

# **GSC Constitution**

Revised March, 2012

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

The goal of Graduate Student Council (GSC) is to provide support to the graduate student body, through travel awards, recognition of academic achievement, professional development, social activities, and networking opportunities.

## **Article I: Name and Purpose**

- Section 1:** The name of this organization shall be the Graduate Student Council, hereafter referred to as (GSC) for the remainder of this constitution and by-laws.
- Section 2:** The GSC is chartered under the Constitution for the Kansas State University Student Governing Association (SGA).
- Section 3:** The GSC shall not take any action that is in violation of the constitution or by-laws of the Kansas State University SGA.
- Section 4:** The purpose, duties, and power of the GSC 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 in accordance with the travel award policy.
  - (F) To consider any amendments to the SGA Constitution.
  - (G) To select replacement Graduate Senators when requested by Student Senate per SGA By-Laws.
  - (H) To handle any legislative or executive duties not reserved by the SGA and By-Laws for Student Senate and the Student Body President.
  - (I) To represent graduate students on the Graduate Council.

## **Article II: Membership**

- Section 1:** There shall be three main bodies within the GSC: Executive Committee, Leadership Committee, and General Membership.
- (A) The Executive Committee shall consist of the President, President-Elect, Secretary, and Treasurer.
  - (B) The Leadership Committee shall consist of the Executive Committee, Senators, and Committee Chairs as outlined in Article V of the by-laws.

(C) The General Membership will consist of the Executive Committee, the Leadership Committee, and the presidents or appointed representatives of every graduate student group in good standing with the GSC in accordance of Article I of the by-laws.

**Section 2:** The Dean and Associate Dean of the Graduate School or designee shall be ex-officio, non-voting members of the GSC.

**Section 3:** The duties, terms of office, eligibility, and election of all GSC officers shall be specified in Article IV of the GSC by-laws.

### **Article III: Amendments**

**Section 1:** All proposed changes to the GSC constitution and/or bylaws require two readings to be held during consecutive General Membership meetings.

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

**Section 3:** The by-laws of the GSC may be passed and/or amended by a two-thirds (2/3) vote of all GSC members selected and qualified at a regularly scheduled General Membership meeting. Ratification shall be by simple majority approval of the total membership of the Student Senate of the Kansas State University SGA.

### **Article IV: Removal from Office**

**Section 1:** Any officer may be removed from the GSC for conduct deemed inappropriate, irresponsible, or that does not adequately fulfill their duties as described in Article IV of the by-laws. This removal requires a motion, second, and a two-thirds (2/3) vote for the removal by members present at any GSC General Membership meeting. The vacancy will be filled as soon as possible with a simple majority vote by the members at a regularly scheduled GSC General Membership meeting. The replacement officer(s) or representative(s) is (are) bound to the requirements stated under Article 3 of the GSC By-Laws.

**Section 2:** Any officer may be removed from the GSC on the following grounds:

- (A) Misfeasance: The illegal or improper performance of a legal and proper act or duty, as outlined in Article IV in the GSC By-Laws.
- (B) Malfeasance: Misconduct or wrongful act by an elected or appointed GSC officer or member, respectively. This includes any violations of the Student Code of Conduct.
- (C) Nonfeasance: Failure to perform an act that is either an official duty or a legal requirement.

# GSC By-Laws

Revised March 2012

## Article I: Membership of Graduate Student Groups

- 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 GSC.
  - (C) Be registered with the Office of Student Activities and Services, hereafter referred to as (OSAS) for the remainder of this constitution and by-laws.
- Section 2:** Active members of the GSC are defined as elected officers, appointed committee chairs, SGA graduate student senators, and representatives of the registered graduate student groups who are in good standing with the university.

## 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 GSC.
- Section 2:** A quorum shall be defined as one-half plus one of all *active* members of the GSC.
- Section 3:** *Robert's Rules of Order* shall be used as the official guide for the GSC meetings.
- Section 4:** Attendance at GSC meetings is mandatory for elected officers, appointed committee chairs, SGA graduate student senators, and representatives of the registered graduate student groups of the GSC and university committees.
- (A) Elected officers, senators, and appointed representatives of the GSC and university committees will provide reports at each GSC meeting.
  - (B) Active member groups are required to be involved in the activities of the GSC, including attending meetings and providing a report if applicable.
- Section 5:** Failure to maintain active status:
- (A) Elected officers, senators, and appointed chairs/representatives of GSC and university committees missing three consecutive GSC or committee meetings, without being excused, will become inactive, which could result in removal from office.
  - (B) Registered student group representatives missing two consecutive GSC or committee meetings, without being excused or sending a proxy, will result in the group's inactive status.
  - (C) Members of an inactive group will not be allowed to vote on GSC matters and shall not be counted toward GSC quorum.
  - (D) To regain active status, a group's president must submit a letter to the GSC president stating reasons for their representative's previous absences.
  - (E) Elected officers, senators, and appointed chairs/representatives of GSC and university committees must meet with the Executive Committee during an Executive Committee meeting to ask to be reinstated as an active member.

- Section 6:** Absence from meetings:
- (A) Graduate student group representatives who cannot attend a GSC meeting will send a proxy. The proxy will be accorded all the rights and privileges of a GSC member but shall not assume the duties of any office that the absent member holds.
  - (B) Elected officers and senators who cannot attend a GSC meeting will provide a written report to the President to present on their behalf.
  - (C) Appointed Chairs/Representatives of GSC committees may send a proxy from their committee to present their report or send the report to the President to present.

### **Article III: Elections**

- Section 1:** Elected positions shall include President-Elect, Secretary, and Treasurer.
- Section 2:** GSC 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 3:** Students eligible to run for office shall be enrolled in the Graduate School and have a minimum of a 3.0 grade point average. All candidates must be in overall good standing at Kansas State University.
- Section 4:** If any office becomes vacant, the GSC shall accept applications for a replacement. The GSC shall elect one individual from these applicants to serve the remainder of the term. Replacements must qualify according to provisions of this Constitution and By-laws.
- Section 5:** Election will be held by an electronic vote during the spring semester. The election will be administered by the Election Committee. Write-in votes shall be counted.
- Section 6:** Officer transitions shall be held at the May meeting (unless a midterm transition is necessary).

### **Article IV: Officers**

- Section 1:** The GSC President shall perform the following duties:
- (A) Preside over all meetings of the GSC.
  - (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 GSC except travel award approvals.
  - (G) The President of the GSC does not count as the representative from his or her graduate student group; another representative from the same group may sit on the GSC in addition to the President. All other officers count as representatives of their graduate student group.
- Section 2:** The GSC 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 GSC meetings and projects.
- (C) Assume the role of President at the May meeting one year after being elected to the President-Elect position.

**Section 3:** The GSC Secretary shall perform the following duties:

- (A) Record the minutes of each GSC Executive Committee, Leadership Committee, and General Membership meeting.
- (B) Keep the history of the GSC.
- (C) Be responsible for sending approved meeting minutes to the appropriate Graduate School staff person responsible for maintaining the GSC website.
- (D) Promote GSC meetings and activities.
- (E) Maintain the GSC'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 4:** The GSC Treasurer shall perform the following duties:

- (A) Present a financial report at each GSC meeting.
- (B) Be assigned as chair of the Allocations Committee and Travel Award 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:** The GSC Executive Committee shall create general committees as necessary, to address the needs of graduate students.

**Section 2:** Standing Committees: All committees shall consist of a Chair and a minimum of one, but no more than five, graduate student members.

(A) Allocations: This committee, under the supervision of the Treasurer, will appropriate GSC funding.

(1) The committee shall be responsible for preparing an annual budget. This budget shall be submitted to the GSC Executive and Leadership Committees for approval no later than their respective October GSC meetings. The approved budget will then be filed with OSAS.

(2) The committee will meet to review travel award applications following the published deadlines and ensure awards are paid out in a timely manner.

(B) Student Affairs: This committee shall be responsible for researching and presenting possible solutions to academic and graduate student life issues brought forth to the GSC regarding all graduate students. The committee also shall be responsible for coordinating social activities for graduate students. These include, but are not limited to, ice cream socials and mixers.

(C) International Student Affairs: This committee shall be responsible for researching and presenting possible solutions to issues brought forth to the GSC, specific to international graduate students.

**(D) Awards and Recognition:** This committee shall be responsible for coordinating and presenting awards given by the GSC. This includes, but is not limited to, the Graduate Student Teaching Excellence award and nominations for the Midwestern Association of Graduate Schools awards.

**(E) Fundraising:** This committee shall be responsible for coordinating fundraising activities to benefit the GSC. These include, but are not limited to, tailgating events.

**(F) Professional Development:** This committee shall be responsible for coordinating seminars and/or workshops that will facilitate the professional development of graduate students. This includes, but is not limited to, working with Career and Employment Services (CES) to organize seminars and/or workshops.

**(G) Research Forums:** This committee shall be responsible for coordinating research forums and similar activities sponsored by the GSC. This includes, but is not limited to, the annual K-State Research Forum and research presentation opportunities.

**(H) Health Insurance:** This representative shall be responsible for researching and presenting possible solutions to issues brought forth to the GSC regarding graduate student health insurance. The GSC representative of the committee will hold a seat on the KSU Student Insurance Committee. The committee will work with the Division of Human Resources to help provide educational opportunities to Graduate Teaching Assistants, Graduate Research Assistants, and Graduate Assistants concerning the health insurance available to them.

**(I) Elections:** This shall consist of Co-Commissioners who will be responsible for following the election guidelines as set by Article 3 of the GSC by-laws.

## **Article VI: Funding**

**Section 1:** GSC funds will be allocated according to the recommendations of the Allocations Committee per the approved annual budget.

**(A) Travel Awards:** To be considered for a travel award, graduate students must submit the on-line application no later than the published deadlines. Travel expenses must follow the guidelines described in the travel award application.

**(B) Operating Costs and Other Funds:** Money allocated for these expenditures must follow the SGA and State of Kansas guidelines and be approved by the Allocations Committee. Applicable expenses include, but are not limited to, copies, promotional advertising and printing, lecturers/speakers, rental equipment, and films that benefit the entire graduate student body.