

**FSHN Graduate Student Association at Michigan State University**

**CONSTITUTION**

**Article I: NAME AND PURPOSE**

Section I

- I. The name of the organization shall be Food Science and Human Nutrition Graduate Student Association, or “FSHN GSA” at Michigan State University.

Section II

- I. The purpose of this organization shall be to establish a community for FSHN graduate students, as well as provide bridge between undergraduate and graduate students in the department.
- II. The objectives of this organization shall be to
  - a. Promote professional growth of members
  - b. Address the need for a social sphere within the department
  - c. Support the academic success of the members

**Article II: MEMBERSHIP**

Section I

- I. The FSHN GSA shall not discriminate on the basis of age, color, gender, gender identity, disability stat, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
- II. Any FSHN graduate students (or students in affiliated programs) may be a member as determined by the bylaws.
- III. Only MSU graduate students may be officers and/or voting members.

**Article III: OFFICERS**

Section I

- I. The officers of this organization shall consist of Outgoing President, President, President Elect, Secretary, Treasurer, External Affairs Officer, Public Relations Officer and a Faculty Advisor.
- II. Call for position applications and nominations will be in March and elections will be held in April.
- III. Each elected officer shall serve for one year term from September 1 to May 31.
- IV. Members can only serve as the President for one term.
- V. Elected officials may serve for an unlimited number of terms.
  - a. If a current officer runs for a different position and fails to be elected to that new position, they get priority and are offered their old position.

- b. If a current officer runs for a different position and is elected, and no one has applied for their old position, it can be offered to an applicant who ran and was not elected for the position for which they initially ran.

### Section II

- I. The President must be a graduate student who is in good standing with no academic probations in the Department of Food Science and Human Nutrition at Michigan State University.
- II. All remaining officers must be graduate students in good standing, in the Department of Food Science and Human Nutrition at Michigan State University, for the duration of their elected period.
- III. All members in good standing may nominate themselves or others and vote; elections shall be by secret ballot administered by the faculty advisor and require a simple majority of the voting members.

### Section III: Officer Duties

- I. **Current President** – Before the beginning of the fall semester, the "Current President" shall renew the FSHN GSA within the Registered Student Organizations (RSOs) along with the financial account. Additionally, the "Current President" will update who has access to the FSHN GSA email address and teams folder, transfer financial account authorization to the new "Treasurer", and along with the "Treasurer" review the state of the financial account with the RSO Business Office. The "Current President" shall prepare the monthly agendas and preside over the monthly FSHN GSA meetings. The "Current President" is responsible for training the "President Elect" to take over in the subsequent academic year. The "Current President" along with the "President Elect" will: plan social and professional development events, submit funding applications, prepare/present funding applications to relevant financial committees, and schedule periodic meeting with the Department Chair and Graduate Director to discuss students' needs in the department. The "President" will preside over each sub-committee that is formed to plan larger social and professional development events. The "Current President" along with the "Treasurer" will keep up to date on the FSHN GSA financial account. The "Current President" will be responsible for initiating and holding elections for the FSHN GSA for the subsequent academic year. After the 1-year term, the "Current President" will serve as the "Past President" providing advice to the FSHN GSA executive committee.
- II. **President Elect (Vice President)** – The President Elect shall prepare the monthly agendas and preside over the meetings when the Current President is absent. The President Elect will be trained by the Current President to take over during the subsequent academic year. The President Elect along with the Current President will: plan social and professional development events, submit funding applications, prepare/present funding applications to relevant financial committees, schedule periodic meeting with the Department Chair and Graduate Director to discuss students' needs in the department. The President Elect will preside over forming sub-committees of executive committee members in the case of larger social and professional development events. The President Elect will serve on the FSHN GSA for 3 years: 1

- year in the President Elect position, 1 year in the Current President position, and 1 year in the Past President.
- III. **Outgoing President** – The Outgoing President will serve in a supervisory role to help the President and President Elect with their duties.
  - IV. **Secretary** – The Secretary shall record the minutes of all meetings and post and/or email the meeting minutes to members. The secretary shall document attendance, manage membership applications and requests for reestablishment of member status.
  - V. **Treasurer** – The Treasurer shall be responsible for maintaining the FSHN GSA bank account and compile the annual FSHN GSA budget records reflecting all expenditures and purchases made. The Treasurer is additionally in charge of creating fundraising events and applying for funds through MSU organizations.
  - VI. A **Faculty Advisor** will be maintained and must be a faculty member of the Food Science and Human Nutrition Department. The duties of the advisor are to ensure that the organization is operating in accordance with the standards set forth by Michigan State University.
  - VII. The following officer positions were established preceding the expansion of the club and increase in membership and impact. They may remain vacant until filled and are not required. If vacant, the essential duties will be divided among the current officers.
    - a. **External Affairs Officer** – shall be the COGS representative if no other student in the Department is the FSHN COGS Representative. This position can remain vacant until filled. The Vice President shall complete this duty in the event that no External Affairs Officer is elected. Will contact faculty members for the Faculty Feature and assist with selecting seminar speakers for the FSHN Fall Seminar Series.
    - b. **Public Relations Officer** – The Public Relations Officer is responsible for updating graduate students about upcoming events via email. This includes managing the GSA calendar and sending out Outlook invites for events. They are also the administrator for the GSA Facebook page, which includes posting about upcoming events, department happenings, and photos from past events. They also assist the Current President in creating event flyers for upcoming events and assists other positions if needed.

#### Section IV

- I. Process of replacing an officer before the end of term:
  - a. An officer failing to maintain membership in good standing or graduating may be replaced at any meeting containing a quorum or more members by a simple majority vote. In the case that the officer is removed a special election will be held to replace the officer for the remainder of the term.

### **Article IV: OPERATING PROCEDURES**

#### Section I

8/18/2022

Meetings should be conducted at least once a month or as and when required. The officers and members shall decide upon the time and place for the meetings.

### Section II

The format and organization of the meetings will be tailored according to current goals and tasks to be accomplished. The President will preside over each meeting unless absent in which case the Vice President will preside over the meeting. If polling of votes is required, there shall be a quorum of at least two-thirds of members in good standing.

## **Article V: AMENDMENTS**

### Section I

The members of the organization shall provide amendment to FSHN GSA constitution.

### Section II

The constitution and bylaws may be amended with a simple majority of the members present with a quorum in the meeting as determined by the bylaws.

### Section III

New amendments or revisions to the constitution or bylaws must be submitted in written form to the president of the FSHN GSA. At the first meeting it shall be brought for discussion and no voting will be done. In the second consecutive full committee meeting, it shall be passed and will take effect with a simple majority of votes by the members.

## **BYLAWS**

The Food Science and Human Nutrition Graduate Student Association (FSHN GSA) of the Department of Food Science and Human Nutrition shall run by using the following bylaws:

### **I. MEMBERSHIP**

- a. The graduate students shall join the organization by submitting the membership application form during the beginning of the academic year. The membership shall be renewed every year. The application form shall be available online. The form shall be submitted to the FSHN GSA Secretary through email or during the fall semester meeting. Graduate students joining the department in the middle of an academic year, membership status shall be established after they fill in and submit the online application form to the Secretary.
- b. Members:
  - i. All students of graduate student standing being advised by a faculty member in the Department of Food Science and Human Nutrition can be voting members and officers.

- ii. First year students who are in the process of being recruited to the Department can be voting members until they are no longer students of graduate standing in the FSHN department or being advised by a FSHN faculty member.
- c. Associate members:
  - i. Associate members are non-voting members.
  - ii. Postgraduate fellows interested in joining the FSHN GSA shall be non-voting members.
  - iii. Undergraduate students interested in joining the organization shall be non-voting members.
  - iv. Students from other departments, unless they are advised by a FSHN faculty member, are considered non-voting members if they join the organization on request to the Secretary and participate in the activities organized by FSHN GSA.
  - v. May take part in all activities planned by the FSHN GSA and serve on committees.

## **II. MEETINGS**

- a. The FSHN GSA meetings shall be held once a month in fall, spring and summer semesters.
- b. The officers shall meet at other times, if need arises.

## **III. DEFINITIONS**

- a. FSHN GSA: The Food Science and Human Nutrition graduate student Association formed by the members and the faculty advisor.
- b. Academic year: Based on the academic calendar of Michigan State University. The academic year shall begin on the first day of classes of the fall semester and end before the first day of classes of the following academic year.
- c. Quorum: The quorum for a vote will be considered in place when more than 67 % of the voting members registered in that academic year, participate and vote (see above for definition of active membership).
- d. Officers: The members who are elected by the voting members to serve the FSHN GSA.
- e. Simple majority: A simple majority would be a vote with more than 50% of the active student members voting for the proposed matter in hand (see above for definition of active membership).

## **IV. OFFICERS**

- a. Duties for officers are outlined in the constitution.
- b. All officers shall hold office for a term of one year and a maximum of two years if reelected with a simple majority.

## **V. COMMITTEES**

- a. The organization will have an Outreach Committee, Networking Committee, and Professional Development Committee. Each committee shall have a chair that is a FSHN graduate student in good standing and a minimum of two other graduate

students as the committee members.

- b. **Networking Committee** - The Networking Committee shall plan social events, networking activities and social gatherings within the Department.
- c. **Professional Development Committee:** The Professional Development Committee is charged with the organization of seminars and other events to promote the professional development of the members as well as the dissemination of information about the events and other relevant activities. The Professional Development Committee will also strive to create mentor-mentee relationships for students.
- d. **Outreach Committee:** The task of the Outreach Committee is to organize and manage educational and volunteering events on or off campus.
- e. Additional committees can be formed according to the needs of the organization. FSHN GSA shall have the rights to form, alter or remove any existing committee by vote.