

Constitution of the Graduate Student Association

ARTICLE I – NAME, PURPOSE, AND NON-DISCRIMINATION POLICY

Section 1: The name of this organization shall be the Department of Agricultural Communication, Education and Leadership Graduate Student Association (ACEL-GSA)

Section 2: The purpose of this organization shall be:

- Create and extend opportunities to graduate students with the primary goal of aiding and facilitating scholarly and professional development
- Act as a mode of peer support and mentoring for ACEL graduate students
- Create and foster social connections amongst ACEL graduate students, faculty, staff, and any other interested parties with the intent of building community and knowledge

Section 3: This organization and its members shall not discriminate against individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

ARTICLE II - MEMBERSHIP

Section 1: Active Membership: All graduate students currently enrolled at The Ohio State University. The member must be at least a part-time student with a cumulative grade point average of 3.0 or higher along with good financial standing with the university.

Section 2: Honorary Membership: Any faculty member in Agricultural Education, Agricultural Extension, Agricultural Communication, or Community Leadership or another person prominent in one of these fields may be elected to honorary membership by a 75% approving vote of all active members present at that meeting.

ARTICLE III – ELECTION OF OFFICERS

Section 1: The officers of the organization shall be: President, Vice President, Secretary, Treasurer, Reporter, Social/Cultural Chair(s), Professional/Academic Development Chair(s), Fundraising Chair(s) & Advisor(s). Each shall hold office for one year, or until the successors are elected and qualified.

Section 2: The constitutional officers of the organization, except for the advisor(s), shall be elected annually by a majority vote of the members present at a regular business meeting. The Chairperson of the Department of Agricultural Communication, Education and Leadership shall appoint the Advisor.

Section 3: Active members of the organization who have had at least one academic term of membership may be elected to any office. Any active member of the organization may be elected to a chair position, regardless of time of membership. No elected officer shall hold more than one office. Officers can continue to serve on standing committees as an officer, as well as be allowed to serve on the executive committee during their term of office.

Section 4: Any member of the organization holding a constitutional office shall:

- Maintain a 3.00 cumulative point hour ratio in all academic work pursued at the university.
- Be enrolled at least part-time at The Ohio State University.
- Not be on disciplinary probation as defined in the Code of Student Conduct.
- If an officer's point hour ratio falls below a 3.00, the officer shall continue in office on probation until the following term's grades are determined. If the cumulative point hour ratio continues below a 3.00, a new officer will be elected according to the procedures in the by-laws.

Section 5: The manner of holding elections for officers shall be prescribed in the by-laws.

ARTICLE IV - DUTIES OF OFFICERS

Section 1: All officers shall:

1. Attend executive committee meetings
2. Make arrangements for officer duties to be fulfilled in lieu of absence at general meetings.
3. Plan events with their respective committee at the beginning of each term.
4. Submit event timelines to the executive committee for approval no later than 6 weeks into the semester.
5. Maintain effective weekly communication.

Section 2: The President shall:

1. Preside over meetings, both general and the Executive Committee.
2. Plan order of business with the vice president and with the Executive Committee.
3. Appoint all committees with the approval of the Executive Committee.
4. Appoint a committee for each of the areas of committee activity in the program.
5. Pass the gavel to another officer in the event that the president needs to voice an opinion or present an issue to members during a meeting.
6. Complete the Union requirements for the president's training.
7. Complete the official student organization online application before October 15 to the Student Union.

8. Manage Student Organization details (update roster, goals, etc.) through the Union on a routine basis.

Section 3: The Vice President shall:

1. Preside over meetings in the absence of the president.
2. Prepare an agenda for all regular business meetings.
3. Facilitate functioning of ad-hoc committees.
4. Serve as the GSA representative to the ACEL Graduate Committee, or appoint another active member to this position.
5. Fill vacant officer positions until a replacement can be elected.

Section 4: The Secretary shall:

1. Keep a record of the business conducted at GSA meetings, including executive committee meetings.
2. Provide a summary of minutes to be presented at the regular meeting.
3. Create and distribute all correspondence for ACEL-GSA.
 - a) Correspondences include, but are not limited to: Emails, Web Polls, Digital Surveys, Meeting Minutes, and Future Updates.
4. Obtain pertinent information from GSA membership to maintain webpage.

Section 5: The Treasurer shall:

1. Maintain Financial Records of ACEL-GSA.
2. Be a signatory on the ACEL-GSA bank account.
3. Develop a budget with committee chairs for the ACEL-GSA events.
4. Oversee the purchase and payment of all provisions.
5. Report the financial status of ACEL-GSA at each meeting.
6. Submit a financial audit to the Student Union at the end of each academic year.
7. Complete the Union requirements for treasurer training.
8. In case of absence, the treasurer must make the checks and treasury materials available to the president or advisor.
9. Serve as a member of the Fundraising Committee.

Section 6: The Reporter shall:

1. Maintain GSA records, such as the constitution and bylaws.
2. Maintain the GSA Digital Calendar.
3. Work with webpage managers to maintain ACEL-GSA webpage content.
4. Work with ACEL social media managers to maintain social presence.
5. Work with GSA members to collect and store photos on GSA Shared Drive.

The following positions shall be elected by request of the membership. If offices are not filled during the annual elections, responsibilities are managed by listed executives.

Section 7: The CGS Council Representative shall:

1. Attend all regular and special meetings of the Council of Graduate Students as a representative of ACEL Graduate Student Association.
2. Report back to the membership regarding Council activities and announcements.
3. If the position is not filled during a calendar year the responsibilities of the council rep. fall under the purview of the president.

Section 8: The Social/Cultural Chair(s) Shall:

1. Organize social events for ACEL-GSA members and with other organizations or clubs.
2. Schedule and plan cultural awareness workshops/events for ACEL Graduate Students.
3. If the position is not filled during a calendar year the responsibilities of the social chair fall under the purview of the reporter.
4. By request of the membership, the Social/Cultural Chair can be merged with the Academic Chair for a one-year term.

Section 9: The Professional/Academic Development Chair(s) shall:

1. Work with committee members to develop list of discussion topics and possible speakers for meetings.
2. Invite speakers or roundtable participants to monthly organization meetings.
3. Write thank you letters.
4. If the position is not filled during a calendar year the responsibilities of the academic chair fall under the purview of the secretary.
5. By request of the membership, the Social/Cultural Chair can be merged with the Academic Chair for a one-year term.

Section 10: The Fundraising Chair(s) shall:

1. Work with the Treasurer to identify fundraising needs for the academic year.
2. Develop a plan for fundraising efforts throughout the academic year.
3. Work with Social and Professional/Academic Development Chairs to ensure sufficient funds for planned member events.
4. If the position is not filled during a calendar year the responsibilities of the academic chair fall under the purview of the treasurer.

The Ad-hoc Committee Chairs shall:

1. Develop goals that the committee shall accomplish during the academic year.
2. Work with committee members to create the list of tasks that must be accomplished to complete each committee goal.
3. Communicate with committee members about activities through e-mail and meetings.

4. Update the organization of committee activities at monthly meetings.
5. Submit a written report of completed projects to the secretary for future reference.
6. Seek permission from the treasurer before purchasing materials or food needed for a committee-organized activity.

ARTICLE V - REPLACEMENT AND REMOVAL

Section 1: The vice president shall be responsible for filling any vacant office until a replacement is found and approved. This member must not currently hold an office. The exception to this would be the office of president, in which case the vice president would assume the presidency. The office of vice president would then be filled by a member approved by a majority vote of members present.

Section 2: If an officer consistently fails to fulfill the position's responsibilities, the officer may be removed from office by a 2/3 majority vote of organization members. The nomination for a new officer may then be brought before the organization and voted upon.

Section 3: General members and elected or appointed leaders are expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, the Executive Committee will meet to discuss and decide on a course of action. If the committee deems appropriate the member in violation will either be put on probation pending improved behavior or removal from ACEL-GSA. Note: the organization's non-discrimination policy should protect members from removal based on those listed statuses.

ARTICLE VI - EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of: President, Vice President, Secretary, Treasurer, Reporter, Social/Cultural Chair(s), Professional/Academic Development Chair(s), Fundraising Chair(s) & Advisor(s).

Section 2: The duties of the Executive Committee shall include but not be limited to the determination of policies and procedures for the organization and the implementation of said policies and procedures. The committee also

implements an annual Program of Activities and reviews the Constitution and Bylaws.

ARTICLE VII – AD-HOC COMMITTEES

Section 1: There shall be three ad-hoc committees in the organization established based on need by the president. They shall be Event Planning, Social & Public Relations, and Membership.

Section 2: The Event Planning Committee shall be responsible for planning large ACEL GSA-sanctioned events targeted at outside audiences with a goal of professional or academic development. Duties may include: securing facilities, planning meals, arranging speakers. The Professional/Academic Chair shall be the chair of the committee.

Section 3: The Social & Public Relations Committee shall be responsible for planning and implementing functions involving the organization as a whole. These functions will be organized with the vision of creating lasting friendships and having fun. The committee is also responsible for activities and recruiting individuals to participate in both activities. The Social/Cultural Chair shall be the chair of the committee.

Section 4: The Membership Committee shall be responsible for planning and implementing ideas to increase membership in the organization. The Fundraising Chair shall be the chair of this committee.

ARTICLE VIII – ADVISOR(S)

The Advisor(s) shall:

1. Be a member of the faculty of the Department of Agricultural Communication, Education and Leadership or OSU Extension.
2. Evaluate the program and the general conduct of the organization whenever it is deemed advisable.
3. Provide advising to the club, but cannot overrule a decision of the membership unless the decision is in violation of school policy.

ARTICLE IX - MEETINGS

Section 1: The organization shall meet on a regular basis during the academic school year.

Section 2: The Executive Committee shall meet at the discretion of the officers.

Section 3: Special meetings may be called at the discretion of the president.

Section 4: Fifty-one percent of the active membership shall constitute a quorum for the transaction of business.

Section 5: Roberts Rules of Order shall govern in all cases not provided for by the Constitution or By-Laws.

ARTICLE X - AMENDMENTS

Section 1: Proposed amendments to the Constitution shall be submitted to the organization in writing at least one regular meeting previous to final action. Its adoption shall require the concurrence of two-thirds of the active members present at a regular business meeting.

Section 2: All amendments to the Constitution shall become effective at the next regular business meeting after adoption unless otherwise specified in the amendment.

ARTICLE XI – DISSOLUTION

Section 1: This organization may be dissolved after dissolution is approved by the officers and by a 2/3 vote of its members, provided that notice of a vote on dissolution is furnished to the members at least 60 days prior to the vote.

Section 2: Upon dissolution, the officers shall decide how to use the assets of the organization, including those arising from dissolution and distribution. Remaining funds shall either be distributed equally among the members of the organization or be donated to a cause.

BY-LAWS OF THE Graduate Student Association

ARTICLE I – MEETINGS

Section 1: The regular business meetings of the organization shall be held once monthly during autumn-spring semesters.

ARTICLE II - ELECTION OF OFFICERS AND COMMITTEE CHAIRS

Section 1: Elections shall be held at the last regular meeting of the spring semester for the following officer positions: President, Vice President, Secretary, Treasurer, and Reporter. Nominations will be made in advance using a Qualtrics survey. Nominations may also be made from the floor if sufficient nominations were not secured in advance.

For Chair positions (Social/cultural, Academic/Professional Development, and Fundraising) elections shall be held within the first three regular meetings of the fall semester. Nominations will be made from the floor during this election.

A majority vote of the organization members present shall be required to fill each office. Any office not filled will be elected at the first meeting of the autumn semester.

Section 2: In order to be eligible for an officer position, a member must be at least a part-time student according to the University standards throughout the duration of the term of office and in good financial standing.

Section 3: All officers shall be elected by the general membership.

Section 4: The order of elections shall be:

Spring Elections:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Reporter

Fall Elections:

1. Social/Cultural Chair(s)
2. Academic Chair(s)

3. Financial Chair(s)

Section 5: After a ballot winner is revealed, defeated nominees may be nominated to subsequent positions.

Section 6: If at any time an officer must resign, a new one will be elected at the next meeting or as soon as possible by special election.

Section 7: Election of the Council of Graduate Students Representative shall be conducted by the Council of Graduate Students.

ARTICLE III - MEMBERSHIP DUES

Section 1: The annual membership dues of the organization shall be \$10.00.

Section 2: Dues must be paid by the third meeting of the term.

Section 3: Members in good standing withdrawing from school for one or more terms shall be reinstated upon returning and shall be exempt from all dues while absent.

ARTICLE IV - ORDER OF BUSINESS

Section 1: a. Call to Order

b. Reading an Approval of Minutes

c. Officers Reports

d. Old Business

e. Guest Speaker

f. Committee Reports

g. New Business

h. Adjournment

ARTICLE V - AMENDMENTS

Section 1: The By-Laws may be amended by a two-thirds vote of all members present at any regular business meeting, provided the amendments shall have been proposed in writing at a previous regular business meeting.