ARTICLE 1: CODE OF ETHICS AND VALUES

Section 1.1 The Council of Graduate Students (CGS, or the Council) values commitment, communication, cooperation, fairness, flexibility, honesty, responsibility, responsiveness, and service. The Code of Ethics & Values document outlines the responsibilities and standards of behavior within these values for all members of CGS. This document shall be reviewed and updated as necessary on an annual basis. It shall be approved by the delegate body by a simple majority vote at a regular meeting of the Council during the autumn semester.

ARTICLE 2: DELEGATES

Section 2.1 CGS will be composed of not more than one hundred fifty voting delegate seats and no fewer than one hundred thirty. The number and apportionment of delegate seats will be determined by the Organization and Elections Committee. Units of representation of CGS will be determined by the Executive Board. Units will be based on, but not necessarily limited to, graduate departments.

Section 2.2 All delegates must be a part of the constituency they represent. Constituency, in this case, refers to the academic departments into which the Graduate School is divided. For example, the delegate representing the Physics department must be a student within the Physics department.

Section 2.3 The roles and responsibilities of a Delegate include, but are not limited to, the following:

2.3.A To the greatest extent possible, Delegates will attend all delegate meetings in accordance with Section 5.6 below.

2.3.A.i When a delegate is unable to attend a meeting of the Council, they will notify their alternate in advance of the meeting and the alternate will attend on their behalf. Alternates will have the same general powers and privileges during meetings of the Council as the delegate replaced.

2.3.A.ii Delegate alternates may be designated by the delegate. The alternate must not be a regular delegate and must be from the same unit of representation. If selecting an alternate is not feasible, alternates from other units of representation may be permitted at the discretion of the Vice President.

2.3.A.iii Alternates must meet the qualifications for membership within CGS as outlined in Article 4 of the CGS Constitution.

2.3.A.iv In the event that a delegate resigns, their alternate may fill that vacancy until the position can be filled through formal election procedures.
2.3.B Delegates will serve on at least one internal CGS or external University committee for the duration of their term. Delegates may be appointed to additional committees based on their availability.

2.3.B.i Delegates will indicate a committee preference upon application. These preferences will be used by the Vice President to make committee assignments.

2.3.B.ii To the greatest extent possible, Delegates will maintain attendance at all meetings for the committee(s) they serve on.

2.3.B.iii Delegates will keep the appropriate Committee Chair(s) informed (by regular written or verbal communication) of their efforts so that accurate records can be maintained of the delegate’s work and involvement.

2.3.C Delegates will regularly communicate with their constituencies and department chairpersons or graduate studies chairs to stay informed of issues and questions and to communicate about current efforts.

2.3.D Delegates will maintain and support the overall mission of the organization and be familiar with the organization’s mission statements.

Section 2.4 Spring Elections

2.4.A The election of graduate students to fill delegate positions will be conducted by a vote utilizing an online system supported by the Council of Graduate Students. Voting will be open to the entire graduate student enrollment of each unit of representation to elect their own delegate(s). The election will take place during spring semester, and delegates will serve a term consisting of the following autumn semester, spring semester, and summer term.

2.4.A.i Candidates must receive at least 5 votes to be elected.

2.4.B To begin the election process, CGS will send an email to all currently enrolled graduate students and graduate studies chairs during the week following Spring Break providing general information on elections and the election timeframe. Specifically, this email will include details about candidacy eligibility, voting eligibility, how to apply, and a link to the online Declaration of Candidacy form. The email will also include information on what CGS is, what a delegate is, and responsibilities of a delegate to increase transparent recruiting. The email will direct potential candidates to whom they may contact to ask questions about the delegate role or election process. CGS will also submit information about the election to all appropriate advertising venues during the two weeks following Spring Break.

2.4.C A strategic recruitment and advertising plan will be created by the Vice President and implemented within the two weeks following spring break. This must include personally reaching out to a staff or faculty representative from each unit of representation to advertise the spring term elections and recruit for the seat(s) of that unit. The purpose of this is to ensure every department understands the role of CGS and every student has equal opportunity to participate.
2.4.D Declarations of candidacy will be accepted during the second and third weeks following spring break.

2.4.E CGS will verify the eligibility of students’ candidacy by 5:00 p.m. Eastern Standard Time (EST) on the Wednesday of the fourth week following Spring Break.

2.4.F CGS will send an email to all graduate students one day prior to the opening of the election period which will include links to the voting site, the dates that voting will be available, and a form that will allow students to sign up for a voting reminder email.

2.4.G The voting reminder email will be sent approximately halfway through the voting period.

2.4.H The voting period will be from 12:00 p.m. EST on the Friday of the fifth week of the semester following Spring Break to 5:00 p.m. EST on the following Friday.

2.4.I The Vice President will notify all candidates of election results within one week of the close of the voting period.

2.4.J If there be a failure of the system during the voting period, all recorded votes will be disregarded and a new election period of at least 7 business days will occur by the start of the exam period for the Spring Semester. CGS will use all reasonable means to inform graduate students of the new voting period. A failure of the system is defined as the unavailability of the voting system for more than 72 hours or the inability to accurately record votes.

2.4.K If the online system is unavailable during the voting period for less than 24 hours, no change to the voting period is necessary. If the online system is unavailable for more than 24 hours but less than 72 hours, the voting period will be extended until 12:00 p.m. EST on the Tuesday following the original Friday deadline. CGS will provide information on the voting site outlining any changes in the voting period and time voting is expected to resume when the system is unavailable during the voting period.

Section 2.5 All delegates-elect will be invited by formal email to attend meetings of the Council as visitors until their term of service begins. An email containing all upcoming meeting dates must be sent within one week after delegate-elects are notified that they’ve been elected.

Section 2.6 If a vacancy exists following the spring election, a temporary delegate may be appointed at any time before the autumn election by the Graduate Studies Chairperson of that unit of representation or by the receipt of a petition of support signed by either twenty five percent or ten (whichever is fewer) of the graduate students in their unit of representation. To maintain their position, that temporary delegate must participate in the autumn election.

Section 2.7 Autumn Elections

2.7.A Delegate vacancies are positions that were not filled by spring elections. A second election will take place at the beginning of the autumn semester to fill these seats.
2.7.B CGS will send an email during the first week of autumn semester to all graduate students and graduate studies chairs of departments lacking full delegate representation providing general information about elections and election timeframe. Specifically, this email will include details about candidacy eligibility, voting eligibility, how to apply, and a link to the online Declaration of Candidacy form. The email will also include information on what CGS is, what a delegate is, and responsibilities of a delegate to increase transparent recruiting. The email will direct potential candidates to whom they may contact to ask questions about the delegate role or election process. CGS will also submit information about the election to all appropriate advertising venues during the two weeks following Spring Break.

2.7.C In order to fill vacancies, the Vice President must engage in purposeful recruitment of delegates by personally speaking with a faculty or staff representative from each unit of representation to explain CGS, the role of delegates, and other pertinent information.

2.7.D Declarations of candidacy will be accepted during the second week of autumn semester.

2.7.E CGS will send an email to all graduate students and graduate studies chairs of departments lacking full delegate representation one business day prior to the voting period with information. This will include a link to the voting site, the dates that voting will be available, and a form that will allow students to sign up for a voting reminder email.

2.7.F The voting reminder email will be sent approximately halfway through the voting period.

2.7.G The voting period will be held from 12:00 p.m. EST on the Wednesday of the third week of autumn semester until 5:00 p.m. EST on the following Wednesday.

2.7.H The Vice President will notify all candidates of election results within one week of the close of the voting period. Delegate-elects will take office immediately.

2.7.I Should there be a failure of the system during the voting period, all recorded votes will be disregarded and a new election period of at least 5 business days must occur prior to the second autumn semester delegate meeting. CGS will use all reasonable means to inform graduate students of the new voting period.

2.7.J If the online system is unavailable during the voting period for less than 24 hours, no change to the voting period is necessary. If the online system is unavailable for more than 24 hours but less than 72 hours, the voting period will be extended until 5:00 p.m. EST on the Friday of the fourth week of autumn semester. CGS will provide information on the voting site outlining any changes in the voting period and time voting is expected to resume when the system is unavailable during the voting period.
Section 2.8  If a vacancy is not filled following the autumn election, a delegate may be appointed by the Graduate Studies Chairperson of that unit of representation or by the receipt of a petition of support signed by either twenty five percent or ten (whichever is fewer) of the graduate students in their unit of representation.

Section 2.9  The Executive Board has the authority to remove a delegate for failure to fulfill their required duties in a responsible manner, acting either on its own initiative or at the request of at least one student from the delegate’s unit of representation. The Executive Board must approve removal by majority vote.

2.9.A  This failure may include, but is not limited to, the following:

2.9.A.i  Excessive absence from delegate meetings and/or failure to send an alternate if meetings cannot be attended.

2.9.A.ii  Failure to make requested reports to constituents, the Council, and/or the Council’s Executive Officers.

2.9.A.iii  Failure to fulfill committee service obligations as outlined in Section 2.2.B above.

2.9.B  Delegates who have been removed from their positions may appeal this decision directly to the Council of Graduate Students. A two-thirds majority vote is required to reinstate a delegate who has been removed.

ARTICLE 3: THE EXECUTIVE BOARD

Section 3.1  The Executive Board must hold at least four meetings per semester. During the summer term, at least two meetings must be held. All meetings must have a hybrid meeting option for all board members that will allow full virtual participation.

Section 3.2  The Executive Board is responsible for selecting the recipients of the Larry Lewellen Service Award, the James M. Siddens Award for Distinguished Faculty Advising, and the Kerry M. Hodak Award for Exceptional Staff Mentoring.

3.2.A  The Larry M. Lewellen Award for Distinguished Service recognizes those students, staff, faculty, administrators and community members who have rendered exceptional service to graduate students at The Ohio State University.

3.2.B  The James M. Siddens Award for Distinguished Faculty Advising recognizes those faculty who exemplify the best in graduate student advising at Ohio State. This award is given annually each spring to one member of the graduate faculty.

3.2.C  The Kerry M. Hodak Award for Exceptional Staff Mentoring recognizes a staff member who exemplifies the spirit of cura personalis in aiding the academic, personal, and professional development of graduate students. This award is given annually each spring to one Ohio State staff member.
Section 3.3 Officer Elections

3.3.A All Executive Officers will be elected at the third regular delegate meeting of spring semester (or no later than the second week of April in years when more than four spring semester meetings are scheduled). These officers-elect will serve as non-voting members of the Executive Board with the outgoing officers during the remainder of the spring semester. Newly elected officers will take office within five business days of spring commencement.

3.3.B A notice of officer elections, elections procedures, and any financial benefits of the positions must be posted on The Council of Graduate Students website at least three weeks prior to the nomination deadline. Additionally, the election will be announced via email to all graduate students and all graduate studies chairs at least three weeks prior to the nomination deadline. A reminder email will be sent to all graduate students one week prior to the nomination deadline.

3.3.C Any graduate student who meets the criteria for membership within CGS (as outlined in Article 4 of the CGS Constitution) may apply for any Executive Officer position or be nominated by another graduate student. All nominations may be declined. All nominations must be made at the aforesaid meeting or received in writing no less than ten business days prior to the elections meeting.

3.3.D In the event that there are no candidates for an office, nominations will remain open until an election for that office can be held.

3.3.E The Vice President will conduct the officer elections. In the event that the Vice President is a candidate for an Executive Officer position or is otherwise unable to conduct the elections, the Executive Board will designate another individual to conduct the elections.

3.3.F The officers will be elected in the following order: President, Vice President, Secretary, and Treasurer.

3.3.G Immediately prior to the election, each candidate for a particular officer position will have the opportunity to address the Council for a maximum of ten minutes. After all candidates for that position have spoken, delegates may ask questions targeted at all candidates. Each candidate will have the opportunity to respond to each question. The length of time for question-and-answer must be the same for all candidates for a particular office and be made known to them at the beginning of the meeting at which the elections are held.

Voting will be by secret ballot. Ballots will include each candidate as well as a “None of the above” option. Write-in votes will be invalid and not counted in the total. Blank votes will be considered abstentions and not counted in the total.
3.3.I In a contested election, the candidate receiving a simple majority of votes will be elected. This means that the candidate must receive more votes than all other candidates and more votes than the “None of the above” option. If three or more candidates are running and no candidate receives a simple majority, then at the same meeting the Council will vote once between the two candidates receiving the most votes (or between all candidates receiving a maximal number of votes). If still no candidate receives a simple majority of votes, the seat will remain vacant.

3.3.J In an uncontested election, the candidate must receive a simple majority of votes to be elected. This means that the candidate must receive more votes than the “None of the above” option. If the candidate does not receive a simple majority of votes, the seat will remain vacant.

3.3.K In the event that an officer position, except the office of the President, is left vacant, or the officer-elect becomes unable to serve, a new election will be held no later than the second meeting of the Council following the occurrence of the vacancy. Election procedures will be in accordance with the current provisions of the CGS Constitution and these Bylaws.

3.3.L In the event that the office of the President is left vacant, or the President-elect is unable to serve, the Vice President-elect will have the option to assume the office of President. If the Vice President-elect declines, a new election for President will be held. If the election cannot be held before the start of the term of office, the Vice President-elect will become President pro-tempore until such time that an election may be held.

Section 3.4 Appointed Positions

3.4.A The President will appoint a Parliamentarian (as outlined in Article 8, Section 3 of the CGS Constitution).

3.4.A.i The Parliamentarian advises the President and other members of CGS on Article 7, Section 2 of the Constitution of the Council of Graduate Students and other relevant matters.

3.4.A.ii The Parliamentarian assists CGS in reviewing and revisiting the Constitution, and Combined Bylaws and Standing Rules as needed.

3.4.A.iii The Parliamentarian assists the Vice President in educating delegates on parliamentary procedure during new delegate orientation.

3.4.A.iv The Parliamentarian serves as a non-voting member of the Executive Board.

3.4.A.v The Parliamentarian will fulfill other duties as directed by the Council, the Executive Board, and the President.

3.4.A.vi If applicable, when a current delegate is appointed as the Parliamentarian, that person will resign their delegate seat when the term of office begins.
3.4.B The President may appoint a Chief of Staff \textit{(as outlined in Article 8, Section 3 of the CGS Constitution)}.

- **3.4.B.i** The Chief of Staff assists the executive officers as directed by the President, including supporting the Vice President in administering the Hayes Forum, meeting with administrators as needed, and tracking overall progress of the Council toward outcome goals.
- **3.4.B.ii** The Chief of Staff serves as a non-voting member of the Executive Board.
- **3.4.B.iii** The Chief of Staff will fulfill other duties as directed by the Council, the Executive Board, and the President.
- **3.4.B.iv** If applicable, when a current delegate is appointed as the Chief of Staff, that person will resign their delegate seat when the term of office begins.

3.4.C The Treasurer may appoint a Deputy Treasurer \textit{(as outlined in Article 8, Section 5 of the CGS Constitution)}.

- **3.4.C.i** The Deputy Treasurer assists the Treasurer in managing CGS fiscal responsibilities and internal operations.
- **3.4.C.ii** The Deputy Treasurer assists CGS in the auditing of external entities including but not limited to University departments, offices, and units.
- **3.4.C.iii** The Deputy Treasurer serves in the Treasurer’s place in the temporary absence of the Treasurer.
- **3.4.C.iv** The Deputy Treasurer serves as a non-voting member of the Executive Board.
- **3.4.C.v** The Deputy Treasurer will fulfill other duties as directed by the Council, the Executive Board, the President, and the Treasurer.
- **3.4.C.vi** If applicable, when a current delegate is appointed as the Deputy Treasurer, that person will resign their delegate seat when the term of office begins.
3.4.D The Secretary may appoint a Deputy Secretary (as outlined in Article 8, Section 6 of the CGS Constitution).

3.4.D.i The Deputy Secretary assists the Secretary in managing CGS meeting minutes, attendance records, and internal announcements.

3.4.D.ii The Deputy Secretary serves in the Secretary’s place in the temporary absence of the Secretary.

3.4.D.iii The Deputy Secretary serves as a non-voting member of the Executive Board.

3.4.D.iv The Deputy Secretary will fulfill other duties as directed by the Council, the Executive Board, the President, and the Treasurer.

3.4.D.v If applicable, when a current delegate is appointed as the Deputy Secretary that person will resign their delegate seat when the term of office begins.

3.4.E Terms of service for all appointed positions will begin at the time of appointment and last until the end of the following summer term.

3.4.F If any of these appointed positions become vacant, the President may appoint a replacement.

ARTICLE 4: ADVISORS

Section 4.1 The Council will have at least two but not more than three advisors. These advisors will be a member of the University Faculty, an administrator from the Graduate School, and an administrative professional from within the Office of Student Life.

Section 4.2 Advisors will be chosen by the President and approved by the Executive Board.

Section 4.3 Advisors will assist the Vice President in finding faculty representation for the Edward F. Hayes Research Forum.

Section 4.4 Advisors will be required to attend one executive and one delegate meeting each semester.

Section 4.5 Advisors will serve one-year terms that may be renewed indefinitely.

ARTICLE 5: MEETINGS

Section 5.1 Meetings of the Council will be conducted in a hybrid format, with the option for participants to attend in person or virtually. Meeting location and format must be optimized to ensure maximum participation for attendees in both modes.

5.1.A All delegates, senators, and Executive Board members may participate virtually or in-person with no attendance penalty for their chosen format.

5.1.B Meetings may be moved entirely virtually my majority vote of the Executive Board, at the insistence of a delegate or a Board member.
5.1.C The online platform for the virtual component of all meetings should have the following features, at minimum:
   - The ability to “Raise a Hand” or similar functionality
   - A “chat box” or other similar functionality to submit text in writing
   - The ability for the chair to “Share Screen” or other similar functionality
   - A “live transcript” feature that allows for real time closed captioning

5.1.D During meetings, participants will observe the following rules of virtual meeting etiquette:

5.1.D.i The chair of the meeting shall respect the potential for delay in internet connectivity by waiting for an appropriate amount of time before moving on to new business.

5.1.D.ii Participants should leave their microphones muted except to make a motion or when the member has been recognized to speak by the chair.

5.1.D.iii In general, participants should refrain from using the chat functionality during periods of formal debate except to make a motion or when the member is not able to use the microphone and has been recognized to speak by the chair.

5.1.D.iv When an author is reading the text of proposed legislation, the chair of the meeting should display the text of the proposed legislation using the “Share Screen” functionality.

5.1.D.v When a second is needed from the general body, a member may do so by unmuting their microphone and calling “second”, or by writing “seconded” in the “chat box”.

5.1.D.vi When the delegate body is asking questions of an author, members should use the “Raise Hand” function to indicate they are waiting to ask a question. Once a member has been recognized by the chair, they may either unmute to ask their question, or put their question in the “chat box”.

Section 5.2 All graduate students are welcome to attend meetings of CGS as visitors. At the discretion of the chair, any visitor may be extended privileges of the floor. The decision of the chair may be appealed to the full Council.

5.2.A At the beginning of each semester, the President must extend a formal invitation to all graduate students, via email, to attend upcoming CGS meetings. The email will include an introduction to CGS, upcoming meeting dates, and a contact person for students who want to learn more.
Section 5.3

The Council will follow a timed agenda that is approved by the Executive Board.

5.3.A
The agenda shall be made available to members of CGS no later than the Monday prior to regular meetings of CGS. The agenda shall include attachments for all proposed legislation. Legislation that is not made available to members of CGS in this timeframe shall be removed from the agenda. Such legislation may still be proposed from the floor once all new business on the agenda has been dealt with.

5.3.B
For each meeting, the Chair will keep time or appoint a timekeeper who may not be the person serving as recording secretary.

5.3.B.i
Each agenda is published with a beginning and ending time. These times are estimates only and therefore non-binding; the meeting begins when it is established that a quorum is present and ends after the last agenda item has been handled.

5.3.C
CGS meetings are often preceded, followed, or suspended for guest speakers. These speakers are selected by the President in consultation with the Executive Board. Any delegate may informally propose a potential speaker by communicating directly with the President. Should a binding proposal (either to request an entity to speak or to enjoin an entity from speaking) be desired, a motion to that effect may be made during New Business at any meeting of the Council.

5.3.D
At a minimum, the following items must be present in every agenda approved by the Executive Board: Approval of minutes from the previous meeting, officer reports, reports of standing and ad-hoc committees, special orders, unfinished business, and new business.

5.3.D.i
During special orders, at least 15 minutes must be allotted for members of CGS to raise issues and concerns facing them or their constituents to the body.

5.3.E
Legislation may be authored and brought before the Council by the Executive Board, standing or ad hoc committees of the Council, or by any voting member of the Council. For such legislation to appear on the agenda, the author must submit a final draft of the legislation to the Secretary no later than 3:30pm on the Friday prior to a regular meeting. Legislation not submitted prior to this deadline will not be included on the agenda.

Section 5.4

According to Article 7, Section 1 of the Council's Constitution, the current edition of Robert's Rules of Order Newly Revised governs all meetings of the Council except where conflicting with the Council's Constitution or Bylaws. In addition, the following rules shall be followed when considering legislation.

5.4.A
Main Motions - The mover of any motion that appeared on the agenda may waive the reading of the motion. Any motion that was not included in the agenda must be read in full.

5.4.B
Seconding Motions - Any motion to adopt legislation sponsored by the Executive Board or any standing or ad hoc committee of the Council does not need a second.
5.4.C Author’s Rationale - When a motion is made to adopt or amend legislation, up to two minutes may be taken by the author(s) to provide rationale for their legislation or amendment after receiving a second, but prior to the chairperson stating the question.

5.4.D Question and Discussion Period - When a motion is made to adopt legislation, members may informally ask questions of the author(s) for a period of up to 10 minutes. During this period, the author(s) may informally make modifications to their motion at the suggestion of members. Suggestions for modifications that are not agreed to by the authors may be brought up as an amendment during debate.

5.4.E Stating the Question - At the conclusion of the Question-and-Answer period, the chair must state the question. Once the question has been stated, the mover is not able to make modifications to the motion without consent of the body.

5.4.F Debate - The time allotted for debate on a single question shall be 10 minutes. Debate should be limited to the merits of the pending question. No member may speak more than twice on a given question including the mover.

5.4.G Motion to Extend - The time for the question period or debate period may be extended when time has expired if the delegate body deems it necessary. To extend, someone will need to make a motion to extend, a second is needed, no debate is accepted, and a two-thirds majority vote is needed to pass the extension.

5.4.H Secondary Motions (Amendments) - Amendments can be made at the time of debate only. The amendment should be articulated to the Council and submitted in writing to the Chair. All amendments require the consent of the body.

5.4.I Ending Debate - Debate shall be ended when the time has expired or when no member desires the floor. When debate ends, the chair shall put the question and announce the vote.

Section 5.5 Voting during meetings will take place via an online polling system. Alternates will cast their votes by communicating directly with the Secretary if they do not have access to the online voting system.

5.5.A Voting data will be compiled by the Secretary for each piece of legislation voted on during each delegate meeting, including the name of the delegate, their unit of representation, and their vote. This data will be appended to the end of the meeting minutes before they are publicly distributed, and the total vote counts will be documented on the final pieces of legislation before they are publicly distributed.
Section 5.6 Attendance

5.6.A All delegates must strive to attend, or provide an alternate for, every delegate meeting.

5.6.B All Executive Board members must strive to attend every delegate and Executive Board meeting.

5.6.C All senators must strive to attend, or provide a written report for, every delegate meeting.

5.6.D If any delegate, Executive Board member, or senator finds themselves unable to fulfill the above requirements, they must communicate this to the Secretary as soon as they are able. The Secretary and Vice President must do everything in their power to support the delegate, Executive Board member, or senator to make sure the constituency they represent are adequately represented. This includes helping them to locate an alternate or distributing informational reports.

5.6.E Delegates, Executive Board members, and senators who are absent from more than 2 meetings without providing an alternate or written report will be required to meet with the Secretary and Vice President to co-write a support plan to overcome the barriers that are preventing their participation.

ARTICLE 6: UNIVERSITY SENATE

Section 6.1 The Council of Graduate Students holds the authority to select student members of the University Senate to represent the interests of all graduate students. The Council will elect ten graduate students from a group of interested candidates.

Section 6.2 The group of elected senators should include at least one representative from each of the following areas: Math, Engineering, & Physical Sciences; Arts & Humanities; Biological Sciences and Food, Agriculture, and Environmental Sciences; Education & Human Ecology; Social & Behavioral Sciences and Business.

Section 6.3 The term of service will be for one year, beginning in autumn semester and lasting until the end of the following summer term.

Section 6.4 These Senators will have the following responsibilities:

6.4.A Senators will strive to attend all meetings of their respective committees, the University Senate, and the Council of Graduate Students.

6.4.B Senators will report to CGS on their activities within the Senate monthly via a written summary to be included in the delegate meeting packet.

6.4.C Senators will consult with the President and the Council to develop and promote graduate student positions on the issues or proposals considered by those bodies.
Section 6.5  Elections

6.5.A  Nominations for Senator positions will take place at the third meeting of the spring term. Nominations may be presented by the Executive Board or made by delegates. Candidates consenting to nomination will submit materials attesting to their qualifications to the Vice President in time for inclusion in the subsequent meeting packet.

6.5.B  Elections to fill Senator positions will take place at the fourth meeting of the spring term.

6.5.C  Candidates up for election will participate in a question-and-answer period during the meeting at which they will be elected. This question-and-answer period must be available for at least 15 minutes and should be extended as needed. All questions must be posed to every candidate, and each candidate must have equal time to respond.

6.5.D  The Executive Board will determine to which academic area each candidate belongs.

6.5.E  During the Senate election, each delegate will be presented with a slate of all the Senate candidates and their respective academic areas. Each delegate may cast a vote for up to ten of the Senate candidates. Each delegate will submit their ballot to Vice President or their designee for counting.

6.5.F  The first five Senate seats will be filled by the highest vote getter from each of the academic areas listed in Section 4.2. Any remaining unfilled seats (including the first five seats) will be filled by the candidates remaining with the greatest number of votes, regardless of academic area. A candidate must receive at least 10 votes to be seated.

6.5.F.i  Should there be a tie, the President will cast a tie-breaking vote.

6.5.F.ii  Write-in votes will be considered invalid and will not be counted in the total.

Section 6.6  One or two alternates may be designated by the Graduate Caucus Chair and approved by the Executive Board. Alternates may attend a meeting on behalf of any Senator who is unable to attend. The alternate will have all the rights and privileges of the Senator.

Section 6.7  The Council has the authority to remove a Senator for violation of the governing documents only through the following procedure:

6.7.A  A written motion requesting an investigation of a Senator for such violations must be presented at a regular meeting of the Council. This motion must bear the signatures of at least ten delegates or an affidavit of a two thirds majority vote of the Executive Board.

6.7.B  The Senator will be given the opportunity to respond to the motion. If the motion is approved by two thirds majority vote, the Organization and Elections Committee will initiate an investigation into the allegations against the Senator and present its findings at the next regular Council meeting.
6.7.C Following this presentation, a two-thirds vote of the Council is required to approve the removal of the Senator, effective immediately.

Section 6.8 Vacancies in Senator positions may be filled at any Council meeting in a direct election for the vacant seat. Vacant seats may be filled by any interested candidate meeting the requirements of Article 4, Section 1 of the CGS Constitution.

ARTICLE 7: APPOINTMENTS TO UNIVERSITY COMMITTEES

Section 7.1 The Council of Graduate Students holds the authority to appoint graduate student members to University committees. This includes boards, commissions, committees, councils, courts, or similar planning and advisory groups. The duties of the students who are appointed will be determined by the respective committee. All appointed students must consult with the Council to develop and promote graduate student positions on issues or proposals considered by those bodies.

Section 7.2 Terms of service will be for one year, beginning in autumn semester and lasting until the end of the following summer term. In the event that an appointment is for a different time period, the student must be so informed.

7.2.A If an appointee is graduating or otherwise unable to continue their appointment through the summer term, they must inform the Vice President. The Vice President will then appoint a temporary representative to fulfil the position until the new academic year.

Section 7.3 Graduate students may submit applications for themselves or nominate others to be considered for appointment. Individuals who are not currently enrolled in the Graduate School may also apply as long as they plan to be enrolled by the first meeting of the committee they are applying for. All applications will be considered by the Vice President.

7.3.A At the beginning of each semester, the Vice President must recruit for the available committees by notifying all graduate students via email. The email should contain an explanation of what the committee does, the time commitment required, and who to contact to learn more.

Section 7.4 Although the Vice President will have the primary authority of appointment, the Council will review all of the appointments of the Vice President at the following delegate meeting and may rescind, by simple majority vote, any it deems inappropriate.

Section 7.5 If a representative does not fulfill the duties assigned to them within their committee in a responsible manner, the Executive Board may remove the representative by majority vote, acting either on its own initiative or at the request of the chair of the committee on which the representative serves.

7.5.A The Executive Board will consider lack of responsibility to include, but not be limited to, the following:

7.5.A.i Excessive absence from meetings.

7.5.A.ii Failure to make requested reports to constituents, the Council of Graduate Students, and/or the Council’s Executive Officers.
7.5.B Representatives who have been removed from their positions may appeal their removal directly to the Council, whose decision is final.

Section 7.6 In the event of an appointee's resignation, removal, or vacancy for another reason, the Council will appoint a new member as described in Sections 3 and 4.

Section 7.7 If an appointee faces harmful treatment or other such difficulties in their role on a committee, that appointee has the power to call a meeting with the CGS President, Vice President, or Chief of Staff for support.

ARTICLE 8: OPERATIONAL AND STANDING COMMITTEES

Section 8.1 The Organizational and Elections Committee

8.1.A The Organization and Elections committee will oversee all business relating to apportionment.

8.1.B The committee will be chaired by the Vice President. The committee will be composed of at least 5 members, 3 of whom must be current delegates. All members of the Organization and Elections Committee must be members of CGS. The Organization and Elections Committee will select its members for the following term and fill vacancies as they arise. If the membership of the committee is ever fewer than 3, the Executive Board will appoint new members to reach a total of 3.
The council will determine departmental representation.

**8.1.C**

8.1.C.i The Organization and Elections Committee will be responsible for apportioning all delegate seats (*as outlined in Section 1.1*) to units of representation based on enrollment data from the previous autumn semester.

8.1.C.ii Once approved, apportionment will be valid for a maximum of three years. Apportionment will be undertaken during the spring semester based on enrollment data from the previous autumn semester.

8.1.C.iii In years where apportionment is not scheduled, individual seats may be added for new graduate programs, even if this results in a total of more than 150 delegate seats. This process may be initiated at the petition of a delegate, by request of graduate students within the new program, or by the Organization and Elections Committee.

8.1.C.iv Each unit of representation will have at least one delegate and the number of delegate seats per unit of representation will not exceed twelve. Each regional campus with graduate representation will be allotted one delegate seat. The number of regional seats will not exceed five.

8.1.C.v The Organizations and Elections Committee will present, as a legislative act, their proposed delegate apportionment for the next CGS term to the full delegate body no later than the second scheduled delegate meeting of the spring semester. If the legislation is not approved, the Organizations and Elections Committee will present revised apportionment at the next scheduled delegate meeting. If, at this subsequent meeting, the proposed revised apportionment still fails to receive approval of the delegate body, the most recent delegate apportionment to be so approved will remain in effect for the next delegate term.

8.1.C.vi The Organization and Elections Committee will collect feedback from the delegate body about any proposed changes to apportionment prior to presenting this legislation.
Section 8.2 Standing Committees

8.2.A The Council will have standing committees as designated below. The President has the power to establish additional standing committees, subject to ratification by the Council at the first meeting of the President’s term. The Council may also create additional standing committees as it deems necessary. Standing committees serve until the end of the current delegate term, unless designated otherwise.

8.2.B Each committee will consist of a chair appointed by the President and Vice President, with confirmation by majority vote of the Executive Board, and delegate members who self-select and are confirmed by the Vice President. Graduate students not serving as delegates may also join committees after approval from the committee’s chair. The President serves as an ex officio non-voting member of all standing committees.

8.2.C Each committee will have a mission statement that details its purpose and function. These statements may be drafted by the President, committee chair, or the Council and must be publicly available on the CGS website.

8.2.D The Council must maintain, at minimum, the following standing committees:
- Academic Affairs
- Arts and Culture
- Career Development Grant
- Diversity, Equity, Inclusion
- Government Affairs
- Graduate Caucus
- Graduate Student Affairs
- Health, Wellness, and Safety
- Housing and Family Affairs
- International Student Affairs
- Edward J. Ray Travel Award
- Membership Wellness
- Research and Data Operations
- Sustainability and Environmental Responsibility (SERC)

8.2.E At the beginning of the committee chairs’ term, all chairs must attend an orientation workshop with the President, Vice President, Parliamentarian, and Treasurer. This orientation will include step-by-step guidance on event planning, mechanisms for advocacy, and other pertinent information.

8.2.F Each committee chair is responsible for reporting on the activities of their committee at each delegate meeting.

Section 8.3 Ad Hoc Committees

8.3.A The organizing resolution establishing an ad hoc committee must specify the purpose of the committee, its mission, minimum size of the committee, and its chair.

8.3.B Delegate or non-delegate members may be added with the approval of the Chair.
ARTICLE 9: AWARDS

Section 9.1 The Edward J. Ray Travel Award for Scholarship and Service (RTA)

9.1.A The RTA provides travel grants to qualified graduate students, fostering their professional development by allowing them to present their research at domestic and international conferences.

9.1.A.i The RTA sets itself apart from other funding sources in that it recognizes graduate students for their service to the University and to the wider community.

9.1.B Information about the RTA, including dates of funding cycles, amount of the award, a how-to guide for applying, rubric for judgement of applications, and other relevant details must be provided to all students by email and updated on the CGS website within the first two weeks of the academic year.

9.1.C Each funding cycle, applicants may apply using a form approved by the RTA committee that takes into account at least the following factors. The award amount may not exceed $1000.

9.1.C.i The applicant's service to their department, the University as a whole, and the wider community.

9.1.C.ii The applicant's ability to convey the importance of the research being presented.

9.1.C.iii The relevance of the proposed presentation to the applicant's professional development.

9.1.C.iv Faculty statements of support for the applicant's research and conference travel.

9.1.D Applicants must satisfy at least the following criteria to be awarded funding:

9.1.D.i They must be graduate students in good standing with the graduate school and their program.

9.1.D.ii The proposed activities must take place while a student is enrolled at Ohio State.

9.1.D.iii The application must be submitted prior to conference attendance and the proposed activities must take place within the advertised activity window.

9.1.D.iv The completed application must be submitted prior to the application deadline. Incomplete applications will not be considered.
9.1.E Decisions regarding awardees will be determined by the RTA committee, which will be structured as follows:

9.1.E.i The Treasurer will serve as the Chair of the committee.

9.1.E.ii At least four graduate students must be members of the committee.

9.1.E.iii Up to three faculty members may also be appointed to the committee by the Treasurer.

9.1.F Each application will be independently judged by a minimum of three members of the RTA committee.

9.1.F.i A combination of committee members from at least three different units of representation will constitute a quorum for any individual judging round.

9.1.F.ii The RTA is a competitive program, and as such, no more than forty percent of the applications received in a given year may be funded.

9.1.F.iii The committee’s decisions regarding awardees cannot be appealed.

9.1.G All RTA awards are paid out as reimbursements. All relevant University policies shall be observed in determining allowable expenses. Reimbursement shall not occur until the recipient has provided CGS with both an acceptable form of proof of conference presentation and acceptable receipts. All awardees will be awarded and reimbursed only up to the maximum allowable award amount. Awardees who request reimbursement for less than the maximum award amount will forfeit the difference in funding.

9.1.H Once a student has received the award, they are ineligible to apply again for the remainder of the fiscal year as well as the following fiscal year.

9.1.I A student may win the RTA a maximum of 3 times for each non-concurrent degree pursued.
Section 9.2 The Career Development Grant (CDG)

9.2.A The CDG provides awards to qualified graduate students to support them in activities related to career or professional development.

9.2.B Information about the CDG, including dates of funding cycles, amount of the award, a how-to guide for applying, rubric for judgement of applications, and other relevant details must be provided to all students by email and updated on the CGS website within the first two weeks of the academic year.

9.2.C Each funding cycle, applicants may apply using a form approved by the CDG committee that takes into account at least the following factors. The award amount may not exceed $350.

9.2.C.i The applicant’s ability to convey the importance and positive impact of the proposed activities.

9.2.C.ii The applicant’s ability to articulate both long- and short-term goals in their Career Development Plan.

9.2.C.iii The applicant’s CV or resume.

9.2.D Applicants must satisfy at least the following criteria to be awarded funding:

9.2.D.i They must be graduate students in good standing with the graduate school and their program.

9.2.D.ii The proposed activities must take place while a student is enrolled at Ohio State.

9.2.D.iii The application must be submitted prior to the proposed activity and the proposed activities must take place within the advertised activity window.

9.2.D.iv The completed application must be submitted prior to the application deadline. Incomplete applications will not be considered.

9.2.E Decisions regarding awardees will be determined the CDG committee, which will be structured as follows:

9.2.E.i The Secretary will serve as the Chair of the committee.

9.2.E.ii At least four graduate students must be members of the committee.

9.2.F Each application will be independently judged by a minimum of three members of the CDG committee.

9.2.F.i The committee’s decisions regarding awardees cannot be appealed.
9.2.G All CDG awards are paid out as reimbursements. All relevant University policies shall be observed in determining allowable expenses. Reimbursement shall not occur until the recipient has provided CGS with both an acceptable form of proof of activity presentation and acceptable receipts. All awardees will be awarded and reimbursed only up to the maximum allowable award amount. Awardees who request reimbursement for less than the maximum award amount will forfeit the difference in funding.

9.2.H Once a student has received the award, they are ineligible to apply again for the remainder of the fiscal year as well as the following fiscal year.

9.2.I A student may win the CDG a maximum of 3 times for each non-concurrent degree pursued.

Section 9.3 CGS Distinguished Service Awards

9.3.A The Council of Graduate Students presents the CGS Distinguished Service Awards to annually recognize students, staff, faculty, administrators and community members who have provided exceptional service to graduate students at The Ohio State University. The awards available for nomination include:
   James M. Siddens Award for Distinguished Faculty Advising
   Larry M. Lewellen Award for Distinguished Service
   Kerry M. Hodak Award for Exceptional Staff Mentoring
   Colin Odden Delegate Award For Exceptional Service
   Committee Chair Award for Excellence

9.3.B The Executive Board of CGS must solicit nominations from graduate students via email during the first week of March. The email should contain information about each award, the process for nomination, nomination deadlines, who to contact for further assistance, and all other relevant details. Any Ohio State graduate student is eligible to make a nomination.

9.3.C Nominations must be submitted to the Executive Board by the 31st of March, or a later date set and announced by the Executive Board, and include the following information:

   9.3.C.i The name of the nominee and their position at OSU.
   9.3.C.ii The nominee's dot # and email address.
   9.3.C.iii The nominator's name and email address.
   9.3.C.iv A letter or statement describing the individual's qualification for the award.
ARTICLE 10: FINANCIAL AFFAIRS

Section 10.1 Budget

10.1.A The fiscal year of the Council will extend from the first day of July through the last day of June in concert with the University calendar.

10.1.B The financial resources of the Council must be allocated in accordance with an annual budget.

10.1.C A proposed budget will be prepared by the Treasurer, preliminarily reviewed by the Executive Board, and sent to the Council at least one week prior to the delegate meeting at which it will be presented. This budget, or an amended version thereof, must be adopted by a simple majority vote of the Council at a delegate meeting prior to the next fiscal year.

10.1.C.i The budget writing process must include at least two listening sessions with the delegate body, facilitated by the Treasurer, to gather delegate input. One of these sessions must occur during a regularly scheduled delegate meeting. The Treasurer will take all delegate comments under advisement when preparing the budget.

10.1.C.ii The budget writing process must include a call for proposals that lasts at least one month. The Treasurer will advertise and seek proposals from committee chairs and from the delegate body and will take all proposals under advisement when preparing the budget.

10.1.D Revisions to the budget may be prepared and presented to the Council for approval at any time during the year and will be accepted by a simple majority vote.
Section 10.2  Expenditures

10.2.A  A Travel expenses must adhere to the following guidelines:

10.2.A.i  Travel approved for graduate students representing CGS at conferences, meetings, and other related events will be fully funded for transportation, lodging, and other approved expenses. Use of funds for this purpose must be in accordance with the Travel Policy and Procedures section of The Ohio State University Operating Manual, which outlines policies for various types of travel expenses as well as procedures for reimbursement, receipts, and per diem expenses. Funds shall be allocated under the categories "Travel" within a specific committee's section on the CGS budget.

10.2.A.ii  CGS funding for travel may only be utilized for individuals who are actively enrolled as graduate students at The Ohio State University.

10.2.A.iii  If alternate sources of funding are available to cover part or all of the travel expenses, individuals should make maximal use of them. The Treasurer and President will support students in finding and accessing these resources.

10.2.A.iv  Travel expenses exceeding $500 must be approved by the Council by a simple majority vote. Travel expenses for less than $500 may be approved by the President and Treasurer.

10.2.B  Only the President and Treasurer may make financial commitments on behalf of the Council, including purchases, repair service, and related business affairs. Expenditures from the checking and banking accounts may only be performed by the President or Treasurer, with the written approval of the Advisor. The President or Treasurer may only perform expenditures from the CGS business account.

10.2.C  Persons making unauthorized purchases or other commitments may be held personally liable for the payment of such transactions.

10.2.D  The Treasurer, with the consent of the President and the Executive Board, may establish procedures for notification, receipts, reimbursement, and other associated tasks. These procedures must be documented and made available upon request. The Treasurer, except where notice is otherwise given, must approve reimbursement requests within two weeks of their submission.

10.2.E  All bills for authorized expenditures must be paid by the Treasurer by the due date or within such period necessary to avoid service charges, provided there are sufficient funds in the respective CGS budget account. If the Treasurer fails to comply with this requirement, the President may pay the bill on their behalf.
Section 10.3  Records and Reports

10.3.A  All income and expenditures of the Council must be recorded and published to the CGS website quarterly.

10.3.B  A summary of current and proposed expenditures and the status of all budget categories, including totals in restricted and unrestricted funds (as defined by the Council on Student Affairs), must be prepared by the last day of each semester, and presented to the Council at the first meeting of the following semester.

10.3.C  By the end of each spring semester, the Treasurer-elect and Treasurer must inventory all equipment owned by the Council that was purchased for more than $100. They must prepare a list of this equipment to be kept with other financial records.

ARTICLE 11: GUIDELINES FOR ORGANIZATIONS SEEKING CGS CO-SPONSORSHIP OF EVENTS

Section 11.1  Co-sponsorship is designed to broaden the opportunities of graduate students by enabling groups such as University departments, student organizations, and non-university groups to partner with the Council of Graduate Students to provide graduate students with unique educational, cultural, and social opportunities. Co-sponsorship should entail a partnership in resources and planning between the Council and the requesting organization.

Section 11.2  The CGS Executive Board must solicit partnerships via email within the first two weeks of every semester. This email should include an explanation of the value of partnerships, the amount of money available, how to apply, and who to contact for more information. The CGS website must be updated with the same information by the end of the second week of the semester.

Section 11.3  The organization seeking co-sponsorship must provide as much of the following information as possible to the chair of the appropriate standing committee of the Council (not including the Executive Board).

11.3.A  An explanation of the event, focusing on the benefit to graduate students at Ohio State.

11.3.B  The event's budget.

11.3.C  The list of other confirmed and expected co-sponsors.

11.3.D  The specific dollar amount desired from CGS.

11.3.E  An explanation of how CGS will be involved in the event.

11.3.F  The number of volunteers that CGS will be expected to contribute to the planning committee and to the event itself.

11.3.G  The means by which CGS will be recognized as a co-sponsor of the event.

11.3.H  The anticipated number of graduate student participants at the event.
Section 11.4  The standing committee that receives a request for co-sponsorship shall take the following factors into account when reaching a decision on co-sponsorship:

11.4.A  The expected impact of the event on graduate students.

11.4.B  The event's relevance to the committee's goals and objectives.

11.4.C  The opportunity for substantial contribution to the planning and implementation of the event.

11.4.D  The event's relevance to the overall goals and objectives of the Council of Graduate Students.

Section 11.5  The standing committee may choose to provide non-monetary resources as the exclusive form of co-sponsorship of an event. The standing committee’s determination is final and can only be appealed by a resolution to the Council of Graduate Students sponsored by at least five voting members of the Council explicitly stating the budget line that will provide the funding.

Section 11.6  To receive monetary co-sponsorship, the event must be primarily designed to serve graduate students; and Events for which co-sponsorship is requested must fit within the overall goals and mission of the Council of Graduate Students.