The RNA Biology Student Organization Constitution

Article I-Name, Purpose, and Anti-Hazing Statement

Section 1

The name of this student organization is: The RNA Biology Student Organization.

Section 2

The purpose of this organization is to provide opportunities to bring together individuals in labs belonging to the Ohio State University Center for RNA Biology. These opportunities include journal clubs and organizing/hosting speakers for the Center for RNA Biology Annual Symposium.

Section 3

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.

Article II- Membership: Qualifications and categorizations for membership

Membership shall be open only to individuals from labs that are members of the Ohio State University Center for RNA Biology. Membership will be granted by request, in writing by email.

Article III- Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders

Leadership in the organization will be headed by up to four positions: president, vice-president, treasurer, and an optional position, the outreach development coordinator. All positions will be held by a graduate student. The term of office for all three positions shall be one year. A meeting to elect new officers will be held after the new Center for RNA Biology Fellows have been awarded. Leaders’ duties, by position, are listed below:

The president shall be responsible for all communication between officers, members, and the faculty advisor concerning the student organization, the annual journal club meetings, and the Center for RNA Biology Annual Symposium. The president will facilitate the organization of the events each year while delegating these responsibilities to other officers and members. The president will also be responsible for registration of the student organization every year in the spring semester in order to maintain an “active” status.

The vice president will provide support and help to the president and treasurer in their organization and communicative roles, in addition to helping the organization maintain an “active” status.

The treasurer will be responsible for drafting a budget at the beginning of the year. The treasurer will also be required to maintain the group’s checking account. Maintaining the account will include tracking income and approving any spending by the group. In addition, the treasurer shall be required to submit requests for operational funds in the spring semester, and programming funds at the time of the program. Programming funds will primarily be used for the Center for RNA Biology Annual Symposium. The treasurer will also be required to complete audits for operational and programming funds usage every year, and submit these audits to the Council on Student Affairs (CSA).

The outreach development coordinator (ODC) will be filled only when deemed necessary by the outgoing president of the previous term. The ODC will be responsible for creating group events that would benefit the members of the group socially, academically, and professionally. The ODC shall be responsible for at least one event per semester. These events can include resume building and professional networking, socials, and any event deemed relevant by the organization’s officers as a whole. Events are subject to the rules, regulations, and policies of the Center for RNA Biology, the Center for Student Leadership and Service, and the University as a whole.

Article IV- Executive Committee (if needed)

There will be no executive committee unless the need arises.

Article V- Standing Committees (if needed)

There will be no standing committees unless the needs of the group change.

Article VI- Method of Selecting and/or Removing Officers and Members

A meeting will be held yearly after the awarding of new RNA Fellows by the Center for RNA Biology. In this meeting, new officers shall be nominated from among graduate students and voted on by RNA Biology Student Organization members present, if contested. The current president will cast the deciding vote in the event of a tie.

Should an officer become unable to perform his or her duties as determined by an advisor or officer, a meeting shall be held between the advisor and officers to appoint a *pro tem* officer or organize the mediation of a dismissal hearing.

If mediation of dismissal is required, a neutral party will hold a hearing, open to all RNA Biology Student Organization members, in which formal arguments shall be made in favor of or against dismissal. The hearing will conclude with a vote amongst those present, in which a majority vote shall result in the removal of the officer in question with the advisor casting the deciding vote in the event of a tie.

Accordingly, a by-election will be held to instate a new officer among RNA Biology Student Organization members, proceeding in a manner consistent with the general election.

Membership will terminate by request (an email notification to an officer is sufficient) or upon graduation/leaving the university, whichever occurs first. In the event that a member is disruptive or contentious, and the mediation of their dismissal is required, use procedure outlined above for dismissal of an officer.

Article VII- Advisor(s) or Advisory Board: Qualification Criteria

Advisors will include only those faculty members who are principal investors in the Ohio State University Center for RNA Biology. These advisors will advise and assist the officers in the annual organization registration, journal clubs, and organization of the Center for RNA Biology Annual Symposium. The advisor will also be responsible for approving all operational and programming funds requests submitted by the treasurer. The advisor will also be responsible as a co-signer on the organization’s checking account. Should any advisor choose to expire his or her term as such, he or she shall select a replacement according to the guidelines stated above.

Article VIII- Meetings of the Organization: Required meetings and their frequency

There will be two yearly scheduled meetings for this student organization: one to elect new officers and another to discuss the Center for RNA Biology Annual Symposium and the RNA Journal Club meetings in preparation for the symposium. All other meetings will be held on an as-needed basis in order to perform the duties and purpose of the organization, as outlined above.

Article IX- Method of Amending Constitution: Proposals, notice, and voting requirements

Proposed amendments to the constitution shall be presented in writing to an officer. Approval of amendments will require an organized meeting and two-thirds majority vote of attending members.

Article X – Method of Dissolution of Organization

The organization can only be disbanded by a two-thirds majority vote at an advertised meeting of members. If the vote passes with a two-thirds majority, the decision to disband must be approved by the head of the Ohio State University Center for RNA Biology.

If the organization should dissolve, any operational funds that have not been spent will be returned to CSA. If any funds that were raised by the group exist, they will used to resolve any debts. In the event that funds are not available to resolve debts, the Ohio State University Center for RNA Biology will be required to resolve these debts. Anything remaining will be given to the Center for RNA Biology.