

# GSC Constitution As of November 30th 2015

## **ARTICLE I - NAME**

This organization shall be known as the GRADUATE STUDENT COUNCIL (GSC) of Arts, Sciences and Engineering at Tufts University.

## **ARTICLE II - MISSION STATEMENT**

The GSC works to maintain a sense of community among graduate students in the Graduate School of Arts and Sciences and the School of Engineering, and to represent that community to the University Administration.

## **ARTICLE III - PURPOSE**

The GSC was formed for the following charitable purpose: to serve the graduate students of Arts, Sciences and Engineering by providing social, cultural, advocacy, and educational programs, opportunities and activities; to inform students of issues, both academic and non-academic, that affect graduate students of Arts, Sciences and Engineering at Tufts University and to eliminate confusion about those issues; to represent the graduate students to the Graduate Faculty, and to the Administration, and such bodies as the GSC deems necessary, and to encourage graduate student participation and input.

## **ARTICLE IV - RESPONSIBILITY**

**Section 1.** The GSC may send representatives to University Committees, Committees for any School, or to any other board, Committee, or Organization where graduate student representation for Arts, Sciences and Engineering students is necessary, useful or requested.

**Section 2.** An official delegate of the GSC shall report problems and interests of graduate students as they arise to appropriate University officials, with recommendations for implementing changes necessary and shall report to the GSC on his/her activities and their results.

**Section 3.** The GSC shall be responsible for all funds obtained and shall allocate these funds as it deems proper to benefit the graduate students and the university as a whole in accordance with Article III of the GSC Constitution.

**Section 4.** The GSC shall report to the graduate students that it represents on its activities.

**Section 5.** The GSC may recognize other Graduate Student Organizations (GSOs) in

accordance with GSC bylaws.

## **ARTICLE V - REPRESENTATIVES**

**Section 1.** The GSC activities shall be governed by a Council consisting of graduate student representatives from the Arts, Sciences and Engineering Departments with Graduate programs at Tufts University. Graduate students are defined as any student required to pay the GSC fee by the University.

**Section 2.** There shall be one representative from each department. The new department representative shall notify the Secretary of the GSC in writing of his/her election or appointment. If the Secretary does not receive a notification within two weeks following the first general meeting, they will contact departments and request that they elect a representative.

**Section 3.** The appointment of the departmental representative shall be the responsibility of the graduate students in each department with the assistance of the Department Chair or Graduate Coordinator. Representatives shall be chosen by the first week in October.

**Section 4.** Departmental representatives shall be graduate students of the Graduate School of Arts and Sciences or the School of Engineering.

**Section 5.** The President of the GSC may, with the approval of the GSC, appoint representatives to represent those departments which have not selected representatives by the established deadline.

**Section 6.** Departmental representatives shall be appointed for a minimum of one year, unless they are filling out the remainder of a predecessor's term. The official duration of a term is from the first day after Commencement through the Commencement of the following year.

**Section 7.** Each representative of the GSC shall strive to attend as many meetings as possible. The GSC reserves the right to remove representatives after missing at least two meetings without providing a representative in their place.

**Section 8.** Duties and privileges of the representatives to the GSC:

All representatives to the GSC shall serve on at least one internal committee of the GSC. The GSC reserves the right to remove representatives who fail to serve on an internal committee.

Any representative of the GSC may ask for a status or progress report from any committee.

It shall be the duty of the representatives of the GSC to represent their constituents and keep them informed of GSC actions.

## **ARTICLE VI - OFFICERS**

**Section 1.** Each year the GSC shall elect a President, a Vice-President, a Secretary, and a Treasurer. The President shall not serve as a department representative. These officers and members of the Executive Board shall support filling seats on University Committees as specified in Article IV, Section 1.

**Section 2.** The GSC may establish additional officers and provide suitable methods for their election.

**Section 3.** Officers of the GSC shall have a vote except for financial or disciplinary matters relating to that particular officer.

**Section 4.** Duties of Officers.

### **Duties of the President.**

The President shall act as liaison to the Administration and Faculty

The President shall preside over all meetings of the GSC and the Executive Board of the GSC.

The President shall, with the Treasurer, have signatory power over the GSC University Account.

The President shall by appointment fill all vacancies of officers and committee chairs as detailed in this Constitution.

The President shall perform additional duties to support the goals of the Officers and Executive Board as laid out at the start of each term.

The President, the Vice-President and the Treasurer shall organize professional travels for the GSC e-board.

### **Duties of the Vice-President**

The Vice-President shall attend all meetings with the Administration.

The Vice-President shall act as the coordinator of the GSC committees, ensuring the progress of the GSC committees.

The Vice-President shall act in the capacity of the President in any meeting or event where the President is unable to attend or participate.

The Vice-President shall oversee revisions to the GSC Constitution and Bylaws and be responsible for maintaining information in GSC Handbooks. Each year, the GSC Vice-President shall conduct a review of the documents, in consultation with other members of the GSC, and make proposals for any amendments to the GSC. The VP

shall finalize any changes of the documents with the e-board members. The Vice-President can make corrections of grammar, spelling, punctuation, and non-substantive clarity without a vote of approval; however, the Vice-President shall make note of any changes made at the subsequent GSC General Meeting. A simple majority vote may immediately reverse any such change.

The Vice-President shall coordinate the appointment of representatives to University committees (Article IX, section 1) and maintain a list of specified representatives.

The Vice-President shall maintain the Strategic Plan: a document originally written by the office to clarify goals by the GSC and serve in part as an aid to the transition of officers and department representatives.

The Vice-President shall perform additional duties to support the goals of the Officers and Executive Board as laid out at the start of each term.

The President, the Vice-President and the Treasurer shall organize professional travels for the GSC e-board.

### **Duties of the Secretary**

The Secretary shall reserve rooms for the General Meetings.

The Secretary shall keep good and true minutes of the meetings of the GSC and Executive Board meetings.

Within three days after each GSC Executive Board meeting, the Secretary shall distribute minutes to all members of the Executive Board. Within one week after each GSC General meeting, the Secretary shall make the minutes public. The agenda for the upcoming General Meeting shall be made available to all council representatives no less than three business days prior to the next regularly scheduled meeting of the GSC.

The Secretary shall be responsible for the official correspondence of the GSC and shall take care to see that copies of all such correspondence and the minutes of all meetings are preserved on electronic file in the offices of the GSC.

The secretary shall oversee the GSC social media accounts and website. The Secretary is also responsible for posting reminders about the General Meetings on the GSC Facebook page.

The Secretary is required to attend as many meetings between the GSC officers and the Deans as possible. If unable to attend, the Secretary must request another e-board member to be the note-taker during the meeting.

The Secretary shall perform additional duties to support the goals of the Officers and Executive Board as laid out at the start of each term.

### **Duties of Treasurer**

The Treasurer shall be the financial officer of the GSC and shall be responsible for all funds held by the organization.

The Treasurer shall be responsible for the expenditure of all funds in a regular and proper manner in adherence to the financial guidelines of GSC.

The Treasurer shall work with the Office of Campus Life Budget Coordinator in doing this.

The Treasurer shall submit a proposed budget to the GSC for the subsequent year at the Budgeting Meeting (see Art. XIV Sect. 1) and a financial statement to the GSC at the beginning and end of each academic year and operating fiscal year.

The Treasurer shall, with the President, have signatory power over the GSC University Account.

The Treasurer shall perform additional duties to support the goals of the Officers and Executive Board as laid out at the start of each term.

The President, the Vice-President and the Treasurer shall organize professional travels for the GSC e-board.

### **Section 5. Committee Duties.**

Each elected officer shall serve on at least one university committee (see Article IV, Section 1). Officers may volunteer or be elected to serve on specific committees.

Officers will report back to the GSC on the activities of the university wide committees on which they serve.

### **Section 6. Stipends.**

All officers receive a stipend. The stipends are approved at the Budgeting Meeting (see Art. XIII, Sect. 1) for the upcoming year, prior to the election of new officers (see Art. X).

All chairs receive a stipend as of Fall 2016. The stipends are approved at the Budgeting Meeting (see Art. XIII, Sect. 1) for the upcoming year, prior to the election of new officers (see Art. X).

If an officer or committee chair does not serve the full term, stipends will be prorated as determined by the Executive Board.

## **ARTICLE VII -- EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of elected or appointed officers and committee chairs.

**Section 2.** Duties of the Executive Board.

The Executive Board shall meet prior to each GSC meeting to fix an agenda. Said agenda shall be made available to all council representatives no less than three business days prior to the next regularly scheduled meeting of the GSC.

The Executive Board shall hold primary responsibility for overseeing the expenditure of GSC funds. The Executive Board shall make recommendations to the GSC regarding expenditures and allocations, shall develop a proposed GSC budget each year, and shall monitor all GSC expenditures.

The Executive Board, with the advice and consent of the GSC, shall develop procedures for the budgeting and allocation of GSC funds.

The GSC shall have sole power to approve budgets and allocations. The Executive Board shall decide on the eligibility of members to run for officer positions, as specified in Article X, Section 2.

The Executive Board shall conduct emergency GSC business when a special GSC meeting cannot be convened before a decision is made.

**Section 3.** All members of the GSC Executive Board shall have voting privileges for votes within the Executive Board. The executive board shall be composed of the Officers and the Internal Committee Chairs (see Art. VIII).

## **ARTICLE VIII – INTERNAL COMMITTEES**

**Section 1.** The GSC shall establish and maintain an Academic and Career Resources Committee, an International Student Committee, a Student Life Committee, a Social Life Committee and a Community Outreach Committee.

**Section 2.** The GSC reserves the right to establish and dissolve Ad Hoc committees as deemed necessary.

**Section 3.** The GSC may establish or dissolve additional permanent committees at any time by a two-thirds vote with a quorum present.

**Section 4.** One committee chair shall head each committee. Committee chairs shall be elected with the same procedure as for officers.

**Section 5.** Each committee chair shall sit on the Executive Board.

**Section 6.** Each committee shall keep minutes of its meetings and maintain an archive of minutes available to the rest of the executive board.

## **ARTICLE IX – UNIVERSITY COMMITTEES**

**Section 1.** The GSC appoints graduate students to sit on all University Committees as permitted by the University and advocates for placement on any committee which oversees aspects relevant to the graduate student experience.

**Section 2.** Each member of the GSC e- board sits on at least one University committee.

**Section 3.** The Secretary maintains a list of all University Committee placements for graduate students and associates the work of the University Committee with the mission of a GSC Internal Committee for the purpose of designating Department Representatives as members of GSC Internal Committees.

**Section 4.** Every graduate student representing the GSC on a University Committee shall provide the upcoming dates of the university committee meetings if requested. Each GSC university committee member will keep the Executive Board and the attendees of the General Meetings regularly informed about University Committee business.

## **ARTICLE X - ELECTIONS**

**Section 1.** All currently serving GSC Executive Board Members and Department Representatives are eligible for officer and committee chair positions.

**Section 2.** Nominations for GSC Officers shall take place during the March GSC meeting, or at an additional emergency GSC meeting in March. The announcement of this meeting shall occur no less than two weeks prior to the nominations and elections. Nominations will follow a three step procedure.

The Executive Board reserves the right to approve the nomination of non-council candidates.

Nominations of representatives shall be taken from the floor and seconded.

Nominees shall accept or decline the nomination.

**Section 3.** Elections for GSC officers and committee chairs shall take place at the April GSC General Meeting. At the Election Meeting, candidates shall be given time to speak. After each nominee has spoken, the floor shall be opened for questions. When all questions have been answered, secret ballots shall be distributed. Ballot collection and tabulation shall be performed by the Executive Board minus those Executive Board members seeking election. Should fewer than two Executive members be eligible to count votes, representatives shall be appointed by the President to make up the difference subject to GSC approval. The results for the election for each position shall be announced prior to closing nominations on the next position.

**Section 4.** Officers and committee chairs shall be elected by a plurality with a quorum present. In the event of a tie for a position, a run-off election shall be held immediately by secret ballot. Votes shall be tabulated as noted above in Section 4.

**Section 5.** The new Executive Board shall take office the day following May Commencement.

**Section 6.** Special elections shall proceed procedurally identically as in Sections 4 and 5 above.

## **ARTICLE XI -- MEETINGS**

**Section 1.** The GSC shall meet at least once every month from September to May with the exception of January. GSC meetings shall be open to the entire Graduate Student Community of the Graduate School of Arts and Sciences and the School of Engineering at Tufts University. The President shall call the first meeting within a month of the first day of classes of each academic year.

**Section 2.** Special meetings may be called, on no shorter notice than seven days prior to the meeting, by:

The Executive Board, The President, or petition from department representatives.

## **ARTICLE XII -- QUORUM**

Attendance of one-third of the Departmental Representatives and officers shall constitute a quorum.

## **ARTICLE XIII -- VOTING**

Passage of business in GSC General Meetings shall be by a majority of the vote with a quorum present, unless otherwise specified in this Constitution. Each Department Representative to the GSC shall have one vote. Members of the executive board also have one vote, but no person may act in dual capacity to attain more than one vote on any business item before the general assembly. Graduate Student Organizations (GSO) as described in the Bylaws, Article I, are not given a separate vote in the GSC. Proxy votes must be submitted in writing to the Executive Board prior to any meeting where a vote is to occur.

## **ARTICLE XIV - FINANCES**

**Section 1.** The GSC shall establish a budget for the following fiscal year at a GSC meeting. This meeting may be one of the regular meetings of the GSC. The Treasurer shall send copies of the proposed budget to all departmental representatives at least one week prior to the Budget Meeting.

**Section 2.** All expenditures of GSC funds shall be monitored by the Treasurer, who shall bring any irregularities to the attention of the Executive Board and the GSC CLFO contact. The Executive Board shall review any such cases and make recommendations to the GSC on actions to be taken.

**Section 3.** The Treasurer shall keep the books of the GSC up to date, and work closely with the Office of Campus Life Budget Coordinator or appropriate university authorities.

## **ARTICLE XV -- VACANCIES**

**Section 1.** Should any vacancy arise in any non-Presidential Office or Committee Chair, then the President shall immediately appoint an Acting Officer or Committee Chair. A special election shall be held to permanently fill the vacancy at the next General Meeting unless the vacancy occurs less than one week prior to the next General Meeting, in which case the special election shall take place two General Meetings hence. The announcement of the vacancy and solicitations of nominations should be made as soon as possible following the vacancy.

**Section 2.** Should a vacancy arise in the office of President, the Vice-President (or if unavailable, the next highest ranking Officer in the order they appear in Article VI, Section 1) shall serve as Acting President. The Secretary (or second highest ranking Officer available) shall solicit nominations, call, and preside over a special election procedurally identical as in Section 1. This situation does not automatically constitute a vacancy in the Vice-Presidency for the purposes of Section 1 unless the Vice-President chooses to resign that position.

**Section 3.** Acting Officers do not get stipends corresponding to the Acting Office.

**Section 4.** In the event that more than two of the Officers become unable to conduct the duties of their offices, any departmental representative to the GSC shall call a special meeting of the GSC. The GSC shall elect a chairperson to preside over a special election of new Officers.

## **ARTICLE XVI -- REMOVAL FROM OFFICE**

**Section 1.** The President, Vice-President, Secretary or Treasurer of the GSC may be removed from office by the following procedure.

Upon receipt of a petition for removal of an officer signed by fifty (50) percent of the Department Representatives of the GSC, a special meeting of the GSC shall be called within 2 weeks to hear the charges. The GSC shall designate a special chair by a majority vote to preside at this meeting.

The officer whose removal is sought shall be able to defend himself/herself at this meeting.

The officer whose removal is sought shall not participate in any GSC function between receipt of the petition for removal and the hearing of the charges before the GSC.

Three-fourths of the vote with a quorum present shall be necessary to remove the officer in question.

Following the removal of any officer, a successor will be chosen immediately under the

designated procedure for succession.

**Section 2.** Departmental representatives may be removed from the GSC by three-fourths of the vote with a quorum present, provided that notice of the impending removal has been placed upon the agenda of the meeting and circulated to all representatives. He/she may not be removed without having an opportunity to defend himself/herself before a full meeting of the GSC.

**Section 3.** Committee chairs may be removed by a vote of three-fourths of the Executive Board, provided that notice of the impending removal has been placed upon the agenda of the meeting and circulated to all the members of the relevant committee.