

GSC Constitution

Revised February 2005

Preamble

We, the graduate students of Kansas State University, in an effort to further excellence in higher education, do hereby adopt this constitution and by-laws.

Article I: Name and Purpose

Section 1: The name of this organization shall be the Graduate Student Council. For the remainder of this constitution and by-laws, Graduate Student Council shall be referred to as the Council.

Section 2: The Council is chartered under the Constitution for the Kansas State Student Governing Association.

Section 3: The Council shall not take any action that is in violation of the constitution or by-laws of the Kansas State University Student Governing Association.

Section 4: The purpose, duties, and power of the Council shall be:

(A) To serve as an organized representative body for the formulation of policies concerning graduate students.

(B) To serve as an official medium of communication between graduate students and the graduate faculty and administration.

(C) To serve as the advisory board of graduate students to the graduate faculty and administration.

(D) To nominate students for positions reserved for graduate students on official University committees.

(E) To allocate funds to individual graduate students and graduate student organizations in accordance with the by-laws.

(F) To consider any amendments to the SGA Constitution.

(G) To select replacement Graduate Senators when requested by Student Senate.

(H) To handle any legislative or executive duties not reserved by the SGA and By-Laws for Student Senate and the Student Body President.

Article II: Membership

Section 1: The Council shall consist of the presidents or appointed representatives of every graduate student group in good standing in accordance of Article I of the by-laws.

Section 2: The Dean of the Graduate School or designee shall be an ex-officio, non-voting member of the Council.

Section 3: There shall be four elected officers of the Council: President, President-Elect, Secretary, and Treasurer.

Section 4: The duties, terms of office, eligibility, and election of all Council officers shall be specified in the by-laws.

Section 5: Any officer may be removed from the Council for conduct deemed inappropriate or irresponsible or does not adequately fulfill their duties as described in Article IV by a two-thirds (2/3's) vote of members present at any Council meeting. The vacancy will be filled as soon as possible by a simple majority vote of the Council.

Article III: Amendments

Section 1: The articles of this constitution may be amended by a two-thirds (2/3s) vote of all Council members selected and qualified at a regularly scheduled Council meeting. Ratification shall be by majority approval of the total membership of the Student Senate of the Kansas State University Student Governing Association.

Section 2: The by-laws of the Council may be passed and/or amended by a two-thirds (2/3s) vote of all Council members selected and qualified at a regularly scheduled Council meeting.

GSC By-Laws

Revised December 2006

Article I: Membership

Section 1: Any graduate student group must meet the following criteria for membership:

(A) Consist primarily of Kansas State University graduate students.

(B) Be registered with the Graduate Student Council.

Article II: Meetings

Section 1: Meetings shall be held on the first Monday of every month at a place and time to be determined by the Council.

Section 2: A quorum shall be defined as one-half plus one of all *active* members of the Council.

Section 3: *Robert's Rules of Order* shall be used as the official guide for the Council meetings.

Section 4: A member of the Council who cannot attend a meeting may send a substitute from his or her graduate student group. The substitute will be accorded all the rights and privileges of a Council member but shall not assume the duties of any office that the absent member holds.

Section 5: Attendance at Council meetings is mandatory.

(A) Representatives missing two consecutive council or committee meetings will result in the group's inactive status.

(B) Active member groups are required to be involved in the activities of the Council. If a group is not involved in activities, they will be declared inactive.

(C) Any inactive group will not be allowed to vote on Council matters and shall not be counted toward Council quorum. Inactive status will affect decisions made on funding allocations.

(D) To regain active status, a group's president must submit a letter to the Council president stating reasons for their representative's previous absences.

Article III: Elections

Section 1: Council officers shall hold a term of office for one year with the exception of the president-elect who assumes a term of two years, the second year assuming the responsibilities of the president.

Section 2: A nominating committee comprised of all of the standing committee chairs and chaired by the President will seek out and nominate at least two council members for each of the officer positions. Nominations from general council members will only be accepted in writing and signed by the nominee indicating willingness to have name placed on ballot. Nominations must be submitted to the nominating committee by February 15.

Section 3: Nomination for President-elect, Secretary, and Treasurer of the Council shall be held at the March meeting (unless a midterm nomination is necessary).

Section 4: Elections shall be held at the April meeting (unless a midterm election is necessary).

Section 5: Officer transitions shall be held at the May meeting (unless a midterm transition is necessary).

Article IV: Officers

Section 1: The President of the Council does not count as the representative from his or her group; another representative from the same group may sit on the Council in addition to the President. All other officers count as representatives of their graduate group.

Section 2: The Council President shall perform the following duties:

- (A) Preside over all meetings of the Council.
- (B) Appoint all committees unless such committees are otherwise organized.
- (C) Be an ex-officio member of all committees.
- (D) Inspect the results of balloting and all other voting results.
- (E) Vote in the case of a tie.
- (F) Sign all papers of the Council except travel grant approvals.

Section 3: The Council President-Elect shall perform the following duties:

- (A) Assume the duties and responsibilities of the President in the absence of the President.
- (B) Assist the President with Council meetings and projects.
- (C) Be assigned as chair of the Research Forum Committee.
- (D) Assist in maintaining the continuity of the Council.
- (E) Assume the role of President at the May meeting one year after being elected to the President-Elect position.

Section 4: The Council Secretary shall perform the following duties:

- (A) Record the minutes of each Council and executive committee meeting.
- (B) Keep the history of the Council.
- (C) Assume responsibilities for maintaining and updating the Council's World Wide Web page.
- (D) Promote Council meetings and activities.
- (E) Maintain the Council's registration process and list of active organizations.
- (F) Assume the duties and responsibilities of the President in the absence of the President and President-Elect.

Section 5: The Council Treasurer shall perform the following duties:

- (A) Make a financial report at each Council meeting.
- (B) Be assigned as chair of the Allocations Committee and Travel Grant sub-committee.
- (C) Assume the duties and responsibilities of the President in the absence of the President, President-Elect, and Secretary.

Article V: Committees

Section 1: Standing Committees

(A) Allocations: The committee shall be responsible for preparing a preliminary budget proposal. This proposal shall be submitted to the Council for review and comment no later than the October Council meeting. The committee shall be responsible for final approval of all travel grant awards as recommended by the travel grant sub-committee.

(1) A travel grant sub-committee made up of 3 members of the allocation committee including the treasurer shall be created each year to review travel grant applications and make recommendations to the allocations committee.

(B) GTA/GRA/GA Affairs: The committee shall be responsible for researching and presenting possible solutions to issues brought forth to the Council regarding Graduate Teaching Assistants, Graduate Research Assistants and Graduate Assistants.

(C) Health Insurance Affairs: The committee shall be responsible for researching and presenting possible solutions to issues brought forth to the Council regarding health insurance. The chair of the committee will hold a seat on the KSU Student Insurance Committee. The committee will work with the department of Human Resources to help provide educational opportunities to Graduate Teaching and Research Assistants concerning the health insurance available to them.

(D) Ice Cream Social: Coordinates the bi-annual event.

(E) International Student Affairs: The committee shall be responsible for researching and presenting possible solutions to issues brought forth to the Council regarding International Students.

(F) Professional Development: The committee shall be responsible for organizing seminars and/or workshops that will facilitate the professional development of graduate students.

(G) Research Forum: Coordinate the annual Graduate Student Research Forum and any other research presentation opportunity that may arise.

Section 2: General Committees

(A) The Council shall create general committees as necessary, to address the needs of graduate students.

Article VI: Funding

Section 1: Funds shall be allocated according to the following guidelines:

(A) The Council shall determine a percentage of the initial allocation to be placed into the reserve account. A minimum of 10% is required.

(B) The Council shall determine how much of the remaining budget shall be reserved for travel grants (a minimum of 15% of the total allocation).

(C) The Council shall determine an amount suggested by the officers and approved by the Council for operating expenses.

Section 2: In order to receive funds, groups must submit a Budget Request Form at the November meeting.