# College of Food, Agricultural, and Environmental Sciences Student Council

**Constitution**

**Revised:** February 1988, January 1992, January 1993, January 1995, October 2002, May

2007, May 2010, October 2011, January 2019, September 2020, September 2023

## PREAMBLE

We, the student representatives of the College of Food, Agricultural, and Environmental Sciences including the School of Environment and Natural Resources, believing that a coordinating body is necessary for the College and School, do ordain and establish this Constitution of the College of Food, Agricultural, and Environmental Sciences Student Council.

## ARTICLE I. PURPOSE

The purpose of this organization shall be to

(1) Understand ways to be transparent with students, faculty, and staff within CFAES and the University on messaging, academics, policies, and social issues.

;(2) Understand ways Student Council can communicate with and represent the CFAES student body and student clubs.

;(3) Learn ways to build a sense of community within CFAES through events.

;(4) Understand ways to be more inclusive and diverse.

**Purpose**: The purpose of this organization shall be: To communicate, as a representative body, the interests of CFAES Undergraduate students concerning campus affairs and policies to the university community. To sponsor activities and encourage rapport among students, faculty, staff, and alumni of the College in order to provide for continuing growth of students’ services, scholarship, and leadership. To serve as a medium for the exchange of ideas among undergraduate students, student organizations, and administration within The College of Food, Agricultural, and Environmental Sciences.

## ARTICLE II. MEMBERSHIP

**Section 1.** Voting membership of Council shall be composed from two groups:

**Paragraph 1:** Membership in the Council as a REPRESENTATIVE shall be composed of each club or organization’s highest officer or selected representative who is enrolled in either the College of Food, Agricultural, Environmental Sciences, or the School of Environment and Natural Resources.

**Paragraph 2:** Every student that wants to show up to the meeting.

**Paragraph 3:** The Secretary will keep a current roster of organizations and their representatives.

**Section 2.** Other voting members include the members of the executive committee.

**Section 3.** A permanent advisor, who is also an ex-officio member, is assigned by the Associate Dean of the College and serves in this capacity until said advisor resigns due to any reasons, personal or professional.

**Section 4.** Other advisors from within the College of Food, Agricultural, and Environmental Sciences including the School of Environment and Natural Resources shall serve as ex-officio members of the Council.

**Section 5.** Further membership in the College of Food, Agricultural, and Environmental Sciences Student Council shall be determined as provided for in the By-Laws.

**Section 6.** Membership in the Council shall not be denied to anyone based on race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or Vietnam-era veteran status.

**Section 7.** Our student organization agrees not to participate in hazing. Hazing, defined by the Ohio Revised Code, means “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. No person shall recklessly participate in the hazing of another.

## ARTICLE III. FINANCIAL

**Section 1.** It shall be within the powers of this organization to enter into any contract with approval of all advisors. However, if at the end of the Council’s fiscal year, the Council is in debt, the organizations represented shall discharge the deficit by a general assessment.

**Section 2.** Authorized co-signers on the Student Council bank account are; president and treasurer. In extreme circumstances, the president and permanent advisor may appoint another individual (other than the three previously mentioned) to be a co-signer.

## ARTICLE IV. MEETINGS

**Section 1.** Regular meetings will be held once a month, as determined by the executive committee at the beginning of the semester and announced at the first general meeting of the semester unless holiday or other conflicts exist.

**Section 2.** Executive meetings will be held during the weeks when there is no regular meeting, unless holiday or other conflicts exist.

## ARTICLE V. OFFICERS

**Section 1.** Elected officers shall consist of: President, Vice President, Secretary, Treasurer, Social Chairperson, Public Relations Chair, ATI Chair and SENR-at-Large.

**Section 2.** Applicants for each elected office on Council must be an enrolled student in good standing in the College of Food, Agricultural and Environmental Sciences or the School of Environment and Natural Resources. The current advisors and outgoing elected officers (not including those submitting applications for the next years’ positions) will screen the applications and propose a slate of at least two candidates for each office, if applicable. The Council will elect offices by a simple majority vote with each active organization REPRESENTATIVE, each DELEGATE, and each elected officer having one vote. Elections shall be conducted at the third-to-last meeting of Spring Semester.

**Section 3.** Removal of elected and appointed officers shall take place if the officer is not fulfilling the duties outlined in the constitution and can be approved by the executive committee with the approval of two advisors. If the decision is contested, it shall be brought before the general council body and the removal will require a 2/3 vote.

**Section 4.** If there are no applicants for any elected position listed above, the newly elected executive team has the authority to appoint a student fitting the qualifications to that position.

## ARTICLE VI. COMMITTEES

**Section 1.** Executive Committee – This committee shall consist of the President, Vice President, Secretary, Treasurer, Social Chairperson, Public Relations Chair, ENR at Large, and current advisors of the council. This committee is responsible for the general operations of the council. In addition, this committee takes on the role of running elections which includes Student Council Officer Elections, CFAES Celebration of Students Co-Chair Elections, as well as any other elections that take place throughout the academic year.

**Section 2.** The CFAES Celebration of Students Committee – This committee shall be presided over by two or more Co-Chairs elected by the Student Council the same day as Council Officer elections. These Co-Chairs will then be responsible for updating members and officers on the progress of planning the Celebration of Students Event. Members of this Committee shall be representative of the CFAES student body. The advisor of the Banquet Committee is to be appointed by the Associate Dean of Academic Affairs of the College of Food, Agricultural, and Environmental Sciences.

**Section 3.** CFAES Outreach/Public Relations Committee – This committee is headed by the elected Public Relations Chair. The CFAES Outreach/Public Relations committee is responsible for coordinating a faculty/staff appreciation event during autumn and spring semesters. In addition, it is the duty of the committee to promote the student organizations within the college and school on social media.

**Section 4.** Social Committee – This committee shall be presided over by the Social Chairperson. This committee shall oversee organizing the CFAES Ice Skating Social, CFAES Olympics and other socials.

**Section 5.** Fundraising Committee – This committee shall be presided over by the

Treasurer. This committee shall oversee all fundraising efforts of the organization including aid the treasurer in seeking out new fundraising opportunities.

**Section 6.** Diversity and inclusion committee - This committee shall be presided over by the President. This committee focuses on events and occasions in the college where diversity and inclusion are lacking.

**Section 7.** Special Committees may be appointed by the President with the approval by the Executive Committee. Other committees may be appointed as needed. At least two council members shall serve on each committee. Council members may serve on more than one committee.

**Section 8.** A written report may be requested by the Vice President of each committee’s projects.

## ARTICLE VII. AMENDMENTS

**Section 1.** A three-fourths approving vote of all voting members shall be required to pass an amendment to the Constitution and/or By-Laws.

**Section 2.** New amendments shall automatically invalidate conflicting provision.

**Section 3.** Amendments to this constitution and/or By-Laws shall be handed to the Secretary in written form and be read to the Council at a regular meeting. No vote may be taken until the following meeting.

# BY-LAWS

## ARTICLE I. MEMBERSHIP

**Section 1.** Student Organizations may elect one member from their organization to serve as a REPRESENTATIVE on the CFAES Student Council.

**Paragraph 1.** New REPRESENTATIVES may begin their term on a rolling basis in accordance with the timing of their organization’s elections. The organization’s incoming REPRESENTATIVE should be accompanied by the same organization’s outgoing REPRESENTATIVE for their first meeting, unless they previously served on Council as a REPRESENTATIVE.

**Paragraph 2.** It is expected of representatives that they attend all meetings of the Council. On the occasion that a representative cannot be present, an alternate must be sent in his/her place and shall retain all voting privileges.

**Paragraph 3.** Organizations will be placed on inactive status upon accumulation of two absences deemed inexcusable (not approved in advance) by the Executive Committee during the year. Inactive status is defined as a club having no voting privileges. A letter shall be sent to the organization’s President informing them of inactive status. To regain active status, the organization must submit a letter to the Executive Committee requesting active status with a new representative’s name.

**Paragraph 4.** Any registered OSU organization affiliated with the College of Food, Agricultural, and Environmental Sciences including the School of Environment and Natural Resources, desiring membership on the Council may contact any Executive Committee members, notifying them that they would like to join. It is recommended that organizations include: a description of the purposes and

activities of the organization; its potential contributions to the Council; a copy of the organization’s Constitution and By-Laws; and its expectations of the Council’s contributions to the organization. Upon attending and describing their organization to the Council at a meeting, the organization will then grant membership upon a two-thirds approving vote of all voting members.

**Section 2.** The USG representative from the College of Food, Agricultural, and Environmental Sciences, including the School of Environment and Natural Resources, shall be formally invited to attend all general meetings but is not considered a member or have voting rights.

**Section 3.** Removal of members shall take place if the member is not fulfilling the duties outlined in the constitution or misrepresenting the purpose of Council as outlined in Article I. The dismissal can be approved by the executive committee with the approval of two advisors. If the decision is contested, it shall be brought before the general Council body and the removal will require a 2/3 vote. Removed members may be replaced at time of dismissal by another student from their organization (if they were a REPRESENTATIVE).

## ARTICLE II. MEETINGS

**Section 1.** Two-thirds of all members shall constitute a quorum. No business shall be conducted unless a quorum is present.

**Section 2.** “Robert’s Rules of Order. Revised” shall loosely govern procedure at meetings. Extent of use shall reflect the Executive Committee's discretion related to effective communication as well as actions deemed necessary by the constitution (such as addition of new member organizations).

**Section 3.** A simple majority is 50% plus one of the voting quorum present.

## ARTICLE III. ELECTIONS

**Section 1.** Nominations shall be disclosed only to the nominees until time of election. The outgoing Executive Committee shall present at least two candidates for President. Candidates must fill out a petition for office by a date determined by the outgoing Executive committee.

The candidates may give their own qualifications but are not required to do so. Council members shall then vote for President by secret ballot. A simple majority of voting members present shall be required to elect an officer.

**Section 2.** After the presidential election results are announced, the elections shall take place for the rest of the elected officers in the order as follows: Vice President, Secretary, Treasurer, Social Chairperson, Public Relations Chair and SENR-at-Large

**Section 3.** If there are no petitions for an office at the time of elections, nominations can be taken from the floor, if the nominee meets the qualifications for that office.

**Section 4.** If there is only one petitioner for each office, a slate can be formed and voted on using an approve or not approve ballot.

## ARTICLE IV. DUTIES OF OFFICERS

**Section 1.** President – Shall direct all activities of the Council. Shall preside at meetings. Shall be responsible for coordination and welfare of the Council. Shall serve as a member of the CFAES Alumni Society Board of Directors. The President shall also serve as the official representative of the Council.

**Section 2.** Vice-President — Shall assume duties of President in his/her absence. Shall be ex-officio advisor to all committees. Shall act as chairperson of the Executive Committee and shall formulate an agenda for all upcoming meetings.

**Section 3.** Secretary — Shall keep an accurate written record of all meetings, take attendance at meetings and shall be responsible for all official correspondence. Shall keep an accurate record of current organizations along with their representatives. Following each meeting, shall send emails to absentee members reminding them of their obligations as specified by the membership sections of the Constitution and By-Laws. Shall send meeting reminder emails to all members of Council at recommended intervals.

**Section 4.** Treasurer — Shall keep an accurate record of all the receipts and disbursements

of Council funds. Shall be responsible for paying all the Council’s bills and shall have the records audited as specified by University rules. Shall also prepare an annual budget to be presented to Council for approval by the third meeting of Autumn semester. The treasurer will also be responsible for the management of the Farm Science Review refreshment stands and serve as Chair of the Fundraising Committee.

**Section 5.** Social Chairperson – Shall serve as a member of the Executive Committee and as chair of the Social Committee. Shall organize a social activity each semester as well as coordinate the CFAES Ice Skating Social, and CFAES Olympics.

**Section 6.** Public Relations Chair – Shall serve as a member of the Executive Committee and as the chair of the CFAES Outreach/Public Relations Committee. Shall run all of Council’s Social Media accounts, organize outreach events, and manage Council’s display boards. The display boards are in Kottman Hall, Ag Admin, and at the bus stop, they should be kept updated and should be available for use by any student organization.

**Section 7.** SENR at Large – Shall serve as the voice of the School of Environment and Natural Resources on the Executive Committee.

**Section 8.** ATI Chair - Shall serve as the voice of the Agricultural Technical Institute. Will be responsible for communication between CFAES and ATI.

**Section 9.** A vacancy in the office of President shall automatically be filled by the Vice President. In case of a permanent vacancy in any other office, nomination shall be made consistent with the procedure used during regular elections. A temporary vacancy in any other office shall be appointed by the Executive Committee and approved by Council.

**Section 10.** All retiring officers shall be responsible for offering recommendations to the new officers after elections as well as transferring all related documents and materials to the new officers.

## ARTICLE V. CONSTITUTION REVIEW

**Section 1.** Review and revision of the Constitution and By-Laws should take place on a biennial basis.

**Section 2.** Proposed revisions to the Constitution and By-Laws must be introduced at a regular meeting of the Student Council, and then be allowed to sit for a period of at least two weeks before being voted upon.

## ARTICLE VI. Non-discriminatory statement

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.