Constitution and Bylaws

Of

The Doctoral Student Organization

Of the

College of Social Work

**Article I: Name, Purpose, and Non-Discrimination Policy of the Organization**

**Section 1: Name**

The name of this organization is “The Doctoral Student Organization of the College of Social Work.” DSO is our abbreviated name.

**Section 2: Purpose**

The purpose of this organization is to provide a forum for student social and professional enhancement within an academic yet voluntary environment. To this end, the following five objectives are established:

1. To promote the professional development of doctoral students beyond course content and academic research including, but not limited to, the following areas. Meeting minutes of all meetings and activities will be available to all organization members following the events:
   1. Leadership in student governance,
   2. Sponsored activities which highlight discussion of issues in knowledge and practice, specific to Social Work values and social constructs,
   3. Foster positive relationships between faculty and students,
   4. Facilitate publication, presentation, and conference presentation relevant to Social Work practice and professional development,
   5. Promote skill-based training (teaching, grant writing, clinical practice, and special populations).
2. To facilitate the annual welcoming of the incoming doctoral cohort by

a) Supporting and participating in the PhD program orientation,

b) Hosting a socialization activity at the beginning of the school year for program students.

1. To facilitate yearly recognition of graduating/advancing students.
2. To provide a forum for information pertinent to doctoral program activities, including but not limited to: event promotion, milestone achievement, calendar of deadlines, and other issues of concern to the student body. The forums include, but are not limited to: periodic communications personal contacts between members, and periodic meetings.
3. To promote the organizational participation of doctoral students regarding University issues. This includes, but is not limited to:

a) Elections of doctoral student representatives to committees of the College and University each autumn term,

b) Promoting information exchange regarding student concerns/issues between student and governance bodies via education of representatives.

**Section 3: Non discrimination policy**

All individuals desiring to benefit from participation in the explicit purposes and/or the activities which are conducted under the auspices of the organization are welcome to join. This organization will support in word and intention the non-discriminatory policy of the University.

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**

Voting membership is limited to currently enrolled Ohio State University students. Membership or association with the organization will not require fees or dues.

**Article III: Organization Leadership**

There are three elected positions of leadership (President, Treasurer, and Vice President). A fourth elected position of leadership (Secretary) will be appointed so long as there are enough volunteers to serve in the three required elected positions of leadership. Each position will serve a one year term (summer term to summer term), elected by written ballot of all organization members each April, to begin service in summer term. During the summer term, each officer and officer-elect will serve together in a Mentor-Mentee relationship.

**Article IV: Executive Committee**

This Committee represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. The three organization leaders (President, Vice-President, and Treasurer), as well as the optional fourth organizational leader (Secretary), represent the Executive Committee and are elected from the ranks of the organization’s voting membership.

The primary responsibilities of the **President** are:

1. To call officer meetings, special meetings, and maintain the orderly and appropriate progression of business at all organizational meetings, and
2. To provide organization, leadership, direction, and monitoring of the organizations progress toward the annual planning and execution of the organization’s business, and
3. Serve as liaison between organization and University officials; maintain and file any reports to the student organization office; maintain official organization memorabilia, property, or records, and
4. Represent organization at official functions, and
5. Remain fair and impartial during organization decision making process; votes in cases where there is a tie between officers or organization members, and
6. To take turn in scheduling a meeting/activity/event on behalf of student organization, and
7. Post announcements regarding upcoming organization meetings, activities, and events.

The primary responsibilities of the **Treasurer** include:

1. To attend ‘treasurer’ training workshop conducted by Student Organization Services, and
2. To maintain accurate and appropriate financial records, and
3. To submit appropriate records as required by Student Organization office, and
4. To organize and submit funding requests to funding agencies as developed by the organization, and
5. To distribute funds and allocations as appropriately directed by the organization and within the guidelines of appropriate business practice and University regulation, and
6. To take turn in scheduling a meeting/activity/event on behalf of student organization.

The primary responsibilities of the **Vice President** include:

1. To solicit the participation of new members and be responsible for recruitment of future organization leadership, and
2. To monitor and support the organization and implementation of social activities, and
3. To act as organizational leader in the absence of president, and
4. To compile the organization’s annual report, and
5. To take turn in scheduling a meeting/activity/event on behalf of student organization, and
6. To facilitate communication between members and executive committee by maintaining RSVPs for student organization’s meetings and events

The primary responsibilities of the **Secretary** include (when applicable):

1. To maintain meeting and event record and attendance and provide documentation to student members following the event in a publically-accessible forum. If the secretary is unable to attend an organization meeting/event, they will appoint another member to take record in their place, and
2. To maintain student organization attendance records and provide them to the vice president to compile in the organization’s annual report, and
3. To compile the agenda for all organization’s officer and general meetings, and
4. To assess member’s interest in activities provided by the student organization throughout the school year, and
5. To take turn in scheduling a meeting/activity/event on behalf of student organization.

**Article V: Advisor**

Advisor to the organization must be a full-time member of the University faculty or administrative/professional. At the inception of the organization, the advisor is indicated to be the Director of the Doctoral Program or the Doctoral Program Advisor. At such time that these individuals are unwilling or unable to serve as advisor, or the student membership seeks alternative advising, such change will require an amendment to the Constitution of this organization.

The role of the advisor is defined as, but not limited to, providing technical support to student leaders in the accomplishment of the purposes of this organization.

**Article VII: Meetings of the Organization**

The number and frequency of the required meetings of the general membership is established to be at least two meetings per term of the academic year (summer term is also encouraged).

General membership meetings may be conducted in collaboration with planned activities of the organization, although separation of “business” and “programming” of the organization are to be included on the agendas of each meeting.

Business meetings of the organization will be conducted according to Parliamentary Procedure and Robert’s Rules of Order.

Activities of the organization requiring financial contributions of members of individuals attending the activity must be advertized with the explicit indication of such cost. Financial contributions for the activity are to be used explicitly for the specific activity and to cover direct costs of offering the activity. Activities of the organization are not to be used for fundraising or wage earning endeavors.

**Article VIII:** **Methods of Amending the Constitution: Proposals, notice, and voting**

Proposed amendments should be in writing to the executive committee and read at the next general membership meeting. Written drafts of proposed changes will be provided to all members and written ballots will be provided to all voting members. A majority of 2/3 vote of the entire membership will be required to adopt the change in the Articles of the Constitution.

**Article IX:** **Method of Dissolution of the Organization**

At such time that the organized body of the membership chooses not to support the continued activities of the organization, a vote of unanimous support to dissolve the organization will in fact dissolve the organization. Three consecutive years of failure to submit student Organization Services paperwork to form an organized student group, simultaneously accompanied by three years of group inactivity will dictate dissolution of the organization. Assets of the organization will be donated to the College of Social Work scholarship fund. Debts will become the responsibility of the officers at the time of the accrual of the debt. Assets and debts of the organization are to be a minimum concern for the organization, as no provision for the need or avenue of receipt of the funds have been identified in the purpose or activities of the organization.

**By-Laws**

**Article I: Parliamentary Authority**

The rules contained in Robert’s Rules of Order shall govern the organization in all cases to which they are applicable, and in which they are consistent with the by-laws of this organization

**Article II: Membership**

All doctoral students are granted membership upon their enrollment into the doctoral program.  This membership continues for the duration of their enrollment in the program. Membership will continue until graduation unless the individual requests to no longer be part of the group and receive its communication materials. No dues will be required of any members in the organization.

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the officers, under the counsel of the advisor.

**Article III: Election/Appointment and Removal of Government Leadership**

The election of officers will be held every April following the last regularly scheduled meeting of the academic year. Any member of the group that is currently enrolled in the social work doctoral program is eligible for a leadership position.

Election will take place in mid-April through email to ensure each member will have the opportunity to vote even if they cannot be present for the last meeting of the year. Following the final meeting of the school year, the advisor will email the membership list officer roles and responsibilities, and individuals will have the opportunity to nominate themselves or another member for an officer position. No member will be listed as a nominee until their consent to be nominated is obtained. The opportunity to nominate will be open via email for at minimum one week. Once the nominees have been selected, election ballots will be distributed to eligible members via email by the advisor. Nominees will be listed on the ballot in alphabetical order. Voting will be open for a minimum of one week. Each member will have the opportunity to vote for each officer position once. The advisor will tally the votes and determine the winner. A plurality is sufficient for election. In cases of tie votes, a runoff election will be held if requested by one or more of the nominees who are tied. If agreeable to all tied nominees, other methods of breaking the tie may be used: random choice (coin flip, etc.), withdrawal by a nominee or nominees, or any other process agreeable to the nominees and executive committee.

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is derelict in performance of the duties of their office, or is in violation of OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, under the counsel of the advisor.

**Article IV: Advisor/Advisory Board Responsibilities**

The advisor in the organization will attend a minimum of 1 meeting each quarter. The advisor will also provide for the organization as they plan special events.

**Article V: Meeting Requirements**

Attendance of eight voting members will establish a quorum when required to vote on decisions placed before the general membership.

**Article VI: Method of Amending By-Laws**

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).