

GSC Constitution

ARTICLE I -- NAME

This organization shall be known as the GRADUATE STUDENT COUNCIL (GSC) of Tufts University - Graduate School of Arts and Sciences.

ARTICLE II -- PURPOSE

The GSC is formed for the charitable purpose: to serve the graduate students of Tufts University - Graduate School of Arts and Sciences; by providing social, cultural, and educational programs, opportunities and activities; by informing students of issues, both academic and non-academic, that affect graduate students at Tufts University- Medford Campus and such matters as concern the campus as a whole, and to eliminate confusion about those issues; by representing the graduate students to the Graduate Faculty, and the Administration, and such bodies as the GSC deems necessary, and by encouraging graduate student participation and input.

ARTICLE III -- RESPONSIBILITY

Section 1. The GSC may send representatives to the Council of Colleges, the Graduate Board, CSL, DOSAC, Peter/Paul and to any other board, Committee, or Organization where graduate student representation is necessary, useful or requested.

Section 2. An official delegate of the GSC shall report problems and interests of graduate students 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 II of the GSC Constitution.

Section 4. The GSC shall report to the graduate students of the Tufts University Graduate School of Arts and Sciences on its activities.

Section 5. The GSC may recognize other graduate student organizations in accordance with GSC bylaws.

ARTICLE IV -- OFFICERS

Section 1. Each year the GSC departmental representatives 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 sit on the committees specified in Article III, 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 between the Administration and the GSC.

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 represent the graduate students to the Faculty.

Duties of the Vice-President

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

Duties of the Secretary

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

Within one week after each GSC meeting, the Secretary shall make the minutes public.

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 file in the offices of the GSC.

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 Student Activities 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. XIII. sect. 1) and a financial statement to the GSC at the beginning and end of each academic year.

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

Section 5. Committee Duties.

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

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

ARTICLE V -- EXECUTIVE BOARD

Section 1. The Executive Board shall consist of elected or appointed officers and committee chairs. If the number of Executive Board members is even, an at-large member will be elected by the GSC to make the total number of Executive Board members odd.

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 available to all council representatives no less than one week 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 IX, Section 2.

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

ARTICLE VI -- REPRESENTATIVES

Section 1. The GSC activities shall be governed by a Council consisting of representatives from the Arts and Science Departments with Graduate programs at Tufts 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.

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. Graduate students are defined as any student required to pay the GSC fee by the university.

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.

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 repeated absences.

Section 8. Duties of the representatives to the GSC

All representatives to the GSC shall serve on at least one committee of the GSC.

Any member or 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 VII -- COMMITTEES

Section 1. The GSC shall establish and maintain an Academic Resources Committee, a Non-Academic Resources Committee, and a Social Life 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 majority vote.

Section 4. A committee chair shall head each committee. Each committee shall by majority vote elect a committee chair from the committee body. The committee chair shall be a representative unless a representative is not available, in which case a Member may serve as a committee chair.

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

Section 6. Each committee shall keep minutes of its meetings and shall submit copies of these minutes to the Secretary prior to the next regular meeting of the GSC.

ARTICLE VIII -- MEMBERS

Section 1. Any graduate student of the Tufts University - Graduate School of Arts and Sciences who attends meetings of the GSC regularly and/or serves on a committee of the GSC and is not a representative or an officer shall be designated a "member" of the GSC.

Section 2. Members do not have voting rights, but may run for office following the procedure specified in Article IX - Elections. A member may serve as a committee chair if a representative is not available to do so, as specified in Article VII - Committees.

ARTICLE IX -- ELECTIONS

Section 1. All currently serving GSC Officers and representatives are eligible for officer positions.

Section 2. Members who wish to run for an Executive Office must formally notify the Executive Board of their interest. This formal request must be submitted to the Executive Board before the Executive Board Meeting prior to the Nominating Meeting. This meeting will be formally announced by the Executive Board one week prior to its occurrence. At this Executive Board meeting, member nominations will be considered according to a three step procedure.

The member makes known in writing that he/she wishes to run for an officer position. At this time the position shall not be identified to insure objectivity of the Executive Board.

The Executive Board shall vote on the eligibility of the member based on two criteria: meeting attendance and level of participation in GSC activities. Those officers seeking re-election do not have a vote.

Once member eligibility has been confirmed, the member's name shall be placed on the nominating ballot. The member shall be informed of his/her status prior to the Nominating Meeting.

Section 3. Nominations for GSC Officers shall take place at a GSC meeting during March. This meeting may be one of the regular meetings of the GSC. 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.

Executive Board makes known those members approved by the Executive Board as eligible to run for an officer position as outlined in Section 2 above.

Nominations of representatives shall be taken from the floor and seconded. Self nomination is prohibited.

Nominees shall accept or decline the nomination, and be given a chance to speak on their own behalf.

After all candidates have spoken, all nominations for offices shall be closed.

Section 4. Elections for GSC officers shall take place at a GSC meeting in April, but this meeting shall follow the Nomination Meeting by no fewer than two weeks. This meeting may be one of the regular meetings of the GSC. 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 shall be announced after a brief recess of the same meeting.

Section 5. Officers shall be elected by a plurality with a quorum present. In the event of a tie for officer positions, a run-off election shall be held immediately by secret ballot. Votes shall be tabulated as noted above in Section 4.

Section 6. The Executive Board shall take office the day following May commencement.

ARTICLE X -- MEETINGS

Section 1. The GSC shall meet at least once every two months. GSC meetings shall be open to the entire student population of Tufts University - Graduate School of Arts and Sciences. 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 notices than seven days prior to the meeting, by:

The Executive Board

The President

Petition from representatives

ARTICLE XI -- QUORUM

Attendance of one-half of the representatives and officers shall constitute a quorum.

ARTICLE XII -- VOTING

Passage of business shall be by a majority of the vote with a quorum present, unless otherwise specified in this Constitution. Each representative to the GSC shall have one vote. Proxy votes must be submitted in writing to the Executive Board prior to any meeting where a vote is to occur. See Article V, section 2, A for clarification.

ARTICLE XIII -- 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 Auditor. 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 books up to date, and work closely with the Student Activities Budget Coordinator or appropriate university authorities.

ARTICLE XIV -- SUCCESSION

Section 1. Should the President resign or become permanently unable to conduct the duties of office, the Vice-President shall be elevated to President. The Secretary shall call a special meeting of the GSC and preside over the election of a new Vice-President.

Section 2. Should the Vice-President become unable to conduct the duties of the office, the Secretary shall be elevated to the position of Vice-President. The President shall call a special meeting of the GSC and preside over the election of a new Secretary.

Section 3. Should the President and the Vice-President become unable to conduct the duties of their offices, the Secretary shall be elevated to the position of President. The Treasurer shall call a special meeting of the GSC and preside over a new election of Vice-President and Secretary.

Section 4. Should the President, Vice-President, and Secretary become unable to conduct the duties of their offices, The Treasurer shall call a special meeting of the GSC and preside over the election of a new President, Vice-President and Secretary.

Section 5. In the event that all the elected 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 XV -- REMOVAL FROM OFFICE

Section 1. The President and Vice-President, Secretary and 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 representatives of the GSC, a special meeting of the GSC shall be called 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 noted in Section 1. A.

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 a vote of 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 and to the committee chair in question. He/she may not be removed from the office without having an opportunity to defend himself/herself before a full meeting of the Executive Board. The committee chair may appeal the decision of the Executive Board before a GSC meeting.

ARTICLE XVI -- CONSTITUTIONAL AMENDMENTS

This constitution may be amended by a vote of three-fourths of the vote with a quorum present, provided that the proposed amendment was introduced at the previous meeting of the GSC and that copies of the proposed amendment were circulated to the representatives at least one week before the meeting. For the purposes of this article, special meetings called for the removal of an officer shall not be considered a meeting of the GSC. All amendments are subject to the approval of the faculty of the Committee on

Student Life.

ARTICLE XVII -- RATIFICATION OF THE CONSTITUTION

Ratification of the Constitution shall be by a vote of three-fourths of the active members of the GSC - academic year 1994-95. All amendments are subject to the approval of the Committee on Student Life and the faculty.

ARTICLE XVIII -- BYLAWS

The GSC is given the authority to promulgate bylaws pursuant to this Constitution and any other activities deemed necessary by the GSC. Approval of proposed Bylaws and amendments to the bylaws shall be by a vote of a majority of the vote with a quorum present. All bylaws are subject to the approval of the Committee on Student Life, and a determination by University counsel, that they do not conflict with the bylaws of the university.

ARTICLE XIX -- DISSOLUTION OF FUNDS

Upon the dissolution of the corporation, assets shall be distributed by a majority vote of the GSC with a quorum present for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by the Board of Trustees of Tuft University exclusively for such purposes or to such organization or organizations, as said Board of Trustees shall determine, which are organized and operated exclusively for such purposes.