**The Constitution of the Psychology Department Graduate Student Diversity and Inclusion Committee**

**Article I Section I: Name**

The name of the organization shall be the Psychology Department Graduate Student Diversity and Inclusion Committee

 **Section II: Purpose**

The purpose of the organization shall be to enhance diversity at all levels of the department, with a particular focus on achieving a diverse profile in faculty, staff, and graduate students that meets the profile of its undergraduate student population and the community surrounding the University. Our committee work will not only focus on increasing representation, but also fostering a collaborative, supportive, and inclusive environment for everyone. This dual focus on both increasing representation and creating an inclusive environment will be the primary drivers of the committee’s focus and work.

 **Section III: Nondiscrimination policy**

This organization and its members do 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, or admission. As a student organization at The Ohio State University, The Psychology Department Graduate Student Diversity & Inclusion Committee expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: https://hr.osu.edu/public/documents/policy/policy115.pdf

**Article II Membership**

The Psychology Department Graduate Student Diversity and Inclusion Committee shall be composed of graduate students in the Psychology Department enrolled at The Ohio State University. Membership is acknowledged by joining the committee and attending regular meetings. Those wishing to become members may join by contacting the organization’s officers or faculty advisor.

***Article III – Methods for Removing Members and Executive Officers***

If a member or executive officer engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the faculty advisor.

**Article IV Organizational Leadership**

President: The Psychology Department Graduate Student Diversity & Inclusion Committee President is a 1-year position, although this position may be held for multiple years through re-election and if performance is deemed adequate by the faculty advisor and general membership. The committee shall elect annually from among its members.

The president’s duties include:

1. Preside over all meetings of the Psychology Department Graduate Student Diversity & Inclusion Committee and of the Executive Committee.
2. Implement decisions of the Psychology Department Graduate Student Diversity & Inclusion Committee with the collaboration of the executive board and general members
3. Appoint a time and place for regular and special meetings.
4. Serve as an ex-officio member to all special committees.
5. Serve as primary liaison between Psychology Department Graduate Student Diversity & Inclusion Committee and the Psychology Department Faculty Diversity & Inclusion Committee
6. Represent the Psychology Department Graduate Student Diversity & Inclusion Committee at relevant Departmental, University, and community events

Vice president: The Psychology Department Graduate Student Diversity & Inclusion Committee Vice President is a 1-year position, although this position may be held for multiple years through re-election and if performance is deemed adequate by the faculty advisor and general membership. The committee shall elect annually from among its members.

The vice president’s duties include the following:

1. Assume any duties the Psychology Department Graduate Student Diversity & Inclusion Committee or President directs.
2. Preside over the Psychology Department Graduate Student Diversity & Inclusion Committee meetings in the absence of the president.
3. Assume the presidency in the event it falls vacant.

Treasurer: The Psychology Department Graduate Student Diversity & Inclusion Committee Treasurer is a 1-year position, although this position may be held for multiple years through re-election and if performance is deemed adequate by the faculty advisor and general membership. The committee shall elect annually from among its members.

The treasurer’s duties include the following:

1. Handle all the finances of the Psychology Department Graduate Student Diversity & Inclusion Committee according to University policy.
2. Keep accurate records of the Psychology Department Graduate Student Diversity & Inclusion Committee financial status.
3. Apply for funding to cover expenses.

Secretary: The Psychology Department Graduate Student Diversity & Inclusion Committee Secretary is a 1-year position, although this position may be held for multiple years through re-election and if performance is deemed adequate by the faculty advisor and general membership. The committee shall elect annually from among its members.

The secretary’s duties include the following:

1. Keep the minutes of the Psychology Department Graduate Student Diversity & Inclusion Committee and executive board meetings.
2. Conduct the correspondence of the Psychology Department Graduate Student Diversity & Inclusion Committee.
3. Maintain all active Psychology Department Graduate Student Diversity & Inclusion Committee records.
4. Inform all Psychology Department Graduate Student Diversity & Inclusion Committee members of all regularly scheduled meetings.

**Article V Adviser Qualifications**

The adviser will be a member of the Ohio State University’s Psychology Department.  Potential faculty advisors will volunteer for this position. If multiple volunteers are obtained, the organization leaders will vote on potential applicants.  The adviser may attend monthly meetings of the Psychology Department Graduate Student Diversity & Inclusion Committee group. The adviser may meet at least twice each semester with the president, vice president, and treasurer.  The adviser is also expected to attend training workshops as required by the University.

**Article VI Meetings**

Regular committee meetings will be held during the Autumn and Spring semesters.  Although attendance is not required, active members should attend meetings and present as appropriate (approximately five times per school year to maintain active membership). In between regular meetings, committee members will be expected to advance project objectives. Time, location, and place of these meetings will be determined on a semester-by-semester basis. All members will be informed of time and location by the secretary via e-mail.

**Article VII Method of Amending Constitution**

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at the subsequent general meeting and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.