French and Italian Graduate Student Association

Constitution [Updated Fall semester 2023]

ARTICLE I: Name, Purpose and Non-Discrimination Policy

Section 1: Name:

French and Italian Graduate Student Association (FIGSA)

Section 2: Purpose:

The French and Italian Graduate Student Association (FIGSA) is an organization open

free of charge to the participation of all graduate students in the Department of French

and Italian. Its purpose is:

A) to develop in its members an understanding of the organization and functioning of the Department of French and Italian,

B) to meet the everyday concerns of graduate students of the Department in their work as

students and as Graduate Teaching or Research Assistants,

C) to ensure the fair treatment of its members in the Department,

D) to make sure that there is adequate representation of graduate students in Department

governance,

E) to promote career development of the graduate students of the Department and to

provide a forum for intellectual and social exchange among them.

Section 3: Non- Discrimination Policy:

FIGSA and its members shall 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 basis in accordance with [Student Organization Registration and Funding Guidelines](https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-may-2021.pdf).

ARTICLE II: FIGSA Membership

Section 1: Membership

Membership is limited to graduate students and BA/MA students currently enrolled in the Department of French and Italian at the Ohio State University. All the graduate students and BA/MA students currently enrolled in the Department shall be made aware of the initiatives of the organization.

Section 2: Grounds for Removal:

A member may be removed from the group for any of the following reasons:

A) Failure to fulfill the duties and responsibilities outlined in the group's bylaws.

B) Conduct that is detrimental to the group's reputation or mission.

C) Any other reason deemed appropriate by a majority vote of the remaining members.

Section 3: Removal Process

The removal process shall be as follows:

1. The member in question shall be notified in writing of the proposed removal and the grounds for it.
2. The member shall have an opportunity to respond to the allegations in writing or in person at a meeting of the group.
3. The remaining members shall vote on whether to remove the member. A two-thirds majority vote is required for removal.

Section 4: Appeal Process:

A member who has been removed from the association may appeal the decision by submitting a written request to FIGSA leadership within 30 days of the removal. The appeal shall be heard by FIGSA leadership, and its decision shall be final.

ARTICLE III: FIGSA Leadership

Section 1: The Officers:

The six offices elected by FIGSA general membership are those of President, Vice President,

Treasurer, Secretary, and two General Officers.

Section 2: Term of Office:

The term of office for all officers shall be one academic year, beginning with the first day of the

Fall Semester, and ending with the last day of the Spring Semester, as determined by the

University calendar.

Section 3: Duties of the President:

A) The President is to prepare the agenda for each meeting and distribute same to the

general membership.

B) The President is to preside over each meeting of the general membership, and shall

see to it that parliamentary procedure, as provided for in the by-laws, is respected.

C) The President is in charge of maintaining the FIGSA files, and all FIGSA

documentation, including but not limited to the Constitution and By-Laws, and except

those which the Executive Committee shall delegate to other members of said committee.

D) The President is to preside over all meetings of the Executive Committee.

Section 4: Duties of the Vice President:

A) The Vice President shall be the primary referent for publicizing all FIGSA activities

as are appropriate, including but not limited to:

i) meetings of the general membership,

ii) fund-raisers,

iii) workshops and conferences.

B) The Vice President holds the duties once belonging to the Officer of Social Media, meaning

that he/she/they will maintain a presence for the organization on social media and regularly

publicize its events online.

C) In the absence of the President, his/her/their duties are to be assumed by the Vice President.

Section 5: Duties of the Treasurer:

A) The Treasurer is to be in charge of all financial matters concerning FIGSA including

but not limited to:

i) preparing and updating the budget of the Association,

ii) preparing a quarterly Treasurer's report,

iii) balancing the FIGSA checkbook,

iv) obtaining office supplies as needed by the Association.

B) In the absence of the Vice-President, his/her/their duties are to be assumed by the Treasurer.

Section 6: Duties of the Secretary

A) The Secretary is in charge of taking the minutes of all meetings of the FIGSA general

membership and copying and distributing same.

B) In the absence of the Treasurer, his/her/their duties are to be assumed by the Secretary.

Section 7: Duties of the General Officers

A) The General Officers should contribute to the planning and leading of a minimum

of one event per semester

B) The General Officers must take on tasks assigned by the President or Vice President to

contribute to the planning of events

ARTICLE IV: EXECUTIVE COMMITTEE

Section 1: Composition of the Executive Committee:

The Executive Committee shall be composed of the officers described in Article III of this

Constitution. BA/MA students cannot hold office as members of the executive committee.

Section 2: Italian Representation:

A) In the event where none of the elected officers of FIGSA is a graduate student of

Italian, the Italian students may, if they so choose, elect one of their own as the Italian

Representative to the FIGSA Executive Committee and who shall be a voting member of

said committee and who shall serve as an officer of the Association.

B) Election of the Italian Representative shall take place no later than the second

regularly scheduled meeting of the general membership of the Association after the

election of new officers.

C) If by this second meeting no Representative is chosen, the office shall remain vacant

until the next regularly scheduled election.

D) When this office is active, the Italian Representative shall assume the duties of the

Secretary in the event of his/her/their absence.

E) The term of office for the Italian Representative is to be identical to the terms of the

other officers of the Executive Committee as described in Article III, Section 2 of this

Constitution.

Section 2: French Representation:

A) In the event where none of the elected officers of FIGSA is a graduate student of

French, the French students may, if they so choose, elect one of their own as the French

Representative to the FIGSA Executive Committee and who shall be a voting member of

said committee and who shall serve as an officer of the Association.

B) Election of the French Representative shall take place no later than the second

regularly scheduled meeting of the general membership of the Association after the

election of new officers.

C) If by this second meeting no Representative is chosen, the office shall remain vacant

until the next regularly scheduled election.

D) When this office is active, the French Representative shall assume the duties of the

Secretary in the event of his/her/their absence.

E) The term of office for the French Representative is to be identical to the terms of the

other officers of the Executive Committee as described in Article III, Section 2 of this

Constitution.

Section 3: Duties of the Executive Committee:

A) The Executive Committee shall meet at least twice a semester.

i) Special meetings may be called at the request of the President.

ii) A majority of the members duly elected shall constitute a quorum at any

meeting of the Executive Committee.

B) It shall be the duty of the Executive Committee to see to it that FIGSA is registered

with Student Organizations Services each year within the Registration Timeline.

C) It is the responsibility of the Executive Committee to establish meeting times and

locations, and to make the appropriate reservations of these locations.

D) In instances where there is no precedence established in the Constitution and By-Laws, it is

the duty of the Executive Committee to determine policy and procedure for the Association, and

to implement said policy and procedure.

E) The Executive Committee is to aid and assist the President in his/her/their role as archivist for

the Association.

F) It is the responsibility of the Executive Committee to delegate all duties and responsibilities of

said Committee described in the Constitution and the By-Laws to one of their number for the

effective execution thereof and the equitable distribution of the aforementioned responsibilities.

ARTICLE V: REPRESENTATION TO DEPARTMENTAL COMMITTEES

Section 1: Selection of Representatives:

A) FIGSA shall make sure to have representatives of the organization to the various

standing and ad hoc committees of the Department of French and Italian as appropriate.

B) These representatives shall be nominated and elected to their position by the second

meeting of the general membership after the beginning of the new academic year.

i) The manner of such nomination and election shall proceed in any manner the

Executive Committee sees fit that is not in conflict with the principles expressed in this

Constitution or in the By-Laws, unless provided for otherwise in the By-Laws.

Section 2: Duties of the Representatives:

The Representatives shall

A) put themselves in contact with the departmental committee chairs,

B) make themselves available to attend all committee meetings where graduate student

representation is permitted,

C) and report the activities of these committees to the Association at the meetings

of the general membership.

ARTICLE VI: Advisor

Section 1: Role of the Advisor:

FIGSA's advisor serves as liaison between FIGSA and the general faculty of the Department.

He/She/They is to be kept informed of all non-confidential FIGSA activities by the FIGSA

officers.

Section 2: Selection of the Advisor

The advisor to this organization is traditionally the Graduate Chair of the Department.

ARTICLE VII: FIGSA Meetings

At least two general meetings should be called each academic term (except for summer). Meetings are to

be called and convened in the manner described in the By-Laws.

ARTICLE VIII: Method of Amending Constitution

All amendments, which must be submitted in writing to the FIGSA general membership, shall be read at

the general meeting in which they are proposed. No motion to vote on any amendment will be recognized

before the amendment is discussed in at least 1 general meeting. Once a motion is called, a 3/4 majority

of voting members (a quorum being present) is required to amend this Constitution.

ARTICLE IX: Dissolution of FIGSA

If there are no officers elected, or if 2 general meetings are not held in a quarter as determined by Article

V, FIGSA will be dissolved, any assets and debts being the responsibilities of the last members to hold

office.

French and Italian Graduate Student Association By-Laws

ARTICLE I: Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the Association in all cases to which they are

applicable, and in which they are not inconsistent with the by-laws of the Association. Membership is

limited to graduate students enrolled in the Department of French and Italian at the Ohio State University.

ARTICLE II: FIGSA Membership

Membership is automatic for graduate students enrolled in the Department of French and Italian at the

Ohio State University.

ARTICLE III: FIGSA Executive Committee

Section 1: Elections:

A) The incumbent FIGSA officers (President, Vice President, Treasurer, Secretary, General

Officers) are in charge of the annual elections, held in August/September.

B) Anonymous written nominations are to be accepted until a date set by the incumbent

officers. At this time, all members nominated are offered the chance to accept or decline

the nomination for the specific office.

C) Members may run as for as many offices as they like.

D) An incumbent officer may run for as many terms as he/she/they likes.

E) Written ballots are created by the current FIGSA officers, who distribute them to the

general membership. Members then have at least 7 days (date determined by incumbent

officers) in which to submit their ballot.

F) Results of elections shall remain confidential. Officers-elect shall be notified by

incumbent officers.

G) In case of a tie, a run-off ballot will be distributed, members having at least 4

weekdays in which to vote.

Section 2: Resignations:

Should the President vacate his/her/their office for any reason, the Vice President shall

be interim President until the end of the original term. The same holds for the Treasurer

becoming interim Vice President, the Secretary becoming interim Treasurer, and the

General Officer becoming interim secretary. If the General Officer(s) leaves his/her/their

office for any reason, nominations will be taken from the general membership and a

special election will be held.

Section 3: Impeachment:

Any current FIGSA officer can be impeached by a 3/4 majority vote of the general membership at

any general meeting.

Section 4: Duties of the President:

A) In addition to those duties described in the Constitution the President is also responsible for the

establishment and reservation of meeting times, dates, and locations, and he/she/they shall inform the

Vice President for the timely advertisement of same.

B) The President, if he/she/they deems it necessary, may call a special meeting of the

general membership, but such a meeting must be announced at least twenty-four (24)

hours in advance.

Section 3: Duties of the Vice- President:

In addition to those duties described in the Constitution, the Vice-President shall also:

A) assist the Treasurer in FIGSA fund-raising activities,

B) contribute to contacting guest-lecturers, and making all arrangements concerning such lectures

and guest visits.

Section 4: Duties of the Executive Council:

In addition to those duties described in the Constitution, the Executive Council shall also:

A) approve all items for the budget before a check can be written on FIGSA's account.

The approval must come from the Treasurer and at least one other officer.

B) prepare and submit to the membership a report of the activities and accomplishments

of the previous academic year on or before October 15.

ARTICLE IV: Advisor

Members of FIGSA should make appointments with the FIGSA advisor as needed.

ARTICLE V: FIGSA Meetings

Section 1: Procedure:

A) All regular meetings of the general membership and empowered to act in their name

must have their dates and times announced by the President, in person or in writing, no

later than the end of the second week of the semester.

B) In consideration for graduate student schedules, the President shall make every

reasonable effort to vary the times and days of the week for meetings of the general

membership.

C) No meeting may be considered duly convened without at least one member of the Executive

Committee present.

Section 2: Quorum

A) The total number of members present at any duly announced and convened meeting

of the general membership of FIGSA shall be considered a quorum.

B) For the purpose of amending the constitution or by-laws, twenty (20) percent of

general membership constitutes a quorum.

C) For committee meetings, fifty-one (51) percent of committee members constitutes a quorum.

Section 3: Voting Procedures:

A) Vote on all matters submitted to a vote of the membership.

B) Voting on all matters, with the exception of officer elections, shall be done by a show

of hands, unless an agreement is reached to permit voting by e-mail or to request a vote

by secret ballot.

C) A written and signed note or email presented to an officer or placed in her/his/their

mailbox before a meeting shall be considered a legitimate absentee vote.

ARTICLE VI: Method of Amending By-Laws

All amendments, which must be submitted in writing to the FIGSA general membership, shall be read at

the general meeting in which they are proposed. No motion to vote on any amendment will be recognized

before the amendment is discussed in at least one (1) general meeting. Once a motion is called, a two-

thirds (2/3) majority of voting members (a quorum being present) is required to amend these by-laws.