

GSC Constitution

03-04-2013

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 charitable purpose: to serve the graduate students of Arts, Sciences and Engineering by providing social, cultural, and educational programs, opportunities and activities; by informing students of issues, both academic and non-academic, that affect graduate students of Arts, Sciences and Engineering at Tufts University 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 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 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.

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 committee of the GSC.

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 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 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 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.

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.

Duties of the Vice-President

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

Duties of the Secretary

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 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 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.

Section 5. Committee Duties.

Each elected officer shall serve on at least one university wide 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).

If an officer does not serve the full term, stipends will be pro-rated 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. 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 made available to all council representatives no less than two 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, the Internal Committee Chairs (see Art. VIII) and any members-at-large.

ARTICLE VIII – INTERNAL COMMITTEES

Section 1. The GSC shall establish and maintain an Academic and Career Resources 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 majority vote.

Section 4. One or more committee chair(s) shall head each committee. Committee chairs shall be elected with the same procedure as for officers. 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 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 officer of the GSC sits on at least one University committee.

Section 3. Department Representatives may serve on an Internal Committee

through service on a University Committee. The GSC 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 report to their Internal Committee chair(s) the upcoming dates of the university committee meetings as soon as they are known as well as a summary of business conducted in a timely fashion following each University Committee meeting. The Internal Committee chair(s) will keep the Executive Board 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, provided they have attended at least 60% of all General Meetings.

Section 2. Any graduate student who does not meet the requirements of Section 1 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 Elections Meeting. This meeting will be formally announced by the Executive Board one week prior to its occurrence. At this Executive Board meeting, eligibility of said graduate students will be considered according to a three step procedure.

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

The Executive Board shall vote on the eligibility of said graduate student based on two criteria: meeting attendance and level of participation in GSC activities. Those members of the Executive Board seeking election do not have a vote.

Once eligibility of said graduate student has been confirmed, the name of said graduate student shall be placed on the nominating ballot. The member shall be informed of his/her eligibility status prior to the Elections 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.

The 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.

Nominees shall accept or decline the nomination.

Section 4. Elections for GSC officers and committee chairs 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 for the election for each position shall be announced after a brief recess of the same meeting and prior to closing nominations on the next position.

Section 5. 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 6. The new Executive Board shall take office the day following May Commencement.

Section 7. 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 two months from September to May. GSC meetings shall be open to the entire graduate student population 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 notices than seven days prior to the meeting, by:

The Executive Board ,
The President, or
Petition from representatives.

ARTICLE XII -- QUORUM

Attendance of one-half 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 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 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 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 XVII – CONSTITUTIONAL AMENDMENTS

This Constitution may be amended by three-fourths of the vote with a quorum present, provided that copies of the proposed amendment were circulated to the representatives at least three business days 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 XVIII -- 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 XIX -- 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 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 XX -- 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 Tufts 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.