

# **Graduate Student Advisory Council By-Laws**

## **Article I. Name of the Organization**

The name of the Council shall be the Pittsburg State University Graduate Student Advisory Council (hereafter referred to as GSAC, or the Council).

## **Article II. Mission**

- 1.) Facilitate communication among graduate students, faculty, and administrators. The Council will share information regarding graduate programs, graduate student services, and other relevant issues related to the graduate population.
- 2.) Promote professional development and interaction among the graduate population through social events, academic events, and specialized workshops.
- 3.) Act as a source of information and guidance for current and prospective graduate students.

## **Article III. Membership**

### **Section 1. Departmental Representatives**

- 1.) Membership is open to any graduate student that is enrolled, full or part time, at Pittsburg State University.
- 2.) Each graduate program shall have the right to representation on the Council by a program representative. Each graduate program is allowed two voting members.

### **Section 2. Non-Departmental Representatives**

- 1.) Membership is open to any graduate student that is enrolled, full or part-time, at Pittsburg State University who is not already serving as a program representative for GSAC.
- 2.) The Student Government Association (SGA) shall have the right to representation on the Council by non-departmental representatives. The organization is allowed two voting members to be selected by SGA, who are willing to meet the requirements of GSAC membership.

### **Section 3. Duties**

Duties of representatives include, but are not limited to, the following:

- 1.) Attend all GSAC meetings and in the event of an absence, secure a proxy from their respective program and notify a Council executive.
- 2.) Attend and contribute to any committee that the representative is appointed to.

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- 3.) Serve as a channel of communication from the Council to the graduate students in their respective programs
- 4.) Participate in GSAC social and service events.

## **Article IV. Meetings & Attendance**

### **Section 1. Attendance**

- 1.) Meetings shall take place monthly from September through April.
- 2.) All graduate students may attend GSAC meetings.
- 3.) Members are required to attend all GSAC meetings and in the event of an absence, secure a proxy from their respective program and notify a Council executive.
- 4.) Lack of participation may result in dismissal or replacement at the discretion of respective program coordinators.

### **Section 2. Conduct of Business**

Each meeting's agenda shall include at least the following business items, with the executive board setting the order:

- 1.) Reports from each program
- 2.) Reports from committees
- 3.) Old business
- 4.) New business
- 5.) Adjournment

### **Section 3. Proposals**

GSAC may use proposals to formally take a specific action, support a particular cause, or amend the by-laws. Proposals must be emailed to a GSAC executive at least one week before the next meeting. The preferred proposal format will be the “Whereas/Therefore” format (Appendix A).

### **Section 4. Voting**

- 1.) Each graduate program will be allowed two voting members determined by the students in that program.
- 2.) Each voting member will be allowed one vote.
- 3.) A simple majority of votes shall decide issues of regular business.
- 4.) In the event of a tie, the faculty advisor will cast the deciding vote.

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## **Section 5. Meeting Procedure**

- 1.) The executive board shall organize all meetings and shall be responsible for notifying all members and/or officers at least one week in advance, by email and/or telephone.
- 2.) The executive board shall use their discretion as to the manner and process in which they preside over meetings. However, the executive board shall follow Robert's Rules of Order in each meeting if a majority of the active student members so request.
- 3.) The quorum required to conduct business shall be a majority of active Council members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

## **Article V. Officers**

- 1.) Elections for the new session, starting each fall, shall be held at the second meeting of the fall semester.
- 2.) The standard composition of President, Vice-President, and Secretary/Treasurer is recommended with each performing the customary duties of the position. These three members shall compose the executive board.
- 3.) A faculty advisor position is required to assist the Council with questions concerning university procedures and regulations, assist with communication between graduate students and faculty, and to offer advice when needed.

## **Article VI. Committees**

Recommended standing committees: Communication and Outreach, Events, Ad Hoc

### **Section 1. Establishing Committees**

- 1.) Committees will be established as necessary to fulfill the duties of the Council.
- 2.) The membership of committees will be comprised of volunteers, and/or appointed representatives, to be determined by the Council as such needs arise.
- 3.) Committee chairpersons will be appointed by the executive board, subject to approval by a majority vote of the Council.

### **Section 2. Standing Committees**

- 1.) Communication and Outreach Committee
  - (a) The Communication and Outreach Committee shall consist of a member of the executive board, a chairperson, and at least one additional member.

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- (b) The Communication and Outreach Committee shall coordinate with the faculty advisor and graduate program coordinators to ensure that each program is represented on the Council.
- (c) The Communication and Outreach Committee shall ensure that all new and prospective members are informed of the duties and importance of GSAC representation.

## **1.) Events Committee.**

- (a) The Events Committee shall consist of a member of the executive board, a chairperson, and at least one additional member.
- (b) The Events Committee should organize at least one event per semester for the graduate student body.

## **Section 3. Ad-Hoc Committees**

The Council may establish other committees as deemed necessary to fulfill the needs of the graduate student body. Additional committees shall consist of a chair and at least one member.

## **Section 4. Committee Duties**

In addition to specific committee duties (Article VI, section 2), committees shall present at GSAC meetings any events, planning concerns, budget needs, or other information, as necessary. Each standing committee shall meet as needed but at a minimum, at least once per semester. All committee members are expected to attend committee meetings and respond timely to electronic communications.

## **Section 5. Eligibility**

Any voting member of the Council in good academic and disciplinary standing at Pittsburg State University may be nominated to serve on a committee.

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## APPENDIX - A

### PROPOSAL

Graduate Student Advisory Council

Pittsburg State University

[TITLE]

[PURPOSE: \_\_\_\_\_]

Whereas, \_\_\_\_\_ ; and

[Whereas, \_\_\_\_\_ ;

and]

[Whereas, \_\_\_\_\_ ;

and]

Therefore, Be it resolved that the Graduate Student Advisory Council (GSAC)

\_\_\_\_\_ [; and

[Therefore, Be it further resolved that GSAC

\_\_\_\_\_].