College of Earth, Ocean, and Atmospheric Sciences Association of Graduate Students Constitution

Article I. Name

The full name of this organization is the College of Earth, Ocean, and Atmospheric Sciences Association of Graduate Students, also referred to as CAGS.

Article II. Purpose

CAGS's purpose is to advocate for the needs of all graduate students enrolled in the College of Earth, Ocean, Atmospheric Sciences and regarding issues within discipline groups, CEOAS, and the university (OSU). We promote a strong graduate student and college community through social and academic activities. We facilitate graduate student professional development via numerous committees, resources and initiatives, helping graduate students meet their personal and professional goals. CAGS is committed to confronting issues as they arise regarding diversity, equity, and inclusivity within the college, and we will present these issues and advocate on behalf of our graduate student body to the faculty and administration. CAGS engages in outreach and science communication across CEOAS, OSU, and the greater community in an effort to serve as a positive voice for science.

Article III. OSU Non-Discrimination Policy

Membership shall not be denied to any student on the basis of age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

Article IV. Members

Section 1. Classes of members

Full membership confers voting rights, as well as the ability to participate in all activities. *Associate membership* includes the ability to participate in all activities, but it does not include voting rights.

Section 2. Eligibility for membership

All currently enrolled CEOAS graduate students in accordance with OSU policy are automatically considered full members of CAGS. CEOAS graduate students will remain full members until they complete their degree program. Associate membership is open to the public or any students outside of CEOAS upon approval from all officers.

Article IV. Officers

Section 1. Positions

- President
    - Responsibilities include organizing and leading CAGS meetings, overseeing various committees and their efforts, and serving as the representative of CAGS to CEOAS and university administration when necessary, and such other duties applicable to the office

as prescribed by the parliamentary authority adopted by the society. This position is required.

- Vice President
    - The Vice President will be responsible for coordinating the student involvement with the CEOAS Administration for the Prospective Student Open House.
    - Responsibilities include assisting the President with their responsibilities and the committee chairs with theirs as needed, and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
- Secretary
    - Drafts meeting agenda and records meeting notes for those who cannot attend, which must be uploaded to the CAGS website by the end of the week of the meeting. Records events and their attendance for submission to the annual organization report. Communicates with the greater CEOAS student body via a monthly email any update of CAGS events and initiatives, as well as opportunities for engagement and outreach. Serves other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
- Treasurer
    - Manages CAGS finances including merchandising and purchasing for the organization. Responsible for submitting a request for an annual or quarterly budget for disbursement into their registered student organization (RSO) fund. Where available, this request will be made as part of the annual recognition process. Serves other duties applicable to the office as prescribed by the parliamentary authority adopted by the society. This position is required.
- Social Chair
    - Organizes social events for the purpose of community building within CEOAS and with external entities as well as increasing visibility of CAGS at OSU and in the larger community. Maintains a social calendar, which includes getting permission and funding for events when needed. Documents and archives photos from social events. This individual or their committee members will also be responsible for operating any CAGS affiliated social media accounts. Serves other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
- Outreach Chair
    - Serves as the primary point of contact for the outreach group and oversees their efforts. Serves on the CEOAS Outreach committee and coordinates with the CEOAS Outreach Coordinator. Runs the monthly CEOAS Chronicles blog featuring CEOAS researchers and coordinates outreach efforts for K-12 students with the STEM Academy. Serves other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
- Merchandise Chair
    - Serves as the primary point of contact for the merchandise group and oversees their efforts. Responsible for coordinating with vendors for pricing, delivery, and ordering. Coordinates with CAGS treasurer to pay for merchandise. Serves other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
- Awards Chair
    - Serves as the primary point of contact for the awards group and oversees their efforts. Awards and administers CAGS Travel Grant. Performs administrative duties associated with personal reimbursement and tracks progress through Accounts Receivable. Serves

other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.

- Professional Development Chair
    - Serves as the primary point of contact for the professional development group and oversees their efforts in collaboration with the OSU's Graduate School. The chair will also be responsible for coordinating professional development workshops to be hosted once per term and maintain applicable resources on the CAGS professional development webpage. Serves other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
- Diversity, Equity, and Inclusion Chair
    - Serves as the primary point of contact for the Diversity, Equity, and Inclusion group and oversees their efforts. Maintains the photo board, and organizes DEI related workshops. Serves other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
- Discipline Representatives
    - Serves as the direct liaison between graduate students and faculty in a specific discipline. Attends discipline specific faculty meetings as they are called and reports on the graduate students and CAGS to the faculty. Shares discipline specific information from the faculty meeting with the graduate students. Facilitates and engages graduate students in CAGS and discipline-specific initiatives. Serves other duties applicable to the office as prescribed by the parliamentary authority adopted by the society.
- Advisor
    - CEOAS staff member who serves as a liaison to CEOAS, provides guidance and direction, and assists for managing finances, and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the society. Refer to the responsibilities outlined by OSU for additional information. This position is required.

Additional committees can be created as needed at the discretion of the officers, following a vote during an officer meeting.

Section 2. Qualifications for holding officer positions

All active members that are on academic or disciplinary probation in the college or at the university level are prohibited from holding any officer position. Otherwise, all CEOAS graduate students are eligible to hold an officer position. In the event that an officer is put on disciplinary or academic probation mid-term, please see Article IV Section 7.

Section 3. Selection of officers

The nomination period opens in Week 3 of Fall term and closes one week prior to the election. Members can self-nominate as well as nominate their peers; however, a member is not required to accept the nomination. In order to complete the nomination process, the nominated member must submit a brief statement articulating why they should be elected to the position. When voting opens, the brief statement will be included in the secure google form. Appendix A outlines the specific procedure to conduct an election.

Elections take place annually at the end of Fall term by the end of week 5, in order to provide sufficient time for members to transition to their new positions before the end of the term.

Quorum is the same as general meetings (see Article VI, Section 1), and elections will preferably be determined by ballot. All full members are eligible to vote. However, members may request to vote by email or other electronic means. Elections are determined by a simple majority vote (>50%). Voting must remain anonymous, unless a member requests to vote by other means in which anonymity is not possible.

Section 4. Eligibility
Nominees must be members of CAGS. All members are eligible for all positions except President. Nominees for President must have been members of CAGS for at least 1 year, served as a CAGS officer, and attended all CAGS officer and general meetings in the prior year. A potential candidate for President may still run for the nomination, even if they may have missed any CAGS meetings, so long as they have an excused absence recorded with the current President, Vice President, and advisor. Preference for Outreach Chair who has been involved in the Outreach group.

Section 5. Term of office
The term of office for all CAGS officers is 1 year, at the end of week 10 in the Fall term. There is a 2-term limit for all individuals in a given officer position.

Section 6. Removal from office
Any member can be removed from any officer position at any time. Refer to Article IX: Parliamentary Authority for details on the process of officer removal.

Section 7. Vacancies
Any officer may resign at any time. Furthermore, it is possible that an officer will be removed from office. In both circumstances, a vacancy arises. A Special Election will be called to fill any vacancy that arises within a week of the vacancy. There must be at least a 1 week period for nominations prior to the vote. The vote may occur at the next scheduled meeting, or a specially-scheduled meeting for this purpose.

Members may not hold more than 1 position at a given time. However, there may be an exception to this policy in the following circumstances:
1) Between the origination of a vacancy and the election to fill the position. In this event, some of the duties of the vacant officer may be divided among other officers in order to ensure the continued functioning of CAGS.This will be decided by CAGS officers at the next CAGS Officer Meeting.
2) In the event that officer positions are not filled for the next academic year by the first week of June. This instance would mean that officers serving for the next year (i.e. incoming officers) current officers would take on the responsibilities of the vacancy and could hold no more than two positions at once.

As the President position in CAGS is required, in the event of a vacancy in the President position the Vice President will become the interim President, ensuring that all required positions remain filled to retain recognition status with OSU.

<u>Article V. Advisor(s)</u>

Section 1. Duties
Advisor duties include communicating concerns from CAGS to the faculty and the administration, advocating when needed on the behalf of the organization and serving such other duties applicable to the advisor as prescribed by the governing body.

Section 2. Nominations and elections
CAGS is responsible for nominating an advisor for the organization. This is something that should be done annually, even if the advisor will not change. The Academic Dean for Academic Programming (ADAP) will work with the current CAGS officers to review and appoint the advisor.

Section 3. Term of office
No term limits apply to the advisor. The advisor can serve in the role until replaced by CEOAS.

Article VI. Meetings

Section 1. CAGS Meetings

Officer meetings will be held at least once a month with as many officers present as possible. Other special meetings may be held on an as-needed basis. Officer meeting dates will be chosen based on officer availability, and the frequency of officer meetings may be altered by the President. Officer meetings will be run by the President unless otherwise decided by the officers, in which case another officer may run the meeting. Quorum for these meetings is 50% of the filled officer positions.

General meetings will be held at least once per term. All members (full and associate) will be invited to attend. These meetings are designed to deliver information to the members as well as to solicit opinions about CAGS priorities moving forward. There will be separate meetings held in the beginning of the spring term to discuss the election of new officers and transition into the next year.

Quorum for these meetings is determined according to the corresponding headcount table (Appendix B), rounded up to the nearest whole number (see Table)..

Each officer can call meetings with their groups on an as-needed basis to conduct business. The same quorum rules for the general meetings apply to these meetings.

Article VII. Amending the constitution and bylaws

Section 1. Amendments
Proposed amendments must be submitted in writing at least two weeks prior to a general meeting to allow all members time to read and review. The proposed amendment will be read aloud during the meeting prior to a vote. All amendment proposals must include an effective date.

Section 2. Voting
Amendments to the constitution may be proposed at any time; however, in order to ratify the suggested amendment, a vote amongst all officers should take place within the week after the amendment is proposed. A two-thirds (⅔) vote in favor is required in order to amend the constitution. Quorum rules must be met (see Article VI, Section 1).

Article VIII. Parliamentary Authority

Section 1. Proceedings
Refer to the rules contained in the current edition of Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with the constitution, bylaws and special rules of order the organization may adopt.

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Appendix A: Guidelines for Conducting Fair and Just CAGS Officer Elections

Elections will be held according to majority rule. The candidate with the majority of the votes wins. All full members will fill out a preference ballot, where they will order all of the candidates from their first choice to their last choice.

If there are n votes (and n is even), then the majority is determined by $\frac{n}{2}$ + 1

If there are n votes (and n is odd), then the majority is determined by $\frac{n+1}{2}$

If there is no majority, there will be a runoff election between the top two candidates. Votes for candidates who are not in the first or second place will be re-distributed amongst the other candidates
Another vote will take place after eliminating one or more of the candidates.

Repeat this process until you find a winner. *Note: At any time during this process if a candidate has a majority of first-place votes, then that candidate is the winner.*

Appendix B: Quorum for CAGS Meetings

Number of full mem7bers	Required Voter Participation (%)	Corresponding headcount	Required Officier Participation (%)
<10	50		50
10-19	45	5–9	
20-29	40	8–12	
30-49	35	11–17	
50-74	30	15–22	
75-99	25	19–25	
100-249	20	20–50	
>249	15		