be amended only by the vote of two-thirds (2/3) of the members voting by secret ballot. The ballot shall be sent to the members via email, and the voting period shall be open for seven (7) days.
- D. Unless otherwise provided, all amendments shall take effect at the beginning of the membership year following their adoption.

Article X. Dissolution

- A. 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.
- B. 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 MG Graduate Studies Committee 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 Board

- A. Any member in their second year or higher in the MG Graduate Program may be elected to the Executive Board.
- B. MG GU shall be responsible for guaranteeing open nominations in the conduct of the election of the Executive Board.
- C. The Executive Board shall meet at least twice a semester. Special meetings may be called at the request of any member of the Executive Board.
- D. The President, Vice-President, Treasurer, and Social Chair shall be elected by the members. Said officers shall serve as officers of the organization.
- E. 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.
- F. 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.
- G. In the case of a vacancy in the office of the Vice-President, Treasurer, or Social Chair, the vacancy shall be filled by the organization from among its members via a special election as described in the By-laws.
- H. The duties of the Executive Committee shall include but not be limited to the determination of policies and procedures for the organization and the implementation of said policies and procedures.
 - i. The President shall be the graduate student representative to the Department of Molecular Genetics.
 - ii. The Vice-President shall be the representative to the MG Graduate Studies Committee and shall assume the President's responsibility whenever the latter is unable to do so.
 - iii. The Treasurer shall manage the organization's finances
 - iv. The Social Chair shall be responsible for coordinating events organized by and for the Members.
- I. The terms of office shall be one (1) year beginning September 1.
- J. Additional information regarding the positions that compose the full Graduate Student Organization are listed in Section V.
- K. The graduate student representative to the MG Diversity, Equity, and Inclusion Committee (DEI) shall have an advisory position on the EB. In this position they may attend EB meetings but may not vote on matters raised.

Section V. Responsibilities of Executive Board Positions

- A. The President, in their role as the graduate student representative to the Department of Molecular Genetics shall attend MG faculty meetings and report back to executive board. The President shall organize meetings of the Executive Board.

- B. The Vice President shall be the graduate representative to the MG Graduate Studies Committee. This includes welcoming incoming graduate students and providing guidance during their first year. They shall assume the President's responsibility whenever the latter is unable to do so.
- C. The Treasurer shall be responsible for managing the MG GU finances. This includes applying for funding from Ohio State University and outside sources. The Treasurer shall be responsible for managing fundraising efforts if the MG GU decides to conduct them.
- D. The Social Chair shall be responsible for coordinating events organized by and for the Members of the MG GU. This includes establishing committees comprised of the members as well as coordinating with faculty members running the events.

Section VI. Amendments

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

Section VII. Special Elections

- A. In the event of a vacancy on the Executive Board during membership year, a special election shall be held to fill the vacancy.
- B. The Members shall be notified of the vacancy and shall be given a description of the duties and responsibilities of the vacant seat. The Members shall have a period of fourteen (14) days to self-nominate for the position.
- C. After the nomination period the Members shall be notified of the nominees and will be given a period of seven (7) days to vote by secret ballot.
- D. Within fourteen (14) days of the election the EB will have a special meeting to welcome the newly elected board member.

Section VIII. Committees

- A. There shall be 3 standing committees headed by the social chair.
 - i. The Welcome Committee shall organize the welcome party to be held in September of every year.
 - ii. The Waller Committee shall organize the Waller lecture every year, including nominating and hosting the invited speaker.
 - iii. The Recruitment Committee shall coordinate activities and schedules of the current MG graduate students every year during graduate recruitment.
- B. A committee may be established as a standing committee by unanimous vote of the EB. In this event the description of the committee will be added to the MG GU constitution within thirty (30) days.
- C. Any member of the EB may form a new committee following a vote of two-thirds (2/3) of the EB.

- i. The member of the EB that formed the committee shall be the head of the committee unless otherwise provided.
- D. Non-standing committees shall be empaneled for a time period of one (1) year unless otherwise provided.
- E. Committee membership is open to all Members of the MG GU. All members shall be notified when a new committee is formed.

Last revision: October 24th, 2022

Current Executive Board:

- A. President: Caleb Embree
- B. Vice-President: Pallavi Chandna
- C. Treasurer: Ben Gilbert
- D. Social Chair: Valentina Posada