

Constitution
of the
Council of Graduate Students (CoGS)
of the
University of Dayton

December 15, 2017

Article I- Name of the Organization

Section 1: The name of this organization shall be the University of Dayton Council of Graduate Students, here after referred to as CoGS.

Article II- Mission

Section 1: CoGS will advocate for continual improvement of the graduate student experience at the University of Dayton.

Section 2: Responsibilities:

- 2.1 To provide meaningful opportunities to connect graduate students across disciplines and departments.
- 2.2 To represent the interests of the graduate student community in matters pertinent to graduate student life at the University of Dayton.
- 2.3 To provide a forum (including social media) to acquire input from and disseminate information to the University of Dayton graduate student community.
- 2.4 To provide opportunities for graduate student engagement in service and social activities and events.
- 2.5 To assist the graduate student community in understanding campus resources and services.
- 2.6 To provide graduate students with opportunities for campus and community networking and collaboration.
- 2.7 To work in collaboration with Graduate Academic Affairs to foster dialog between graduate students and University administration.
- 2.8 To understand the professional needs of graduate students and work to provide opportunities in the area of professional development and networking.
- 2.9 To understand the educational support needs of graduate students and work to provide workshop opportunities.

Article III- Chair of CoGS

Section 1: Selection of Chair position:

- 1.1 The position of Chair is an appointed position filled from the office of Graduate Academic affairs.
- 1.2 The graduate assistant from the office of Graduate Academic Affairs will be the person appointed to fill the Chair position.

Section 2: Duties of the Chair:

- 2.1 Preside over meetings.
- 2.2 Attempt to recruit students from various departments and stages of their academic careers to provide wide representation of graduate students.
- 2.3 Schedule and make any necessary arrangements for all meetings.
- 2.4 Prepare an agenda for each meeting and send, in advance, to the members of CoGS.
- 2.5 Keep meeting notes and documentation.
- 2.6 Maintain membership records.
- 2.7 Prepare announcements and communications.
- 2.8 Responsible for any official paperwork that must be filed with the University.

Section 3: Representative Authority of Chair

- 3.1 The Chair, in consultation with CoGS, will act as the voice, advocate, and representative for the graduate student body on the following councils, boards, and committees:
 - a. Educational Leadership Council (ELC)
 - b. Academic Senate
 - c. Executive Committee Academic Senate (ECAS)

- d. Student Academic Policy Committee (SAPC)
- e. Other assigned councils, boards, and committees, as deemed necessary, by the Associate Provost of Graduate Academic Affairs.

Article IV- Graduate Leadership Council (GLC) Representative

Section 1: Selection of GLC representative position:

- 1.1 This is an appointed position filled by the Advisor to CoGS.

Section 2: Duties of the GLC representative:

- 2.1 In consultation with CoGS, act as the voice, advocate, and representative for the graduate student body.
- 2.2 Attend the meetings of the GLC.
- 2.3 Report to CoGS, at their regular meetings, all relevant information affecting graduate students.

Article V- General Membership

Section 1: Membership is open to any registered graduate student.

Section 2: Membership is voluntary.

Section 3: A minimum of (3) three members is required to carry out the mission of the Council of Graduate students.

- 3.1 If and when the minimum membership level is reached, it will become the duty of all remaining members to actively seek and recruit membership to CoGS.

Article VI- Committees

Section 1: Ad hoc committees will be formed by the Chair on an as necessary basis.

Article VII- Meetings

Section 1: Membership meetings will be held at least twice per month

Section 2: The scheduling of meetings:

- 2.1 The Chair will consult with members, each semester, on the date and time for meetings in an effort to accommodate the majority of members.
- 2.2 At the discretion of the members, meetings can be canceled, on a case-by-case basis, through a simple majority vote.

Article VIII- Voting

Section 1: A simple majority vote is required to approve all business, as appropriate.

Article IX- Advisor to CoGS

Section 1: The assigned advisor to CoGS will be the Assistant Director of Graduate Academic Affairs.

Section 2: Duties of the Advisor:

- 2.1 The advisor will be available to provide advice and guidance on any professional issues within CoGS.
- 2.2 The advisor will be the designated authority to sign any necessary documents for CoGS.

Section X- Amendments

Section 1: Amendments to the constitution will be voted on by a simple majority.

Section 2: The Chair must submit all amendments to the CoGS advisor who will then forward them to the Associate Provost of Graduate Academic Affairs for review and approval.

Section XI- Regulations

Section 1: CoGS understands and is committed to fulfilling its responsibilities of abiding by the University of Dayton's policies.