

Constitution of Disability Studies Graduate Student Association

Article I: Name and Purpose.

Section 1: The name of the organization shall be the Disability Studies Graduate Student Association (DSGSA).

Section 2: The Disability Studies Graduate Student Association is organized for the purpose of bringing together and providing support for graduate students who are:

- A) Interested in interdisciplinary Disability Studies within their home department, and/or
- B) Interested or enrolled in the Graduate Interdisciplinary Specialization in Disability Studies

The association will provide the opportunity for students to network with each other and therefore to learn about the ways that Disability Studies can intersect with other academic disciplines.

Section 3: 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.

Article II. Membership.

Section 1: (Regular membership)

In order to become a regular member of the Disability Studies Graduate Student Association, potential members must attend at least one meeting, reading group session, or sponsored event per academic year. Both in-person and remote attendance count equally toward membership.

Section 2: (Rights of regular members)

Members of the Disability Studies Graduate Student Association have the following rights:

1. Freedom to give input at meetings in whatever format is accessible to them.
2. Suggest new projects or events that further the aim of the organization.
3. Attend any sponsored event hosted by the Disability Studies Graduate Student Association.
4. Access any resources developed by the Association.

Section 3: (Active membership)

In order to become an active member of the Disability Studies Graduate Student Association, members must attend at least one meeting OR participate in the majority (more than half) of sponsored events.

Active membership will be reviewed at the end of each semester.

Section 4: (Rights of active members)

Active members of the Disability Studies Graduate Student Association have the same rights as regular members as well as the following additional rights and responsibilities:

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1. Vote on the election of officers.
2. Vote for amendments to the by-laws.
3. Run for a Disability Studies Graduate Student Association officer position (provided that the member is a graduate student).
4. Right to participate in decision-making processes of DSGSA, e.g. budget, events ,or activities to spend money on.

Section 5: (Removal of members)

1. A member of the Disability Studies Graduate Student Association engaging in any action that damages the credibility of the association or actively sabotages or inhibits its goals may have membership revoked. This includes any individual conduct that goes against Article I Section 3.
2. Procedures for removal will be:
 - a. A written grievance will be presented at a meeting by an active member.
 - b. At the following meeting, the active member who presented the written grievance will present their case.
 - c. The member(s) in question will be allowed to present their case.
 - d. Active members will discuss the grievance and proceed with a vote on the grievance.
3. A majority vote is necessary for the membership to be revoked.

Article III. Officers.

Section 1: (Responsibilities)

Each officer will be given a list of duties and responsibilities at the start of their term. However, a summary of officers' titles and main duties are listed below:

1. President:
 - i. Sets and develops vision, direction, and goals for the organization.
 - ii. Presides at all meetings of the organization.
 - iii. Calls special meetings for the organization.
 - iv. Represents the organization at official functions.
 - v. Acts as liaison between organization and University officials.
 - vi. Organizes and delegates responsibilities for all events.
 - vii. Works closely with the Association's advisor.
2. Vice President:
 - i. Presides with the President at meetings.
 - ii. Works closely with the President and the Association's advisor to schedule events and stay informed on the upcoming projects of the club.
 - iii. Works with other officers in completion of their duties, if necessary.
3. Treasurer:
 - i. Manages all financial matters of the organization.

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- ii. Works with other officers to establish how organization funds are managed, used, and reconciled.
- iii. Acts as steward of all student money.
- iv. Requests any necessary funds.
- v. Keeps detailed records of all expenses.
- vi. Compiles expense reports and end-of-the-year audit.
- vii. present a summary of the association's current expenses and income at each business meeting
- viii. Collect dues (if applicable).

4. Secretary:

- i. Takes detailed notes during all meetings.
 - a. Within seven days after a meeting, the secretary must submit the notes to the membership for approval as an accurate record of the meeting's proceedings.
 - b. Members have seven days to respond with comments or corrections, at which time, the secretary's notes will become part of the official record of the meeting.
- ii. Helps schedule events with outside correspondents.
- iii. Sends emails detailing the events of meetings.
- iv. Keeps track of the status of members (active vs. regular).
- v. Record the proceedings of all votes cast for events.

5. Communications Director (*optional*):

- i. Maintains the online presence of the organization (Facebook, website, etc.).
- ii. Contacts and works with other student organizations to organize joint events.
- iii. In the event that no one wishes to run for this position, these duties will be shared by the president, vice president, and secretary.

Section 2: (Common responsibilities for officers)

The Disability Studies Graduate Student Association is an organization in which all officers should play an equal role. As such, common responsibilities for all officers are:

1. Attend all meetings and events, if possible.
2. Search actively for new members and new ways to further the mission of the Disability Studies Graduate Student Association.
3. Treat all members with courtesy and respect.
4. Work closely with each other; each officer will have times during which they may be unable to complete their responsibilities, and in these times, the other officers should help if possible.
5. At the end of each year, the officers must each write up a brief narrative of their experiences for the Association's archives and to give to the newly elected officers.

Section 3: (Procedures for filling and vacating offices)

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1. Officers for the coming academic year will be elected towards the end of Spring semester the previous year. The election procedure will be as follows:
 - i. Eligibility: Only active members (cf. Article II, Section 3) may vote and run for office, unless there is an open position and no active member wishes to fill it.
 - ii. The secretary sends an email to active members with information about each officer position. Active members will respond with the office for which they would like to run.
 - iii. An officer sets up a time for the official meeting to take place.
 - iv. The club advisor sends an official email to the active members of the organization calling the meeting listing each candidate.
 - v. Any active member who cannot attend the meeting must inform the advisor of their choice for each office before the official meeting.
 - vi. The meeting is held. Each active member who wishes to run for office may speak to the group about why he or she is fit for that position.
 - vii. Voting occurs. The association's advisor serves as the mediator. If a tie occurs between several members, a revote is cast between those members only. If there is still a tie, the candidates may choose either to run the position jointly, or ask the association's advisor to break the tie.
 - viii. New officers are given the official descriptions of their positions and are encouraged to discuss any matters concerning their office with their previous year's counterpart.
2. An officer may be dropped for excessive absences from their office if they have several unexcused absences from meetings in a year. An officer may also be removed under the following circumstances:
 - i. Consistent failure to complete their duties, as listed above.
 - ii. Discourteous conduct towards members.
 - iii. Any action that damages the credibility of the Disability Studies Graduate Student Association organization or actively sabotages or inhibits its goals.
3. In the event that an officer (henceforth referred to as the targeted officer) is under consideration for being dropped, a formal written statement must be made to the association's advisor. This statement should reflect the reasons for which the targeted officer should be removed. The advisor will then call an officers' meeting in which the targeted officer can respond to the accusations. The other officers will then vote, with the decision to remove the targeted officer decided by the majority rule. In the case of a tie, the advisor has the final say.
4. If an officer position becomes vacant during the course of the year, an election may be held immediately after the vacancy occurs, and shall be subject to the election guidelines listed above.

Article IV: Decision-Making.

Section 1: (Guidelines)

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All proposed activities and events will be approved in the following manner:

1. The proposed activity or event must be submitted verbally or in writing to all active members of the group. This can be done either at a meeting or through email.
2. The event shall be enacted if one of the following criteria is met:
 - i. If the event is brought up at a meeting and least 75% of the active members are in attendance, the outcome shall be determined subject to majority rule.
 - ii. If the event is brought up via email, any active member may cast their vote electronically or in person at the following meeting. If at least 75% of active members respond, either in person or electronically, in reasonable time, the outcome shall be determined subject to majority rule.
 - iii. If the event is urgent or there is insufficient response, the event will be enacted if all officers vote, the majority of the officers agree, and the association's advisor gives written approval.

Section 2: Amendments to the Constitution.

Any active member will have the right to suggest revisions to the Constitution. Should the need arise to alter or add to the Constitution, the following procedure must be followed:

- i. An active member must submit the proposed change in the Constitution to the association's advisor.
- ii. The advisor sends an official email to all active members with the proposed change.
- iii. The active members cast a vote, either electronically, or at the next meeting.
- iv. The proposed change is enacted if either:
 - a. After a reasonable time (at least one week), 75% of the active membership has voted, with the majority favoring the change
 - b. The officers agree unanimously to enact the change and the association's advisor gives written approval

Section 3: (Items not covered in the Constitution)

In the event that a situation is not covered in the Constitution, the group may either use the decision-making procedure described above to resolve it or may amend the Constitution, using the procedure listed above, to include it.

Section 4: (Review of the Constitution)

At the end of each year, the Constitution should be examined and reevaluated.

Article V. Dissolution.

Section 1: In the event of dissolution, all unspent OSU DSGSA funds shall remain property of OSU.

Section 2: All other privately obtained funds shall be donated to a non-profit disability-orientated organization and/or mutual aid for disabled individuals as decided by active members of the DSGSA.

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