**Horticulture and Crop Science Graduate Student Association Constitution**

**Term: July 2023 – July 2024**

## Article I – Name, Purpose, and Non-Discrimination Policy

Section 1 - Name:

Horticulture and Crop Science Graduate Student Association (HCS-GSA)

Section 2 – Purpose:

The purpose of the Horticulture and Crop Science Graduate Student Association (HCS-GSA) is as follows: 1) to provide opportunities for meaningful interactions between current and incoming graduate students, 2) to provide networking and professional events in order to further develop student’s professional skills, 3) to provide a forum to plan academic and social events within the department of Horticulture and Crop Science, 4) to serve as an effective linkage between graduate students and departmental faculty, staff, and administration.

Section 3 – Non-Discrimination Policy:

The HCS-GSA 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

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Any graduate student currently enrolled in the Department of Horticulture and Crop Science at The Ohio State University is eligible to become a member of HCS-GSA. Additionally, graduate students enrolled in other programs, but mentored by a faculty member in the Horticulture and Crop Science Department may join.

## Article III – Meetings, Events, and Attendance

HCS-GSA will meet at least once a semester or when deemed necessary decided upon by the officers. Members are considered active when they participate at least 50% of general meetings and events as well as meetings that are decided by the officers to be required unless otherwise excused.

## Article IV – Organization Leadership:

**Electable positions – Term July 2023 to July 2024:**

***President***—The president will take turns to preside over or facilitate all meetings, general or executive, along with the Vice President. The president will maintain and uphold the constitution. The president will act as liaison to the school administration and other organizations on campus. The president will represent and act as the main contact of HCS GSA along with the Vice President. The president will be responsible for attending university president training. The president will serve as co-leaders for GRS along with the Vice President.

***Vice President***—The vice-president will ideally be located on the opposite campus from the President. The vice-president will take turns to preside over or facilitate all meetings, general or executive, along with the President. The vice-president will assume all duties and position of the President during absence of the President. The vice-president will ensure good transition from one committee to another, including transfer of bank accounts and organization registration renewal with the university to maintain an “active organization” status. The vice-president will serve as co-leaders for GRS along with the President.

***Secretary—***The secretary will collect availability from other committee members to schedule meetings. The secretary will update the activity calendar of the organization regularly. The secretary will arrange location and time and takes minutes for all committee and general meetings. The secretary will send out reminders prior to every meeting and action items after every meeting. The secretary will organize and update all documents related to the organization in the shared folder. The secretary will reserve all venues or equipment requested by other committee members for events. The secretary will construct and distribute any online or physical forms for feedback collection, registration, application, or election nomination. The secretary will fill out and submit all necessary paperwork that ensures the operation of events and the organization.

***Treasurer and Fundraising Chair—***The treasurer will be responsible for attending university treasurer training. The treasurer will manage all financial matters, including budgeting, transactions, and bank accounts of the organization. The treasurer will provide detailed financial report monthly or under special circumstances, such as when requested by President/VP and when reaching the budget's low limit. The treasurer will become familiar with working with the Workday system and makes purchases requested by other committee members. The treasurer will manage all financial matters of GRS, including budget, donations, purchases, transactions, and reimbursements. The treasurer will acquire and keeps all receipts and financial documents related to GSA and GRS. The treasurer will self-generate and collects ideas from other officers regarding to fundraising activities. The treasurer will frequently organize and manages fundraising events throughout the term of office. The treasurer will ensure that GSA has sufficient funding, as well as in maintaining good relationships with our long-term sponsors and donors. The treasurer will expand GSA records of sponsors for the use of future projects, especially the Graduate Research Symposium.

***Public Relations Chair—***The Public Relations Chair (PR Chair) Updates GSA and GRS webpages and social media pages regularly. The PR Chair will deal with the general public in announcing upcoming events on various platform, including but not limited to bulletin board flyers, listserv mailing list. The PR Chair will manage various types of media to promote the organization and its upcoming events, including but not limited to GSA Facebook page, GSA website. The PR Chair will attempt to attract as many participants to events. The PR Chair Creates will encourage platforms, such as social media platforms, for graduate students to participate.

***Logistics Chair***—The Logistics Chair will research necessary supplies for events in the most economical way possible and provides Treasurer with list of items to purchase. The Logistics Chair will acquire and gathers all required materials prior to any meeting and event. The Logistics Chair will manage all properties and inventories of GSA. The Logistics Chair will arrange necessary transportation for all events. The Logistics Chair will act as a liaison to coordinate with the department for department-wide social events.

***Orientation and Hospitality Chair––*** The Orientation and Hospitality Chair (OHC) will contact new graduate students who are accepted to the department and make them feel welcomed. The OHC will plan prospective graduate student meetups prior to their admission to OSU and lead the organization of incoming graduate student orientation for incoming graduate students (Spring, Summer, and Fall semesters). The OHC will ensure each new student has a “veteran” student mentor as a touchstone for questions about their transition to Columbus, OSU, the department, and their lab.

**Non-electable positions – Term July 2023 to July 2024:**

(Elected by the upcoming committee at the beginning of the term)

***The Senior Advisor—*** must be the former President or Vice President to hold this position. The Senior Advisor must attend all meetings with the current committee. The Senior Advisor contributes ideas, experience, or lessons learned from the previous year The Senior Advisor consults the current President in making decisions. The President (or Vice President) will be automatically enrolled in the Senior Advisor role for the following semester after his/her term is over, unless he or she would like to serve in other positions. Whether the President or the Vice President becomes the Senior Advisor in the next term is discussed and decided between the President and the Vice President.

*1 In the instance there is not a suitable candidate for Vice – President at the opposite campus, then both President and Vice-President positions can be filled by members located at the same campus. In the event that both President and Vice President are located at the same campus, a co-chair for the Graduate Research Symposium will be appointed for the opposite campus.*

***Departmental Student Representatives* –** There will be three Departmental Graduate Student Representatives. Two student representatives, one from each location, will attend EAC and Faculty meetings. A third student representative will attend the Graduate Studies Committee Meeting. The Departmental Student Representatives are to communicate what they learn from the meetings to the HCS-GSA. The HCS-GSA will recommend the Graduate Student Representatives to the HCS Department Chair and the chair will appoint them to a one-year position in December when departmental committee membership is determined.

## Article V – Elections

New officer elections will take place by the first week in August with new officers assuming their positions at the next scheduled meeting. Members may volunteer to run for multiple positions but can only be elected to one position. Voting will take place via anonymous ballots. Officers will be elected with a majority vote. A tie between candidates for a position will be broken by the majority vote of the current officer team. If there is again a tie, it is the discrepancy of the current officer team to determine how to break the tie.

## Article VI – Advisor

There will be three advisors. The advisors will include one HCS faculty member each from the Columbus and Wooster campus who will serve two-year terms, and the HCS Graduate Studies Program Coordinator (*ex officio)*. The advisors are open to attend the HCS-GSA meetings (unless it is a closed meeting). The advisors act as an interpreter of departmental regulations and faculty views. The advisors will inform the officers of new students so the new students can be invited to HCS-GSA meetings.

## Article VII – Methods for Removing Members and Officers

Section 1 – Member

A member may be removed from the HCS-GSA if the member’s actions are detrimental to advancing the purpose of the organization or they violate the constitution, the Code of Student Conduct, university policy, federal, state, or local law. For a member to be removed, a majority vote of the HCS-GSA active members, in consultation with the association’s advisors, is required.

Section 2 – Officer

An elected officer may be removed from their position for any action that is detrimental to advancing the purpose of this organization, including violations of the constitution, Student Code of Conduct, university policy, or federal, state, or local laws. Officers may make the decision to leave their position, or may be removed by a unanimous vote of the active members in consultation with the association’s advisors. The officers and the advisors will appoint a member to the vacated-position.

## Article VIII – HCS Graduate Research Symposium

Section 1 – Purpose of Symposium

The symposium is a forum for all students to share their latest research and to network with professors, other graduate students, invited speakers, and guests. Additionally, attendees will have the opportunity to attend tours of various cutting- edge research facilities. This event is encouraged and supported by administrators in the College of Food, Agricultural, and Environmental Sciences but organized entirely by the HCS graduate students. This event is open to all to attend, but HCS students who are funded by the Department are required to attend.

Section 2 – Formation and Purpose of Committee

A planning committee will be formed with the purpose of organizing and leading the Graduate Research Symposium. The committee members will be self-nominated and appointed by the officer team. Active members are eligible to serve on the committee.

## Article IX – Funds

A majority vote of the active membership present at the meeting is needed to approve the use of funds for major events. In the event of an emergency, the leadership team has the ability to approve the use of funds when the amount is less than $100. Established committees have the power to allocate funds attributed to the specific committee to fulfill their duties with the approval of the committee members.

## Article X – Method of Amending the Constitution

Amendments to the Constitution can be proposed by any member of HCS-GSA. Proposed amendments to the Constitution should first be presented to the officer team and then to the membership for discussion and a vote. The amendment to the Constitution will pass with a majority vote of members present at the meeting. The vote on the amendment should not happen at the same meeting in which it is first proposed.

## Article XI – Method of Dissolution

HCS-GSA will stand dissolved when all the following procedures are met: the officer team (including advisor) reach a unanimous vote to dissolve the club, the general membership has a two-thirds majority vote at a well-advertised general meeting to dissolve the club (members that are unable to attend the general meeting may submit their vote before the general meeting). A dissolution committee will be formed by the executive committee to handle the re-assignment of assets.

*Established: August 2018*