

Constitution of the Graduate Student Association

ARTICLE I – NAME OF ORGANIZATION

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

ARTICLE II – ORGANIZATION PURPOSE

Section 1: 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

ARTICLE III – UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination including Sexual Misconduct.

ACEL-GSA agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with these guidelines.

Section B. Hazing

ACEL-GSA agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Section C. Bylaws

ACEL-GSA retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in these constitutional articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities Department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements

ARTICLE IV - MEMBERSHIP

Section A. Membership Eligibility

All graduate students currently enrolled at The Ohio State University in the Agricultural Communication, Education, and Leadership department are eligible to be members of the organization. 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 B. Member Selection

Any eligible person who attends at least one ACEL-GSA meeting and voluntarily pays the required yearly dues are considered members of the organization.

Section C. Membership Timeline

Students can join ACEL-GSA at any point during the academic year.

Section D. Member Removal

In the event that a member does not meet the required 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.

Section E. 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 V– ADVISOR(S)

Section A. Advisor Duties and Responsibilities

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.

Section B. Advisor Term

The advisor will serve for a term of two years, with the opportunity to be reappointed.

Section C. Advisor Selection

The advisor will be appointed by the executive committee and selected from the faculty or staff of the Agricultural Communication, Education, and Leadership Department at The Ohio State University. The executive committee must also choose to reappoint the current advisor or appoint a new advisor by April of the advisor's second year.

Section D. Advisor Replacement

In the event of an advisor's removal or resignation, the executive committee will appoint a new advisor that all of the committee agrees upon.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

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.

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.

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.

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 dues-paying member to this position.
5. Fill vacant officer positions until a replacement can be elected.

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.

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.

The Reporter shall:

1. Maintain GSA records, such as the constitution and bylaws.
2. Maintain the GSA Digital Calendar through the OSU Outlook Platform.
3. Work with webpage managers (Emily Wickham and Derek Peterson) to maintain ACEL-GSA webpage content.
4. Work with ACEL social media managers (Emily Wickham) 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.

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.

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.

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.

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.

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).

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.

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.

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.

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.

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.

Section B. Officer Eligibility

Dues-paying members of the organization who have had at least one term of active membership may be elected to any office. Any dues-paying members 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 C. Officer Selection Process

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.

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.

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

Section D. Officer Removal

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.

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.

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 VIII – ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

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 B. Dissolution Procedures, including Assets and Debts

Upon dissolution, any remaining assets will be used to cover any debts. If there are debts remaining after the assets are utilized, the entire membership will contribute an equal amount per person to cover any remaining debts. In the event of excess assets, the funds will be donated to a cause approved by the majority of the membership.

ARTICLE IX: CONSTITUTIONAL AMENDMENTS

Section A.

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.

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