

The Ohio State University  
Constitution of  
Joint Diversity Team  
Department of Chemistry and Biochemistry  
100 W 18th Ave  
Columbus, OH 43210

## Preamble

We, the Graduate students in the Department of Chemistry and Biochemistry of The Ohio State University, find it necessary to establish a Joint Diversity Team to address unique problems and barriers faced by underrepresented individuals in our university community. Unfortunately, the existing organizations do not adequately provide the foundation of support for minority students, nor do they foster the growth of our Department into a more equitable and inclusive community. Therefore, we organize ourselves as a student Joint Diversity Team to provide the necessary groundwork for the Department to know, understand, and be responsive to underrepresented individuals.

We shall be guided by the following objectives:

1. Establishment and maintenance of a student organization for discussion of barriers facing underrepresented students and development of pathways for problem solving
2. Build an infrastructure that holds research groups accountable for complying and excelling in fostering a diverse and inclusive environment with zero tolerance for non-compliance
3. Development and execution of biannual programs and events from which the Department can ascertain information regarding the status and wellness of minority graduate students
4. Create and maintain channels of communication and support between graduate student members of research groups

## Article 1. Name

The name of the organization shall be "Joint Diversity Team" or "JDT" and officers within the JDT shall be "Lab Diversity Officers" or "LDO"

## Article 2. Purpose

Section 1. The purpose of this organization is to promote, improve, and celebrate diversity and inclusion within research groups of the Department of Chemistry and Biochemistry at the Ohio

State University, as well as to facilitate a just and equitable environment for minority students within the research groups.

Section 2. The JDT shall provide a forum in which Joint Diversity Officers and other members of the JDT may present, discuss, communicate, and act upon issues relevant to the purpose of this organization with members of the University community including the Chair, faculty, and graduate students of the department

Section 3. The JDT shall establish and enforce the facilitation of yearly diversity and inclusion training for research groups within the department, and ensure that all students and faculty are in good standing with the JDT. Additional actions of the JDT shall be: 1) meet biweekly with the Chair of the department and all members of the JDT, 2) establish meetings with LDOs a minimum of once per semester to ensure all groups are in well standing with the mission of JDT, 3) have annual elections to fill leadership roles within the JDT, 4) establish a communication channel with the Office of Diversity and Inclusion at the Ohio State University

Section 4. Non-Discrimination Policy: This organization and its members 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 3. Authority

Section 1. The authority for the establishment of the JDT is derived from the consent of graduate students that express interest and are enrolled in the Department of Chemistry and Biochemistry at the Ohio State University.

Section 2. The JDT shall be recognized by the Ohio State University, the Graduate School, the Department of Chemistry and Biochemistry, the Office of Diversity and Inclusion, and the Council of Graduate Students.

Section 3. The JDT or a liaison thereof reserves the right to sit as an advisory agent on behalf of the JDT in relation to all matters brought before the Department of Chemistry and Biochemistry relevant to the diversity and inclusion mission and purpose.

Section 4. The JDT shall have the right to plan, establish, and implement programs in accordance with its mission and purpose.

Section 5. The JDT shall be a registered organization of the University, and therefore shall have the right to petition the University for an amount of activity fees set aside for student organization usage.

Section 6. The JDT shall have the authority to allocate and disburse funds from the treasury of the JDT.

Section 7. The JDT shall determine its own rules of procedure, be the judge of the elections, establish LDO selection and functions, and determine member qualification.

Section 8. The JDT shall have the authority to make amendments to the constitution, in any way they deem necessary, by way of a majority vote by the Executive committee.

## Article 4. Membership

Section 1. The Joint Diversity Team shall be composed of graduate students that express interest in a proactive approach to supporting inclusive efforts at The Ohio State University and faculty members in the Department of Chemistry and Biochemistry.

Section 2. To become a member of this organization, interested students must first contact the Executive Board through email. Upon expressing interest, an executive board member will collect and record the student's information in an online roster to maintain accurate membership[ records. The student's email will be added to the group's subscription list to ensure they receive all relevant updates and communications.

Section 3. The Executive Committee of the JDT may, at any time, review the membership status of any individual whose conduct fails to reflect the mission of the organization at that of the Ohio State University. A plurality of the votes cast in ballot at an executive meeting of the officers of the Caucus shall be necessary to:

- Set a probationary period for members whose conduct violates the JDT's mission.
- Terminate the membership of members whose conduct violates the JDT's mission.

## Article 5. Joint Diversity Team Elections and Voting

Section 1. The Joint Diversity Team shall elect annually from among its members, in such a manner as it prescribes, a President, Vice-President, Treasurer, Communications Officer, and such other officers as it may provide for.

Section 2. The time, place, and manner of holding elections for officers shall be as prescribed in the By-Laws.

Section 3. A plurality of the votes cast in a secret ballot virtually or at a meeting of the JDT shall be necessary for the election of its officers.

Section 4. The JDT may, at any time, remove any officer from office by a two-thirds vote, provided a quorum is present. A written motion for this action must be submitted at a regularly scheduled meeting and bear the signatures of at least three executive members. The motion must be voted upon at a subsequent meeting.

## Article 6. Joint Diversity Team Officers and Duties

### Section 1: The President shall:

- a. Preside over all meetings of the JDT and of the Executive Committee.
- b. Implement all decisions of the JDT.
- c. Appoint a time and place for regular and special meetings.
- d. Serve as an ex-officio member to all committees.
- e. Appoint other officers to serve as ex-officio members to particular standing and ad hoc committees.
- f. Represent the JDT at University and Department functions

### Section 2. The Vice-President shall:

- a. Assume any duties the JDT or President directs.
- b. Preside over JDT meetings in the absence of the president.
- c. Assume the presidency in the event it falls vacant.
- d. Serve as liaison to the Faculty Diversity Committee.
- e. Serve as an ex-officio member of a committee as assigned by the president.

### Section 3. The Treasurer shall:

- a. Handle all the finance of the JDT according to University and Department policy.
- b. Keep accurate records of the JDT's financial status.
- c. Provide a written annual report of the JDT's receipts and disbursements for the membership.
- d. Keep the minutes of the JDT and executive board meetings.
- e. Conduct the correspondence of the JDT.
- f. Maintain all active JDT records.
- g. Inform all JDT members of all regularly scheduled meetings one week prior to the meeting.
- h. Preside over JDT meetings in the absence of the president and vice-president.
- i. Serve as the interim Vice President in the event that the presidency falls vacant.
- j. Serve as an ex-officio member of a committee assigned by the president.

### Section 4. The Communications Officer shall:

- a. Oversee the maintenance of the JDT website
- b. Check the JDT email account
- c. Maintain any JDT accounts on social media
- d. Compile and disseminate any JDT newsletters or other signage
- e. Maintain a standing history of the organization
- f. Serve as an ex-officio member of a committee as assigned by the president.

## Article 7. Establishment of Committees

Section 1. The Executive Committee shall be established as a standing committee of the JDT. Members of the Executive Committee shall be the President, Vice-President, Treasurer, and Communication Officer of the JDT. The Executive Committee shall ensure the proper function of the JDT and shall have the power to call meetings and make necessary judgements under special circumstances.

Section 2. The Elections Committee shall be established as a standing committee of the JDT. The Elections Committee shall facilitate annual elections and ensure candidates are properly qualified.

Section 3. The Budget & Finance Committee shall be established as a standing committee of the JDT. The Budget & Finance Committee shall be in charge of JDT fund obtention and proper usage of the available budget.

Section 4. The Racial Diversity Committee shall be established as a standing committee of the JDT. The Racial Diversity Committee shall be chaired by a Racial Diversity Officer and shall have the power and authority to coordinate policies/programs relevant to issues of racial diversity and inclusion and provide necessary support to racially diverse graduate students.

Section 5. The International Diversity Committee shall be established as a standing committee of the JDT. The International Diversity Committee shall be chaired by an International Diversity Officer and shall have power to plan policies/events relevant to the support of international students.

Section 6. The Disability/Chronic Illness Diversity Committee shall be established as a standing committee of the JDT. The Disability/Chronic Illness Diversity Committee shall be chaired by a Disability/Chronic Illness Diversity Officer and shall have the authority to coordinate ways to support members of our university community with disability/chronic illness.

Section 7. The LGBTQ+ Diversity Committee shall be established as a standing committee of the JDT. The LGBTQ+ Diversity Committee shall be chaired by a LGBTQ+ Diversity Officer and have power to implement policy focused on the support and inclusion of LGBTQ+ graduate students.

Section 8. The Parental Diversity Committee shall be established as a standing committee of the JDT. The Parental Diversity Committee shall be chaired by a Parental Diversity Officer and shall have authority to implement support for graduate students and their families.

Section 9. The Diversity Initiatives Committee shall be established as a standing committee of the JDT. The Diversity Initiatives Committee shall be chaired by a Diversity Initiative Officer and shall have the authority to implement support for other initiatives in the Department of Chemistry and Biochemistry and the greater OSU community.

Section 10. The JDT reserves the authority to add additional committees as it is deemed necessary.

## Article 8. Lab Diversity Officer Selection

Section 1. Each research lab in the Department of Chemistry and Biochemistry and The Ohio State University will appoint a graduate student to serve as a Lab Diversity Officer (LDO) to serve on the Joint Diversity Team.

Section 2. If a research lab has multiple students and/or postdoctoral researchers willing to serve as LDO, the additional student(s) can serve on the JDT as general body members. These members can serve on any of the JDT committees.

## Article 9. Duties of Lab Diversity Officers

Section 1. The duties of the LDO are as follows:

- Serve as a liaison between the JDT and your group
- Promote and raise awareness about diversity and inclusion
- Maintain diversity and inclusion training within your group
- Provide periodic presentations to your group in regard to diversity and inclusion
- Shape and give direction to the department's diversity and inclusion strategy
- Provide students with resources to report discrimination
- Present the monthly newsletters to their lab and have them fill out the survey each month

Section 2. In the event that LDOs are not fulfilling their duties:

- After a month without presenting the newsletter the JDT e-board will reach out to check-in and make sure they are aware of their responsibilities.
- After the second consecutive month without presenting the newsletter a JDT e-board will reach out again and see if a meeting can be had between the LDO and e-board member to make sure they are completely aware of their responsibility.
- After the third consecutive month an e-board member will reach out to both the student and the LDO's faculty PI to notify them that a new person has to be the LDO to ensure that the newsletters are being presented.
- There may be extenuating circumstances that prevent the LDO from fulfilling their duties and this can be taken into consideration when it comes to transitioning to a new LDO.

## Article 10. Meetings and Attendance

Section 1. There shall be at least one regular meeting of the JDT during each quarter. Notice of the time and place of each regular meeting shall be given at least one work prior to said meeting.

Section 2. The president shall call meetings at the times published at the beginning of each semester, in addition to calling special meetings at the request of three members of the Executive Committee and/or upon the request of the Department Chair, Vice Chair, or Faculty Diversity Committee.

Section 3. Meeting attendees shall only consist of:

- a. Members
- b. Non-members who actively participate in the planning and implementation of JDT operations
- c. Persons presenting information of relevance to the JDT. All presentations must be pre-approved by the executive committee.

Section 4. All meeting attendees are subject to the Code of Ethics as set forth in this Constitution.

## Article 11. Quorum

Section 1. At all meetings of the JDT, one-fifth of the membership, excluding the Executive Committee, shall constitute a quorum.

Section 2. Voting privileges shall be granted to those whose names appear on the membership roster.

Section 3. At all meetings of committees of the JDT, a majority of that committee shall constitute a quorum.

Section 4. A plurality of votes will be necessary to pass any motion made in general or committee meetings.

## Article 12. Parliamentary Authority

Robert's 5 Rules of Order-Revised shall govern the procedure of all meetings except when in conflict with the constitution and By-Laws of the JDT.

## Article 13. Amendments

### Bylaws

#### 1. Elections

- A. All officers shall be elected at the second meeting called during Spring Semester and take office immediately after the close of the third meeting called during the Spring Semester, except for the Treasurer who shall take office in June. Newly elected officers shall sit ex-officio in the executive sessions with the regular Executive Committee during the Spring Semester. All Executive Officers and committee chairs shall deliver a written final report to the general body at the final general body meeting that summarizes their activities of the past fiscal year.
- B. All nominations for President, Vice President and Treasurer must be received by all members of the Elections Committee at least one regularly scheduled meeting before the Elections Committee conducts elections. The chair of the Elections Committee shall announce all nominations at the regularly scheduled meeting before the elections meeting. The chair of the Elections Committee shall present at least one candidate for President, Vice President, and Treasurer at a meeting prior to the elections meeting. Currently enrolled and interested graduate or professional students may run for the offices of President, Vice President, and Treasurer.
- C. The former President and Treasurer shall change the names of all financial and university accounts to the names of the newly elected officers within 72 hours of the

election. The former officers and committee chairs shall bring all materials necessary to fully execute their official responsibilities to the elections meeting. A meeting (transition meeting hereafter) between the former officers and committee chairs and new officers shall take place immediately following the election conducted by the chair of the Elections Committee. At the transition meeting, materials necessary to fully execute the official responsibilities of the JDT which are in the possession of former officers and former committee chairs shall be turned over to the new officers.

- D. A person may not be a candidate for more than one office. The slate of the nominating committee may not present the same person as a candidate for more than one office. However, if the person is not elected to the office for which he/she has been a candidate, he/she may be nominated for another office from the floor.
- E. A person may not be a candidate for President or Vice-President unless he/she has been a member of the JDT for the Fall and Spring semesters consecutively.
- F. Immediately prior to the election, candidates may speak for five minutes to introduce themselves. The period following the speeches shall be open for members to ask questions of the candidates.
- G. Executive officers shall be elected by a fifty percent plus one (majority hereafter) of the votes by members present at the meeting, provided a quorum is present. The members shall vote through secret ballot for each office separately. The chair of the elections committee shall count and announce the number of votes for each office separately.
- H. In the event any officer of this organization terminates his/her student status with the University or is otherwise so disposed that he/she cannot perform their functions, he/she shall immediately resign office and the unexpired term shall be filled via election by members of this organization as provided by Paragraph 3 of Section I of these By-Laws. This shall not apply in the case of a vacancy in the office of President. In this case, the office of President would be filled by the Vice-President, and the Treasurer will take the position of interim Vice-President.
- I. In the event that the Vice-President takes the office of President for the reasons stated in Paragraph 8 of Section I of these By-Laws, nominations will be taken for the office of Vice-President so that the membership, as defined by Section I of these By-Laws, can vote on the position during a general body meeting.

## 2. Committees

### A. Executive Committee

- a. The Executive Committee shall be a standing committee of the JDT which shall be presided over by the President who shall call such meetings as he/she/they deems necessary but shall call a minimum of three meetings a semester.
- b. The Executive Committee shall have as voting members, the President, Vice-President, Treasurer, and Communications Officer.



- i. All past executive committee members shall be eligible and encouraged to serve as advisors of the Executive Committee for the year immediately following their tenure of office.
- c. The duties of the Executive Committee shall consist of undertaking those activities necessary to conduct JDT business between regular meetings in addition to preparation of the agenda for regularly scheduled meetings.
- d. The Executive Committee shall make decisions concerning special circumstances which shall be disclosed to the general body during the subsequent general meeting.

## B. Standing Committees

- a. The JDT shall have the following standing committees:
  - i. Elections Committee
  - ii. Budget and Finance Committee
  - iii. Racial Diversity Committee
  - iv. International Diversity Committee
  - v. Disability/Chronic Illness Diversity Committee
  - vi. LGBTQ+ Diversity Committee
  - vii. Parental Diversity Committee
  - viii. Diversity Initiatives Committee
- b. The JDT shall create such additional standing committees as it shall from time-to-time deem necessary.
- c. Membership on each of the standing committees shall consist of a chairperson appointed by the ex-officio Executive Board members, members from the JDT, along with volunteers from research labs that do not currently serve as LDOs.

## C. The purpose and function of each committee shall be as follows:

- a. Elections Committee
  - i. The duties of this committee shall be to aid in the election of qualified candidates for office and in the appointment of JDT members to university- and department-wide committees.
- b. Budget & Finance Committee
  - i. The duties of this committee shall be to plan and/or coordinate fund-raising activities for the JDT and to prepare the annual budget which shall be submitted at the first meeting of the fall semester.
- c. Racial Diversity Committee
  - i. The duties of this committee shall be to plan and/or coordinate activities, policies, and programming to create awareness around issues of racial

diversity. They will also be in charge of collaborating with organizations at Ohio State and in Columbus that cater to this form of diversity. This committee will focus on ways to foster a racially inclusive environment in the department.

d. International Diversity Committee

- i. The duties of this committee shall be to plan and/or coordinate activities, policies, to aid in the support of the international community in the department. The goal is to provide them with resources from the department and other entities at Ohio State to ensure their matriculation during their programs.

e. Disability/Chronic Illness Diversity Committee

- i. The duties of this committee shall be to plan and/or coordinate ways to support those with visible and invisible disabilities in the department. The goal is to help create policy and other activities to help foster an inclusive environment for those in this community.

f. LGBTQ+ Diversity Committee

- i. The duties of this committee shall be to plan and/or coordinate activities, policies, and programming to create awareness around issues of LGBTQ+ diversity. They will also be in charge of collaborating with organizations at Ohio State and in Columbus that cater to this form of diversity. This committee will focus on ways to foster an inclusive environment in the department for the LGBTQ+ community.

g. Parental Diversity Committee

- i. The duties of this committee shall be to plan and/or coordinate ways of support for those with families in the department. The goal is to provide resources for them to help them maintain a healthy work-life balance as they matriculate through their programs at Ohio State.

h. Diversity Initiatives Committee

- i. The duties of this committee shall be to plan and/or coordinate ways of support for various diversity initiatives in the Department of Chemistry and Biochemistry, such as the ACS Bridge Program, and other initiatives in the OSU community. This committee will be responsible for helping create workshops, social events, and other programming for these initiatives.

