University of Dayton
Graduate Student Association (GSA) Constitution

Preamble:

We, the members of the University of Dayton's Graduate Student Association do hereby establish this constitution so that our stated purposes shall be realized to the fullest extent.

Article 1. Name:

The name of this organization shall be The University of Dayton Graduate Student Association (commonly referred to as the GSA). The GSA Executive Board shall be responsible for maintaining and overseeing the functions and business of the GSA.

Article 2. Purpose:

Section 2.1: The major purposes of the GSA shall be:

2.1.1 To provide opportunities for meaningfully connecting graduate students across disciplines and departments.

2.1.2 To represent the interests of the graduate student community in all matters pertinent to graduate programs and graduate student life at the University of Dayton.

2.1.3 To provide a forum to acquire input from and disseminate information to the University of Dayton graduate student community.

2.1.4 To provide opportunities for graduate student engagement in service, social, and professional development activities and events.

2.1.5 To assist the graduate student community in understanding campus resources and services.

2.1.6 To provide graduate students with opportunities for campus and community networking and collaboration.

2.1.7 To nominate graduate student representatives to both the University of Dayton's Academic Senate and Graduate Leadership Council.

Section 2.2: Mission

The mission of the University of Dayton Graduate Student Association is to represent and support the interests of the University's current and future graduate student community through scholarly activities and by providing leadership, service, and social opportunities. The GSA

exists to enrich the experience of the University's graduate students, all of whom are members of the GSA.

Article 3. Membership:

Section 3.1: Membership in the GSA shall include all currently enrolled University of Dayton graduate students in good academic standing.

Section 3.2: Eligibility for membership or appointed or elected student officer positions in the GSA or the GSA Executive Board will not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted by federal law.

Section 3.3: For the purposes of any vote of the full GSA, eligible voting membership shall be comprised of all currently enrolled graduate students in good academic standing.

Article 4. Structure:

Central leadership of the GSA will be through the GSA Executive Board, in collaboration with the GSA Advisor (see also Article 5 and Bylaws). In addition to the GSA Executive Board, the following standing committees will be established: the Professional Development & Funding Resource Committee; the Social Committee; the Mission, Identity & Civic Engagement Committee; and, the International & Diverse Student Population Committee (see also Article 5 and Bylaws). *Ad hoc* committees and sub-committees may be appointed from time-to-time as necessary. In addition, a temporary Elections Committee will be appointed on an annual basis to facilitate: 1) the election of GSA officers; and, 2) the identification of suitable candidates to serve on the University of Dayton's Academic Senate and Graduate Leadership Council (see Bylaws).

Article 5. Executive Board/Duties of Officers:

Section 5.1: The GSA Executive Board shall consist of 14 members including: the President, Vice-President, Secretary and Treasurer, four (4) standing committee chairs, an at-large representative from each school/college of the University of Dayton, excluding the Law School, (i.e., the College of Arts and Sciences, the School of Business Administration, the School of Engineering and the School of Education and Allied Professions), the Public Relations & Events Coordinator and the GSA Advisor. Prior to the first formal election of GSA officers, the GSA Executive Board shall consist of the GSA Advisor and the members of the GSA Formation Committee.

Section 5.2: The President shall be responsible for:

5.2.1 Serving as a voting member and chair of the GSA Executive Board.

5.2.2 Calling to order and presiding over all meetings of the GSA and GSA Executive Board.

5.2.3 Signing all official GSA documentation and all contracts entered into by the GSA.

5.2.4 Approving, in collaboration with the Treasurer and GSA Advisor, all financial expenditures of the GSA.

5.2.4 General oversight of all standing and *ad hoc* committee progress and functioning.

5.2.5 Actively promoting the welfare of all graduate students at the University of Dayton.

5.2.6 Being the official representative of the GSA to the University of Dayton community.

5.2.7 All other duties generally required of the office.

Section 5.3: The Vice-President shall be responsible for:

5.3.1 Temporarily serving in the President's place in cases of absence or incapacity.

5.3.2 Assisting the President in his/her aforementioned duties.

5.3.3 Serving as a voting member of the GSA Executive Board.

5.3.4 All other duties generally required of the office.

Section 5.4: The Secretary shall be responsible for:

5.4.1 Maintaining all official documentation of the GSA, including the constitution, its amendments and bylaws.

5.4.2 Maintaining accurate records of all meetings and other proceedings.

5.4.3 Creating minutes for all meetings and other proceedings.

5.4.4 Retaining copies of all documentation necessary for holding events, including but not limited to, alcohol permits and contracts entered into by the GSA.

5.4.5 Keeping accurate records of attendance at meetings.

5.4.6 Serving as a voting member of the GSA Executive Board.

5.4.7 All other duties generally required of the office.

Section 5.5: The Treasurer shall be responsible for:

5.5.1 Signing all financial-related forms and contracts entered into by the GSA.

5.5.2 Paying out funds when authorized by the President and GSA Advisor.

5.5.3 Maintaining a complete, accurate, up-to-date record of all expenditures, deposits, and receipts.

5.5.4 Preparing an annual budget for the GSA, with input from the GSA Executive Board and Advisor.

5.5.5 Serving as the chairperson of any *ad hoc* fund raising committees that may be established.

5.5.6 Serving as a voting member of the Executive Board.

5.5.7 All other duties generally required of the office.

Section 5.6: Standing committee chairs will be appointed by the elected GSA Officers; the duties of each committee chair shall be:

5.6.1 To serve as voting members of the GSA Executive Board.

5.6.2 To maintain accurate and current written/electronic documentation of all business carried out within and by the committee.

5.6.3 To schedule and publicize committee meetings.

5.6.4 To assist in recruiting a suitable number of committee members.

5.6.5 To maintain communication with all committee members.

5.6.6 To report to the GSA Executive Board at least monthly on all activities of the committee.

5.6.7 To guide the committee toward fulfillment of its purpose (see Bylaws).

Section 5.7: School/College Representatives will be appointed by the elected GSA Officers; the duties of the school/college representatives shall be:

5.7.1 Being in attendance at all full GSA and GSA Executive Board meetings, with no more than one (1) unexcused absence per semester.

5.7.2 Faithfully representing the concerns and needs of the students in their respective schools/college.

5.7.3 Assisting, as necessary, on both standing and *ad hoc* committees.

5.7.4 Discussing approved meeting minutes and other public GSA/GSA Executive Board business with students of their respective schools/college.

5.7.5 Promoting and advertising GSA events and meetings to students within their respective schools/college.

5.7.6 Serving as voting member of the Executive Board.

5.7.7 All other duties generally required of this office.

Section 5.8: The Public Relations & Events Coordinator shall in most cases be the Graduate Assistant for Graduate Student Services. He/she shall be responsible for maintaining the calendar and on-line publicity for all GSA sponsored events. Note that any public relations material must be properly branded and approved by the Assistant Director for Operations and Graduate Student Services.

Section 5.9: The Assistant Director of Operations and Graduate Student Services shall serve as the GSA Advisor and an ex officio member of the GSA Executive Board. In the event of a tie vote in either the full GSA or GSA Executive Board the GSA advisor shall cast the tie-breaking vote. The GSA Advisor may not otherwise vote.

Section 5.10: While *ad hoc* committees and sub-committees may be established as needed by the Executive Board, the chairs of such committees will not serve as members of the GSA Executive Board. Members of the annually appointed Elections Committee shall also not serve as members of the GSA Executive Board.

Article 6. Funding:

Section 6.1: In order to support its activities and programs, the GSA, with the guidance and leadership of the GSA Executive Board, will pursue at least one major fund raising activity each year.

Section 6.2: All funds solicited by or given directly or indirectly to the GSA for the purposes of promoting the objectives of the GSA shall be subject to the jurisdiction of the GSA Executive Board.

Section 6.3: All monetary transactions must be approved by the Treasurer, President and GSA Advisor.

Article 7. Constitution and Bylaw Amendments:

Section 7.1: Amendments to the GSA constitution and bylaws may be proposed by any University of Dayton graduate student in good academic standing. The GSA Executive Board will ensure that all such proposals, as well as all supporting information, are made openly, freely and publically available to all voting members of the GSA at least one month before the proposal goes to a vote.

Section 7.2: Constitutional amendments must be approved by the GSA Advisor and a two-thirds majority vote of the members present at a meeting of the full GSA.

Section 7.3: Amendments to the GSA bylaws must be approved by the GSA Advisor and a two-thirds majority vote of the full GSA Executive Board.

Section 7.4: Approved constitutional amendments become effective immediately following ratification by the Executive Committee of the Graduate Leadership Committee (GLC).

Section 7.5: Approved amendments to the GSA bylaws become effective immediately following approval of the GSA Advisor, in consultation with the Associate Dean for Graduate, Professional & Continuing Education (GPCE). (In some cases the Associate Dean for GPCE may require additional review by the Associate Provost and Dean for GPCE and/or the GLC Executive Committee.)

Section 7.6: This constitution, along with its amendments and bylaws, will be reviewed every five years by a special committee comprised of the current GSA Executive Board, the GSA advisor, the Associate Dean for GCPE, and the Executive Director of Student Life and Kennedy Union. Additional members of the special committee may be added as necessary by the current Executive Board and/or the GSA Advisor. Any amendments to the constitution or bylaws shall be proposed, reviewed, approved and ratified as described above.

Article 8. Ratification:

This constitution, along with the initial set of bylaws, shall become effective upon the approval of the graduate student association formation committee, as well as the Executive Director of Student Life and Kennedy Union, the Associate Provost and Dean of Graduate, Professional, and Continuing Education, the Graduate Leadership Council Executive Committee, and the Vice-President of Student Development. Upon ratification, this constitution shall create the GSA at the University of Dayton. Amendments to this constitution shall be consistent with Article 7, above.

Article 9. Suspension:

This constitution and all its amendments and bylaws shall be suspended upon a two-thirds vote of the full current graduate student population, in good standing, at the University of Dayton.

Article 10. Approvals:

GLC Executive Committee – Unanimous Approval November 9, 2012.
GPCE Associate Provost & Dean – Approved, November 9, 2012.

GSA Bylaws

I. Authority & Responsibilities

a. The Executive Board of the GSA shall be responsible for all activities related to the GSA. Furthermore, the GSA Executive Board has the authority to enforce all rules and policies relating to the GSA as a whole.

b. The GSA Executive Board shall have also have the authority and responsibility to:

i. Determine regularly scheduled meeting times for the GSA and the GSA Executive Board

ii. Develop policies that are consistent with the GSA Constitution and Bylaws

iii. Serve as the *de facto* GSA Finance Committee

iv. Appoint members to the various standing committees

v. Create additional ad hoc committees and sub-committees as needed

vi. Fill by appointment unexpected vacancies in any elected office. Vacancies filled via appointment of the GSA Executive Board will last for the remainder of the original term.

vii. By March 15 of each academic year, provide the Associate Dean for Graduate, Professional, & Continuing Education with the names, in ranked order, of three candidates for the position of Graduate Student Representative to the Graduate Leadership Council (GLC). Candidates shall, to the greatest extent possible, be chosen from the various academic units in the following general rotational order: SBA, SOE, LAW, CAS and SOEAP. Final appointment will be in accordance with policy established by the Graduate Leadership Council Executive Committee. The term of appointment shall be for one (1) academic year, though representatives may serve multiple consecutive or non-consecutive terms. The Graduate Student Representative to the Graduate Leadership Council shall be a voting member of both the GLC and the GLC Executive Committee.

viii. By March 15 of each academic year, provide the Associate Dean of Graduate, Professional, & Continuing Education with the names, in ranked order, of three candidates for the position of Graduate Student Representative to the Academic Senate. The candidates will, to the greatest extent possible, be chosen from the various schools in the

following general rotational order: SOE, LAW, CAS, SOEAP and SBA. Final appointment will be in accordance with policy established by the Graduate Leadership Council Executive Committee. The term of appointment shall be for one (1) academic year, though representatives may serve multiple consecutive or non-consecutive terms. The Graduate Student Representative to the Academic Senate shall be a voting member of the Academic Senate, the Executive Committee of the Academic Senate (ECAS) and the Student Academic Policies Committee of the Academic Senate (SAPCAS)

c. GSA Executive Board members may resign for any reason and may be removed from office by a vote of no confidence requiring a two-thirds vote of the full GSA Executive Board. In addition, GSA Executive Board members are expected to voluntarily vacate their positions immediately upon falling out of good academic standing at the University of Dayton. Reasons for removing an Executive Board member include, but are not limited to:

   i. Failing to remain in good academic standing at the University of Dayton

   ii. Failure to faithfully perform expected duties, as outlined in the GSA Constitution

   iii. Missing more than one GSA Executive Board meeting per academic term or two meetings of the full GSA per academic term, without sufficient and valid reason.

   iv. Inappropriate or unauthorized use of GSA resources.

d. Any power not explicitly stated in this constitution, nor excluded by it, shall be reserved to the GSA Executive Board, pending approval of the GSA advisor or Graduate Leadership Council Executive Committee, as appropriate.

e. *Ad hoc* and standing committees have the authority to develop/create programs pertaining to their respective areas. Additionally, committee chairs have the authority to schedule meetings for their respective committees. As needed, requests for funding shall be made by the committee chair to the GSA Treasurer, and must be approved by the Treasurer, President, and the GSA Advisor.

II. Operations

a. The GSA shall have scheduled meetings once per month in accordance with bylaw 1.b.i, above. The GSA Executive Board, advisor or concerned GSA member may request a special meeting of the GSA at any time. Requests for special meetings shall be coordinated with the President of the GSA.

b. The GSA Executive Board shall meet one week prior to regularly scheduled meetings of the full GSA. GSA Executive Board members and the GSA Advisor may request a special meeting of the GSA Executive Board at any time. Requests for special meetings shall be coordinated with the President of the GSA.

c. A meeting agenda and the minutes from the most recent previous meeting are to be made available electronically at least 48 hours in advance of each scheduled meeting.

d. A simple majority vote of members present is all that is required for approval of measures brought before the full GSA.

e. A quorum for any regularly scheduled or special meeting of the GSA Executive Board shall equal eight (8) voting members, not counting the GSA Advisor. Unless specified elsewhere in the GSA Constitution or Bylaws, a simple majority vote of board members present is all that is required for approval of measures brought before the GSA Executive Board.

f. The GSA and the GSA Executive Board shall adhere to all relevant policies of the University of Dayton, while incorporating the Commitment to Community Document as well as the Marianist values that the University upholds.

g. The organization shall operate as a non-profit association. No profits may accrue to any individual within the organization.

h. Unless otherwise provided for in the GSA Bylaws or Constitution, decisions of the organization shall be made by a simple majority of those present and voting, with those abstaining from the vote not figuring into the determination of the majority required.

III. Standing Committees:

a. Professional Development & Funding Resource Committee**:** One purpose of this standing committee shall be to serve as a resource to UD Graduate Students in their efforts to find and pursue various methods of funding for their academic endeavors. In addition this committee shall provide and/or promote relevant opportunities for graduate students to engage in professional development experiences.

b. Social Committee: The purpose of this standing committee shall be to plan and facilitate a variety of social events and activities designed to build community among University of Dayton graduate students.

c. Mission, Identity & Civic Engagement Committee: One purpose of this standing committee shall be to work collaboratively with Campus Ministry, the Office of Mission and Rector, the Center for Social Concern, the Fitz Center and others to provide opportunities for graduate students to engage in community service and/or service learning experiences. This committee shall also promote and support the values of the University of Dayton as a Marianist Catholic Institution, in part by helping ensure that the five Characteristics of Marianist Universities are made meaningful and accessible to all graduate students at the University of Dayton.

d. International & Diverse Student Population Committee: One purpose of this standing committee shall be to partner with the Center for International Programs and other campus offices to assist international student groups in acclimating to the University of Dayton culture. Another purpose of this committee shall also promote the value of diversity by sponsoring events designed to highlight diversity and bring members of diverse student populations together for fellowship and support.

IV. Elections:

a. To be eligible for elected office, candidates must be graduate students in good standing at the University of Dayton.

b. In early January of each year a temporary Elections Committee of no fewer than three members will be appointed by the GSA Executive Board to coordinate the electoral process. No current member of the GSA Executive Board may serve on the Elections Committee. The Elections Committee shall be disbanded when its purpose has been fulfilled each year.

c. The responsibilities of the Elections Committee shall include: cultivation of a rich pool of candidates for elected office; coordination and oversight of all elections for the GSA; certification of election results; aiding in the transition of new GSA officers; solicitation and screening of candidates for the standing committee chair positions and the School/College representatives of the GSA Executive Board; and, solicitation and screening of potential nominees for the graduate student positions on the Graduate Leadership Council and the Academic Senate.

d. The nomination process (including allowance for self-nominations and nominations by other graduate student in good standing) for GSA officer positions will begin by no later than early February each year, on a date set by the Elections Committee.

e. By March 1st , the Elections Committee will collect and make publically available written statements (not to exceed one page) from each candidate for elected office.

f. During the March meeting of the full GSA (preferably held on or about March 15th) candidates for office will introduce themselves and answer questions from the audience. During this meeting new officers will then be elected by secret ballot. Electronic absentee votes may also be cast between March 2nd and the time of this meeting. Results of all methods of voting must be certified by at least two (2) members of the election committee.

g. Committee Chairs and School/College Representatives are appointed by the newly elected officers through a petition process which the Elections Committee facilitates.

   i. Potential committee chairs and School/College representatives of the GSA Executive Board will submit a written statement/petition for the position they wish to fill. Self-nominations and nominations by other graduate students in good standing are allowed. Petitions will be processed and distributed to each of the four elected officers. Elected officers will evaluate each application and make selections no later than by March 30th at which time appointees and other applicants will be notified in writing. (Email shall be considered an acceptable form of written notification.)

   ii. Public notification/announcement of appointees and the composition of the full GSA Executive Board will be made no later than March 31st .

h. Each elected and appointed seat on the GSC Executive Board shall have a term of one (1) year, though individuals may serve multiple consecutive or non-consecutive terms. Terms begin on April 1 of the year elected and end on March 31 of the following year.

V. Annual Reporting:

In the Spring of each year, the outgoing GSA Executive Board members shall prepare a detailed report describing the activates of the GSA over the previous year. This report shall describe all fund raising activities, any solicitation of funds from other sources, account balances, and how monies were spent. The report shall also detail the activities of all *ad hoc* and standing committees, as well as the activities and initiatives pursued by the GSA Executive Board.

It is the responsibility of the GSA President, in close collaboration with the various standing and *ad hoc* committee chairs, to prepare this annual report. After approval of

the full GSA Executive Board, the annual report shall be made publically available for all interested parties to examine. Moreover, the graduate student representative to the GLC shall present and discuss this report at a Spring meeting of both the GLC and the GLC Executive Committee.