

# GSC Constitution 2022-2023

Updated May 10, 2022 BL

## 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, the School of Engineering, and the School of the Museum of Fine Arts, 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, and educational programs opportunities and activities, and advocacy; by informing students of issues, both academic and nonacademic, that affect graduate students of Arts, Sciences and Engineering at Tufts University and to eliminate confusion about those issues; by representing the graduate students to the Graduate Faculty, and to 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 and the School of Museum of Fine arts 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 their 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 and the School of the Museum of Fine Arts 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 voting representative from each department or interdisciplinary program. The new department/program representative shall notify the Secretary of the GSC in writing of their 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, School of Engineering, or the School of the Museum of Fine Arts.

**Section 5.** The President or the Secretary 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 department/program 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 department/program representatives to the GSC:

All representatives to the GSC shall serve on at least one internal committee of the GSC or on one external committee of Tufts University.

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

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

The GSC reserves the right to initiate a vote to remove representatives who fail to complete their duties.

## **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 Executive 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 Vice President shall finalize any changes of the documents with the Executive 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 work with the Treasurer to ensure recipients of the Graduate Student Travel Fund complete any requirements of their award.

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 eboard.

### **Duties of the Secretary**

The Secretary shall reserve rooms or generate zoom links 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 appointment of department representatives and maintain a list of all current department representatives. They will also be primarily responsible for monitoring department representatives in the and will be the direct liaison for questions and concerns.

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

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 eboard member to be the notetaker 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 will ensure that each GSO has a treasurer, will oversee their orientation, and manage their concerns and requests throughout the year.

The Treasurer shall maintain a list of recipients of the Graduate Student Travel Fund awardees, the amount they were given, and the dates of their conferences for GSC records. The Treasurer will also work with the Vice President to ensure the award recipients complete the requirements of receiving the award.

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 eboard.

#### **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 permanent chairs 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).

#### **Section 7. Prorated Stipends.**

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

If an officer or committee chair leaves their position without having completed their duties, the Executive Board reserves the right to prorate the stipend further depending on the percentage of work completed while holding the position.

Any decisions regarding the stipend of an officer or committee chair who does not serve the full term must pass with a majority vote by the remaining Executive Board either during the following board meeting, or at an emergency board meeting if necessary.

The exiting officer or committee chair will be notified when the Executive Board has reached a decision. This notification will be in the form of a letter and will include the reasons for any reduction in the stipend.

In the event that the exiting officer or committee chair disagrees with any changes to the stipend, they may appeal with a letter to the Executive Board, citing any pertinent evidence.

## **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.

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).

**Section 4.** Upon election, all members of the GSC Executive Board will read this constitution, print and sign their names at the end of the document to indicate they will abide by the expectations of the roles as stated.

## **ARTICLE VIII – INTERNAL COMMITTEES**

**Section 1.** The GSC shall establish and maintain an Academic and Career Development Committee, a Community Outreach Committee, an International Student Committee, a Social Life Committee, a Student Life Committee, and an Arts and Humanities 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. In addition, each committee may elect, via the same procedure as electing a chair, a deputy chair who possesses all the rights and responsibilities of the chair with the sole exception of the right to a vote. Committee chairs shall not serve as a department representative.

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

**Section 6.** Each committee shall plan to meet at least once per semester, keep minutes of its meetings and maintain an archive of minutes available to the rest of the executive board.

**Section 7.** Committee chairs shall attend all meetings of the Executive Board and all General Meetings. If unable to attend or participate, committee chairs shall appoint another Executive Board member to act in their capacity during said meetings.

**Section 8.** Upon election, all members of the GSC internal committees will read this constitution, print and sign their names at the end of the document to indicate they will abide by the expectations of the roles as discussed and expected by the GSC executive board and stated here.

## **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 Executive Board sits on at least one University committee.

**Section 3.** The Secretary maintains a list of all University Committee placements.

**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 /Program Representatives are eligible for officer and committee chair positions.

**Section 2.** Nominations for GSC Officers and Chairs shall open during the April GSC meeting, or at an additional emergency GSC meeting in April. The announcement of the emergency meeting, if necessary, 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 May 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, voting will be held electronically using an online voting form and the results observed by an executive board member present not seeking election. The individual with a majority will be appointed. 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 runoff election shall be held immediately electronically by use of an online voting form. Votes shall be tabulated as noted above in Section 4.

**Section 5.** The new Executive Board shall take office immediately following a transition meeting with the former Executive Board.

**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, the School of Engineering, and the School of the Museum of Fine Arts 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 voting members of the GSC 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/Program 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 voters must be identified 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 financial records 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. Removal from the Executive Board may result from failure to fulfill the expected duties of a committee chair.

To be signed by the executive board and internal committee members of the GSC.

I have read the GSC Constitution fully as written above and clearly understand both the general expectations associated with being a member of the GSC E-board as well as my specific duties as a GSC officer or committee chair (International Student, Community Outreach, Social, Student Life, Academic and Development, Arts and Humanities). These duties include specific responsibilities in Article VI for officers and Article VII for committee chairs, and the projects that are planned by the executive board. I fully understand the repercussions of not performing my expected tasks, which may involve potential termination of my job as a GSC executive board member as well as a loss of the associated stipends as stated in the constitution. The removal of an officer or committee chair will be determined per procedures in Article XVI Removal from Office.