

CONSTITUTION OF THE UNIVERSITY OF CINCINNATI GRADUATE EDUCATION ASSOCIATION

ARTICLE I: NAME

The name of the organization shall be the University of Cincinnati College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

ARTICLE II: PURPOSE

The purpose of the College of Education, Criminal Justice, and Human Services - Graduate Student Association (CECH GSA) is to serve as the official graduate student government body in the College of Education, Criminal Justice, and Human Services and to serve as that body which considers matters of special concern to graduate students.

ARTICLE III: MEMBERSHIP

3.1 There shall be three (3) classes of members: voting, non-voting, and honorary.

3.2 Voting membership shall be open to any full/part-time graduate students enrolled in the College of Education, Criminal Justice, and Human Services who is sincerely interested in promoting the goals of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

3.3 Non-voting membership shall be open to any graduate student, faculty member, or member of the administrative staff in the College of Education, Criminal Justice, and Human Services.

3.4 Honorary membership shall be open to any person in the College of Education, Criminal Justice, and Human Services desiring such membership, elected to such membership by most of the voting members.

3.5 There shall be no limit on the size of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) that the number of the non-voting and honorary members together shall not exceed the number of voting members.

ARTICLE IV: OFFICERS

4.1 The officers of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) shall be President, Vice President, Secretary, Treasurer, and Distance Learning Representative.

4.2 Each officer shall be a voting member and a matriculating graduate student achieving and maintaining a 2.000 semester grade point average and be in good standing with the College of Education, Criminal Justice, and Human Services.

4.3 All officers serve for a term of one (1) year, or until their successors shall be duly elected and qualified.

4.4 Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/her status as a matriculating graduate student maintaining a 2.000 semester grade point average, in good academic and disciplinary standing with the College of Education, Criminal Justice, and Human Services shall be removed from his/her office and a replacement shall be elected thereto.

ARTICLE V: MEETINGS

5.1 Regular meetings of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) shall be held at a minimum of once per semester, the time for such meetings shall be determined by the Executive Board, with the approval of the voting members.

5.2 Special meetings of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

ARTICLE VI: UNIVERSITY ADVISOR

The College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) shall have a University Advisor who shall be a full-time member of the University faculty, staff or administration. The University Advisor shall be selected by the Executive Board.

ARTICLE VII: AMENDMENTS

7.1 Amendments to the Constitution of the Graduate Student Association may be proposed by a member and shall be voted upon at the next meeting of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) following notice of such proposed amendment to the voting members. Such notice shall be given within one week of the time any such amendment is proposed.

7.2 Amendments to this Constitution shall be the affirmative vote of two thirds (2/3) of all voting members and with the approval of the appropriate governing board.

ARTICLE VIII: RATIFICATION

Ratification by two-thirds (2/3) of the charter members of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) shall be sufficient to establish this constitution between said members so ratifying and with the approval of the College Senate.

BY-LAWS OF THE College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA)

SECTION I: STUDENT OFFICERS

(1) The President shall be the Executive Officer of the Executive Office of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA)

and shall preside over the meetings of the organization and the executive committee. He/she shall be an ex-officio member of all standing committees.

(2) The Vice President, in the absence of the Chairperson, shall preside at all meetings of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and of the Executive Board. The Vice President shall also perform such other duties as have assigned him/her by the President of the Executive Board.

(3) The Treasurer shall be responsible in conjunction with the University Advisor for all fiscal matters of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

(a) The Treasurer shall collect and receive all funds paid to the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and shall deposit them in the official depository.

(b) The Treasurer, in conjunction with the University Advisor, will have final approval of all College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) expenditures. The Treasurer will co-sign all checks with the University Advisor in payment of bills.

(c) The Treasurer will abide by all Policies and Guidelines set down by the Graduate Student Association.

(d) The Treasurer is responsible for completion of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA)'s Final Year-End Report, which is due no later than June 30th of that respective year.

(e) The Treasurer is responsible for educating his/her successor on obligations of this position.

(f) The Treasurer will keep the account and books which, at all times, must be open to inspection by the President, Executive Board, Funding Board, or any authorized auditor.

(g) The Treasurer will make reports at the meetings of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA), and at other times as the President or Executive Board may direct.

(h) Failure to abide by these aforesaid policies will result in Financial Probation of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) as defined by the Graduate Student Association.

(4) The Secretary shall keep the records of the membership and the minutes of the meetings of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and the Executive Board.

(a) The Secretary shall make a report at the annual meeting of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and at such time as the President or Executive Board may direct.

(b) The Secretary promotes College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) initiatives in collaboration with the Distance Learning Representative.

(5) The Distance Learning Representative acts as a liaison between the distance learning students and the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

(a) The Distance Learning Representative maintains communications between distance learning students and other College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) activities.

(b) The Distance Learning Representative will organize specific events to accommodate distance learning students in their professional development.

(c) The Distance Learning Representative acts as a media liaison to the students, executive board and College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

(d) The Distance Learning Representative provides resources to facilitate online learning.

SECTION 2: ELECTION

2.1 Elections for the forthcoming academic year will be held in the last week of March. Any standing member of the present executive board that wishes to stand for election should express interest by the second week of March to the election officer-in charge.

2.2 Officer-designates and University Advisor shall work with the existing Executive Committee during the rest of the spring semester and summer semester. They shall take office before the beginning of Fall semester.

2.3 Election winners may be determined by a majority vote of those persons casting ballots. A full voting member can nominate themselves or another full voting member as a candidate for the Executive Board.

2.4 Only full voting members who will maintain such status in the forthcoming academic year can participate in the ballot casting.

SECTION 3: EXECUTIVE BOARD

3 (1) The Executive Board shall be composed of the elected officers of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and the University Advisor.

3 (2) The Executive Board shall determine the policies' and the activities of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA), discipline members, approve the budget and have general management of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

3 (3) The Executive Board shall meet regularly at least once each month and at the call of the President.

3 (4) The immediate past President, to be a voting member of the Executive Board, must be at the present time a full/part-time graduate student enrolled in any of the colleges, schools or divisions of the University, and maintaining a 2.000 semester grade point average, and in good academic and disciplinary standing in his/her respective college, school, or division.

3 (5) The Executive Board will be responsible for disbursement of funds in accordance with University policy.

SECTION 4: UNIVERSITY ADVISOR

4 (1) The University Advisor shall consult with the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and ensure that the activities of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) are consistent with the stated purposes of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

4 (2) The University Advisor shall grant approval for all off-campus activities in which students formally represent the organization, such as conventions, meetings, etc.

4 (3) The University Advisor is required to file an official certification of academic standing of the organization officers with the Student Activities and Programming Office (340 TUC). Certifications are due each semester.

4 (4) When the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) sponsors programs that utilize off-campus speakers it is the obligation of the University Advisor to be present at the program.

SECTION 5: SPECIAL COMMITTEES

5 (1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

5 (2) The Executive Board shall appoint, and may remove, committee members and a chairperson for each committee.

SECTION 6: MEETINGS

6 (1) Meetings shall be held at such places as determined by the Executive Board.

6 (2) The semester meetings of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) shall be given at least two (2) weeks' notice of the place of the semester meetings.

6 (3) At all meetings, a quorum shall be one-half (1/2) of the voting members of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA). A quorum is necessary for the organization to conduct official business.

6 (4) All matters coming before the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) which require the approval of the membership, and the election of officers, shall be carried by the majority vote of the voting members present, providing that a quorum is present, except for business specified in the Constitution or By-laws which requires a specific number, i.e., ratification, etc.

SECTION 7: REVENUE

7 (1) Revenue may be raised as determined by the Executive Board and approved by the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

7 (2) The disbursement of said revenue shall be determined by the Executive Board with the approval of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and in accordance with University Policies.

7 (3) The treasurer shall be responsible for the accountability of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA)'s monies, and shall report to the Executive Board and the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA).

SECTION 8: DISCIPLINE

8 (1) Any member charged with conduct not in accordance with the purpose of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and against who such charges are sustained after a due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board.

8 (2) Any student whose membership in the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) and may not use the organization's name in connection with any further activities.

8 (3) Appeal process: Any member whose membership in the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, and within two weeks of the Executive Board's action to terminate the Graduate Education Association's respective governing board. If the expulsion is upheld by the governing board, the student may appeal to the Student Activities and Programming Office, in writing, and within two weeks of the governing board's action.

SECTION 9: IMPEACHMENT

9 (1) Petition Executive Board with signatures of 1/3 of all voting members; the petition should state reason for removal.

9 (2) Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.

9 (3) Membership shall be notified at least one week prior to the removal vote meeting.

9 (4) At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

9 (5) Removal from office shall require a vote of 2/3 of all voting members.

SECTION 10: VACANCY OF OFFICE

10 (1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

10 (2) The President shall call for an election within fourteen days after vacancy of office.

10 (3) Election shall be conducted as stated in the by-laws.

10 (4) Should the office of President become vacant, the Vice President should complete the President's unexpired term and call for an election of Vice President's consistent with the provisions of Section 10 (2).

SECTION 11: RULES OF ORDER

"Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

SECTION 12: AMENDMENTS OF BY-LAWS

12 (1) Amendments to these By-Laws may be proposed by any member and shall be voted upon at the next meeting of the College of Education, Criminal Justice, and Human Services Graduate Student Association (CECH GSA) following notice of such proposed amendment to the voting members, such notice shall be given within one week of the time any such amendment is proposed.

12 (2) Amendments to these By-Laws shall be by the affirmative vote of one-half (1/2) of all voting members and with the approval of the College Senate.

SECTION 13: NON-HAZING CLAUSE

13 (1) The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.

13 (2) Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a university organization is directly

or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

13 (3) Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:

- (a) Any activity that creates a substantial risk of physical or mental harm.
- (b) Paddling, beating, or hitting individuals.
- (c) Wearing anything designed to be degrading or to cause discomfort.
- (d) Depriving individuals of the opportunity to obtain a minimum of six hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
- (e) Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

SECTION 14: NON-DISCRIMINATION CLAUSE

14 (1) The laws of the state of Ohio and the University of Cincinnati policies concerning discrimination shall be observed.

SECTION 15: DISSOLUTION CLAUSE

In case of dissolution of the organization and liquidation of its affairs, any money or other assets remaining after the payment of all obligations shall be distributed in accordance with the provisions of disbursement statement of these By-Laws.