BYLAWS OF THE GRADUATE STUDENT COUNCIL

GRADUATE STUDENT COUNCIL BYLAW 1: ROLES OF THE OFFICERS

A. Elected officers: As stated in the Constitution, the elected officers are composed of: President, Vice President, Treasurer, Secretary, Website Coordinator, Grants Committee Chair, New Student Orientation Committee Chair, Social Committee Chair, and International Affairs Chair. A description of each officer's role is detailed below.

1. President
    a. Acts as primary representative of GSC; keeps organization information updated for Student Government and the Department for Student Activities and Involvement and responds appropriately to all of their requests such as organization renewal procedures and office requirements.
    b. Serves as chair of the Executive Board and an ex-officio member of all committees; provides guidance and direction to these committees.
    c. Determines the dates, times, and locations of General Body meetings and Executive Board meetings, as well as prepares agendas and presides over meetings.
    d. Oversees activities of the Vice President, Treasurer, Secretary, and Web Coordinator and ensures they are effectively executing their Constitutional duties.
    e. Appoints and invites positions as specified in Articles VIII section H.
    f. Forms ad hoc committees and appoints chairs as specified; oversees activities of ad hoc committee chairs and ensures they are effectively executing their assigned duties.
    g. Supervises annual elections, provided they are not interested in re-nomination; actively recruits quality candidates to be nominated for elected officer positions to ensure the sustainability of the organization. Coordinates the transition of elected officers as specified in Article IX.
    h. Maintains positive relationships with University and the Student Government including meeting with University President semesterly, Faculty Senate President semesterly, Vice President of Student Life monthly, Director of Campus Engagement monthly, Student Body President monthly, Student Senate President semesterly, Dean of Graduate School monthly, and Dean of International Center yearly. All meetings are subject to availability and willingness of stated positions to meet with the GSC official.
2. Vice President
    a. Exercises authority of the President in their absence.
    b. Oversees activities of the President, standing committee chairs, and all appointed and invited positions; ensures they are effectively executing their Constitutional duties.
    c. Enforces the following eligibility criteria for receiving travel awards:

i. A department can only miss one GSC general body meeting unexcused before becoming ineligible.

ii. Attendance resets at the start of the fiscal year.

iii. Ineligibility does NOT reset between fiscal years.

d. Analyses attendance record for grant ineligibility and uploads the eligibility list to a public cloud storage site.

e. Answers questions and provides evidence regarding travel award eligibility status when asked by members of the graduate student body and/or the executive board.

3. Treasurer

a. Responsible for all financial workings of the organization in accordance with Student Government rules and regulations.

b. Responds appropriately to all requests from Student Government and the Department for Student Engagement.

c. Prepares and defends the annual budget, as well as any special request funding from Student Government.

d. Maintains positive relationships with staff and other affiliates of the Student Government Finance Office including the Student Body Treasurer and Chairman of the Student Senate Budget and Appropriations Committee.

e. Actively works with the Executive Board to secure funding from secondary sources.

f. Serves as an ex-officio member of the Social Committee.

g. Confirms the TARs (travel authorization request) match the grants that have been approved by the Grants committee.

4. Secretary

a. Manages official GSC correspondence including email listserves for Department Representatives and the Executive Board.

b. Oversees activities of Department Representatives and ensures they are effectively executing their Constitutional duties.

c. Sends out notices about General Body meetings and other announcements.

d. Reviews announcements on the GSC website homepage at least weekly and updates these announcements when necessary.

e. Records Department Representative attendance at General Body meetings and forwards the data to the Vice President

i. Can assist with analysis of eligibility but is not responsible.

f. Takes minutes at all General Body and Executive Boards meetings; posts these minutes and other relevant materials on the GSC website archive within 1 week of each meeting.

g. Informs departments of their travel award ineligibility and assists them in the process of attaining good standing with GSC.

    i. To be reinstated to receive travel awards, a primary and secondary representative needs to be designated for a department and a letter must be drafted that explains the responsibilities of a representative (to be present at monthly meetings and to disseminate information from those meetings) and is signed by the graduate coordinator.

h. Prepares voting cards for General Body meetings when formal voting occurs in person; distributes voting cards as specified in Article IX.G.

i. Actively collects updated contact information from elected officers, appointed/invited positions (and alternates), committee members, department representatives (and alternates), administrators, vendors, and other relevant people or agencies.

5. Website Coordinator
    a. Actively works with the Executive Board to update and improve the GSC website, which shall contain at minimum: organizational description, recent announcements, Constitution, officer contact information, travel grant and research grant information and application materials, instructions for addressing graduate student issues, and archives of minutes and other relevant materials from General Body meetings. In addition, the following can also be posted: posted research abstracts from conferences with pictures and videos, Graduate Student Calendar, links to other graduate organizations, and information for incoming graduate students.
    b. Encourage graduate students to advertise/inform their successes to the council so that they may be posted on our social media.
    c. Reviews the GSC website at least weekly and ensures that all aspects of the website are updated and in working order.
    d. Assists the Executive Board with other forms of electronic communication.
6. The Grants Committee Chair
    a. Oversees the grants committee & any Grants that are awarded to students.
    b. Co-ordinates the double-blind review process with volunteer reviewers.
    c. Verifies that every student receives only one Travel grant per year.
7. The New Student Orientation Committee Chair
    a. Oversees the New Student Orientation Committee
    b. Co-ordinates with the Graduate Student Success Center for Fall and Spring Orientation Events
    c. Contacts representatives from each department to present GSC to new students
8. The Social Committee Chair
    a. Oversees the Social Committee

b. Recruits students to join the Social Committee.

c. Meets with the President and Treasurer to discuss budgeting for events.

9. International Affairs Chair

a. Oversees the International Affairs Committee

b. Co-ordinates with the International Center monthly

c. Co-ordinates with the Social Chair to plan events for international students.

B. Appointed officers: As stated in the Constitution, These positions may be appointed on an as needed basis and include Faculty Senate Liaison(s), Graduate Council Representative, Graduate Coordinator's Advisory Committee Representative, Graduate School Advisory Council Representative, Student Senate Liaison, Parliamentarian/Sergeant-at-Arms, and Past President. A description of each officer's role is detailed below.

1. Faculty Senate Liaison(s)

a. Attends all respective meetings of the Faculty Senate and provides an update at GSC General Body meetings when necessary.

b. Advocates on behalf of GSC at respective meetings.

c. Appoints Alternate Faculty Senate Liaison, who exercises authority of the Faculty Senate Liaison in their absence.

2. Graduate Council Representative

a. Attends all Graduate Council meetings and provides an update at GSC General Body meetings when necessary.

b. Advocates on behalf of GSC at Graduate Council meetings.

c. Appoints an Alternate Graduate Council Representative, who exercises authority of the Graduate Council Representative in their absence.

3. Graduate Coordinator's Advisory Committee Representative

a. Attends all Graduate Coordinator's Advisory Committee meetings and provides an update at GSC General Body meetings when necessary.

b. Advocates on behalf of GSC at Graduate Coordinator's Advisory Committee meetings.

c. Appoints an Alternate Graduate Coordinator's Advisory Committee Representative, who exercises authority of the Graduate Coordinator's Advisory Committee Representative in their absence.

4. Graduate School Advisory Council Representative

a. Attends all Graduate School Advisory Council meetings and provides an update at GSC General Body meetings when necessary.

b. Advocates on behalf of GSC at Graduate School Advisory Council meetings.

c. Appoints an Alternate Graduate School Advisory Council Representative, who exercises authority of the Graduate School Advisory Council Representative in their absence.

5. Student Senate Liaison

a. Attends all Student Senate meetings and provides an update at GSC General Body meetings when necessary.
b. Advocates on behalf of GSC at Student Senate meetings.
c. Encourages Student Senators who hold graduate and related seats to attend GSC General Body meetings and to become involved with other GSC opportunities.
d. Appoints an Alternate Student Senate Liaison, who exercises authority of the Graduate Student Senate Liaison in their absence.
e. If an elected officer happens to be a graduate student senator, they are automatically appointed to the position. If more than one elected officer fits the criteria, then an internal election will determine the appointee.

6. Parliamentarian/Sergeant-at-Arms
    a. Ensures the smooth operation of General Body meetings; assists the Secretary with preparing and distributing Agendas and other handouts; assists the Social Committee Chair with preparing and distributing refreshments; ensures that meetings are governed by rules specified in this document, or by Standard Code when not specified.
    b. Assists the President with running annual elections, provided the Parliamentarian/ Sergeant-at Arms is not interested in nomination.
    c. Is an ex-officio member of the Social Committee.
    d. Appoints an Alternate Parliamentarian/Sergeant-at-Arms, who exercises authority of the Parliamentarian/Sergeant-at-Arms in their absence.
7. Past President
    a. Guides the President through the process of registering the organization with Student Engagement.
    b. Introduces the President to members of the university's administration that the Past President had relations with during their time in office.
    c. Ensures a peaceful transfer of power from the exiting executive board to the incoming executive board.
    d. Acts solely in an advisory capacity to the President, Vice-President, and Treasurer unless directed otherwise by the President.
    e. Provides information from committees they are still serving on to the graduate student body at General Body Meetings.
    f. Can act as a liaison to the Graduate Student Council to additional committees or meetings at the incumbent President's discretion.

GRADUATE STUDENT COUNCIL BYLAW 2: THE PROCESS OF APPOINTING NON-ELECTED OFFICERS

A. The President shall appoint positions with consent of the Executive Board.
B. The President can revoke appointed positions with the consent of the Executive Board.

C. Appointees must be selected and assume their positions upon appointment and approval of the Executive Board.