Constitution

**Article I - Name, Purpose and Non-Discrimination Policy of the Organization**
Section 1: Name

Graduate Student Working Group for Foreign Language Research and Teaching (FLRT)

Section 2: Statement of Purpose and Objectives

We, the members of FLRT, endeavor to provide opportunities for academic and professional development. Our organization will create options for professional enhancement such as reading circles, presentations, discussions, workshops and conferences. Furthermore, we hope to foster collegial and academic networking within the Center for Languages, Literatures and Cultures (CLLC) and across the university with allied departments. We want to discuss trends and issues in Foreign Language Research and Teaching (especially in languages other than English) and foster collaboration between graduate students in various language departments. We want to provide a platform for exchange and for graduate students in the field to present and discuss their research interests and current research projects to hone our skills as language instructors and researchers in Foreign Language Studies.

Section 3: Non-Discrimination 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, native language, foreign accents, dialects, 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: Qualifications and Categories of Membership**

All graduate students enrolled at The Ohio State University may become members. Members will be granted voting rights. An interest in foreign/second language research, teaching, pedagogy and/or applied linguistics desirable but not required.

**Article III - Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders**

The FLRT will have four leading officers with the titles of President, Vice President, Secretary, and Treasurer. These represent the Executive Committee and the general membership and are elected by popular membership vote at the end of Spring Semester. The Executive Committee will be in place from the start of Autumn semester until the end of Summer Quarter. All members of the Executive Committee will meet once a month to set meeting agendas.

The president calls and presides over the Executive Committee and general membership meetings. The president will facilitate meetings, work as an official member of the FLRT with faculty, proposes the program, conferences, workshops and other events. The president develops a program for the academic year for the FLRT, communicates with and reports to the advisor, represents the FLRT to other organizations and departments. The president presents proposals made by the Executive Committee to the general membership. The president appoints the chairpersons of the standing committees. The president works with the treasurer to oversee financial management.

The vice president assists the president in all functions pertaining to official FLRT business. In the event of the president’s absence, the vice president will take the position of the President, conduct the necessary Executive Committee and general membership meetings. The vice president will attend to any other matters of official business and assist in program, conference, workshop and event planning. The vice president will also complete the president training in the event of the president’s unenrollment or absence so that the FLRT is able to conduct business as usual without any delays.

The treasurer is responsible for and will oversee all financial matters regarding the FLRT, including, but not limited to fundraising, event expenses, managing the organization’s accounts, paying bills, and reporting on the budget to the Executive Committee and the general membership.

The secretary takes the minutes of each Executive Committee and general membership meeting and keeps a record of all official communication pertaining to official FLRT business, including, but not limited to, conference/workshop/event-follow up. The secretary will also send out invitations and advertisements (emails, flyers, etc.,) \* for membership, conferences, workshops, events, and meetings. (\* approved by the executive committee)

**Article IV - Executive Committee**

This Committee is comprised of the four leading officers.

**Article V - Standing Committees: Names, Purposes, and Composition**

Members of the executive committee will necessitate when standing committees will be necessary. The standing committees may arise from the need of certain executive members needing assistance from general body members on larger scale programs, or general input. Example standing committee may be an Events or Conference Committee. The chairperson of a standing committee will be appointed by the president. The chairpersons in return will appoint two assistants. The chairpersons report their actions to the Executive Committee and at the general membership meetings.

**Article VI - Methods of Removing Officers and Members**

VI a) General body members will be expected to represent the organization with dignity, respect, and enthusiasm. Executive committee members will be held to a high standard of ethical behavior and responsibility. Those with executive positions will be held responsible for carrying forth their duties and responsibilities by responsible communication through email or some other medium. In the consequence that an executive member cannot live up to the duties of the position then he or she will be asked to serve for enough time until another member can fill the role.

VI b) If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

VI c) Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board.

**Article VII - Advisor: Qualification Criteria**

The advisor of the Graduate Student Working Group for Foreign Language Research and Teaching will serve to provide any necessary resources and guidance for the general members and executive committee. The advisor should be affiliated with foreign/second language research, teaching, pedagogy and/or applied linguistics. Active advisors will be invited to work closely with the executive committee to coordinate events, discussions, and other programs.

**Article VIII - Meetings of the Organization: Required Meetings and Frequency**
General member meetings will be held at least once per semester, except for summer. Executive committee meetings will be held once a month. The executive meetings will be scheduled based on availability of the members and preferably of the advisor’s availability as well. In summer semester, meetings via skype (or other online collaboration) are possible.

**Article IX - Methods of Amending the Constitution: Proposals, Notice, and Voting Requirements**
Proposed constitutional amendments must be in writing, should not be acted upon but read in the general meeting in which they are proposed, and should be read again at one subsequent general membership meeting and the general meeting in which the votes will be taken. Approval should require at least two-thirds of voting membership, present or not. The constitution will not be amended easily or frequently.

By-Laws

**Article 1**

The rules contained in Robert’s Rules of Order shall govern the FLRT in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of the FLRT.

**Article 2 - Election/Appointment of Leading Officers**

All FLRT members currently enrolled at OSU are automatically voting members and are eligible for FLRT leading offices. The elections are held in Spring semester prior to May 1 for officers of the following year. The term of office is one academic year, starting with the official beginning of autumn semester (Academic Calendar OSU). Multiple reelections are possible. The nominating and balloting processes are carried out anonymously and online.

Nominating Process:

All voting members can nominate other members and may nominate themselves. The nominations must be submitted to the FLRT email (flrt@buckeyemail.osu.edu) or to the mailbox of the current president within one week of the announcement. The president contacts all nominated parties via email to inform them of the nomination, as well as to confirm their intent to run for office.

Those who accepted the nomination will be required to present a brief statement (no more than 5 minutes) for why they should be considered for the position at the general meeting prior to the election. All nominees must be present at that meeting. Nominated members will be granted time (1-2 weeks) between the nomination and the meeting prior to the election. Nominated members are encouraged to submit their statement of 100-200 words (maximum) before the meeting.

Online voting process:

The Executive Committee reviews the electronic votes; simple majority rules. In the event of a tie, there will be a second online voting process following the same procedures. The president informs the subsequent FLRT leading officers of their election via email. The appointment and introduction of subsequent officers takes place at the next general membership meeting. Elected leading officers will be asked to participate in the following executive committee meetings for summer semester in order to provide a smooth transition of governance.

**Article 3 - Meeting and Event Requirements**

Members of the executive committee will be required to attend executive committee meetings as designated by the president. Failure to provide adequate reasoning for an absence will result in a first warning. A second warning will result in that member being asked to forfeit their position and responsibilities on the executive board. They will be allowed to serve until a new executive member is found.

General members will be expected to attend the general meetings and any events that the organization holds. General members will need to actively participate in the discussions held at each general meeting.

**Article 4 - Methods of Amending By-Laws**

Proposed amendments to bylaws must be in writing, are not acted upon but read in the general membership meeting in which they are proposed and voted upon with a two third majority vote of the membership present (a quorum being present). The bylaws will not be amended easily or frequently.