

# **Case Western Reserve University Graduate Student Council Bylaws**



Revised August 2023

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## **Article I. Selection and Voting Privileges of GSC Executive Board Members**

- A. The GSC Cabinet shall have four (4) members: The President, Vice President of Internal Communications, Vice President of Finance, and Vice President of Marketing and Communications. Also, there will be a Board of Directors composed of five (5) or more directors, including: Co-Directors of Advocacy and Diversity, Director of Student Organizations, Directors of Social and Special Programs, and Director of Professional Development. Two (2) people serving as co-Directors may replace a single-person Director position. The GSC Cabinet and the Board of Directors are the GSC Executive Board.
- B. GSC will elect from the graduate student body at least nine (9) Executive Board members listed in Article III (i.e., four cabinet members, and at least five directors). For election, at the General Assembly (GA) meeting held in April, representatives and GSC Executive Board members must elect the individual in a simple majority.
- C. All members of the GSC Executive Board will serve one-year terms and shall take office on the Friday before the University's commencement and serve until the Friday before the University's commencement of the next year.
- D. The GSC Executive Board-elect will accompany/shadow the outgoing GSC Executive Board for the remainder of their term in order to ensure a seamless transition.
- E. The voting privileges of the GSC Executive Board during a meeting of the GSC General Assembly shall be extended to the three (3) Vice Presidents and the Directors. Co-Directors shall each get a vote. The President shall not have the privilege to vote during General Assembly meetings.
- F. The voting membership of the GSC Executive Board during an Executive Board meeting shall be composed of the three (3) Vice Presidents and Directors. Only in the event of a tie between Executive Board members during an Executive Board meeting shall the President vote.
- G. In the event that an Executive Board Member resigns or is removed under Article III, Section K, the Executive Board may appoint an interim replacement until the next General Assembly meeting, at which time a replacement will be elected by simple majority vote to serve any unfinished remainder of that Executive Board Member's term.

## **Article II. Duties of the Executive Board of the GSC**

**A. The duties, powers, and responsibilities of the GSC Executive Board shall be to:**

1. Discuss and approve GSC priorities, plans, policies, and actions, as well as to propose and recommend such to the GSC for approval.
2. Appoint and replace executives, pending ratification by the GSC, should any executive become unable to continue serving, as described in Article III, Section K.
3. Develop an annual budget and submit it to the GSC for approval at the first General Assembly meeting. After adoption by the GSC, the budget will take effect. With approval of GSC, the Executive Board may amend the annual budget at any time during the year.
4. Act on behalf of GSC between General Assembly GSC meetings.
5. Once per year, the Vice President of Internal Communications shall lead the Executive Board in review of the Constitution, Bylaws, and Handbook to verify that the documents are consistent with the goals and purpose of GSC.

**B. The duties, powers, and responsibilities of all GSC Vice Presidents and GSC Directors:**

1. Have one (1) vote each at GSC General Assembly and Executive Board meetings which may be cast in person or by proxy, as described in Article VIII, Sections D and E.
2. Responsible for completing and filing written reports regarding their activities and the activities of their committees to the President and Vice President of Internal Communications as deemed necessary and for making regular reports to the GSC Executive Board and GA starting at the beginning of the fall semester and at every meeting thereafter.
3. Responsible for forming committees relevant to the duties and title of their positions and dissolving such committees upon completion of their identified goals.
4. Responsible for submitting a budget to the GSC Executive Board on an annual basis and managing said budget.
5. Responsible for recruiting a diverse pool of graduate students to serve on their committees as members and appoint a chairperson for each committee.
6. Responsible for regularly meeting with their committees and committee chairpersons and providing their committees with support and oversight.
7. Serve as liaisons between their committees and the GSC Executive Board and CWRU administration as needed.
8. Assist the Co-Directors of Advocacy and Diversity and Vice

- President of Internal Communications in the revision of the Bylaws, Constitution, and Handbook at the end of the year as relevant to each Vice President's and Director's position.
9. Comply with other duties of the Directors and their committees as specified under their respective positions.
  10. Sit as representative for GSC or appoint and oversee graduate student proxy representatives for GSC to University committees, committees, and organizations relevant to each Vice President's and Director's position, according to the process and duties outlined in Article VII.

### **C. Meetings**

1. The Executive Board shall meet once per month during the fall and spring semesters and all available members shall meet at least once during the summer. Executive Board meetings and their minutes are open to the graduate student body at large.
2. The GSC President, with the approval of a majority of the Executive members present, may call the Executive Board into a closed session in which only Executive Board members shall be present in the meeting room. The purpose of a closed session is to deliberate with confidential issues.
3. At least once per year, between June 1<sup>st</sup> and August 31<sup>st</sup>, the Executive Board shall have a leadership retreat at which all available Executive Board members shall attend. Additional retreats may be planned as needed.
4. The outgoing GSC Executive Board and the GSC Executive Board-elect shall have a meeting before duties are turned over on the Friday before the University commencement, to go over the GSC Bylaws and Constitution.

## **Article III. Duties of Individual Executive Board Members**

### **A. Overview**

All GSC Executive Board members shall be responsible for the following:

1. Set GSC goals and implement specific actions based on the directives of the GSC and Executive Board.
2. Communicate directives, goals, and actions to the graduate student body, University administrators, faculty, and community at large.
3. Seek out competitive prices for items costs associated with events.
4. Brief their successors about their duties and responsibilities for

- the period overlapping the successors' election and the outgoing members' term in order to ensure continuity. This shall be known as the "shadowing period."
5. Provide transition documents and training to their successors by the end of May.
  6. Debrief events to ensure accurate documentation.

**B. Duties of the GSC President**

1. The President serves as official spokesperson for the GSC.
2. The President shall vote within an Executive Board meeting only in the event of a tie vote by the remainder of the Executive Board, as outlined in Article I, Section E. The President shall not have voting privileges within GSC General Assembly meetings, as outlined in Article I, Section D.
3. The President is responsible for the duties outlined in Article V, Sections A and C.
4. Specific duties of President shall be to:
  - a. Call, establish an agenda for, and preside over meetings of the GSC and Executive Board, voting only in the event of a tie at an Executive Meeting.
  - b. Meet with University leadership on a regular basis, no fewer than three (3) times per semester.
  - c. Maintain final authority on issues until they can be brought to the attention of the Executive Board or GSC. When immediate action is necessary, the President shall solicit assistance from Executive Board members.
  - d. Ensure that action is taken on resolutions of GSC.
  - e. In coordination with the Vice President of Internal Communications, Vice President of Finance, and Vice President of Marketing and Communications, organize the executive retreat(s), no later than July 31<sup>st</sup> in the summer and (if needed) January 31<sup>st</sup> in the winter.
  - f. Establish year-long goals with the assistance of the Executive Board.
  - g. Make a State of the Council year-end summary report to the General Assembly and Executive Board on the progress towards achieving the year's objectives.
  - h. Serve as the graduate student representative to the Board of Trustees Academic Affairs and Student Life (AASL) Committee.
  - i. Once per year, the President shall lead the Executive Board in review of the Constitution, Bylaws, and Handbook to verify that the documents represent the goals and purpose of the GSC or delegate this task to any other member of the Executive Board.
  - j. Facilitate communication between student governments and GSC in the event of a fee change vote as described in Article IX.

- k. In coordination with the Vice President of Internal Communications and Vice President of Marketing and Communications, lead discussions about the recruitment of new Executive Board Members during the spring semester.

**C. Duties of the GSC Vice President of Internal Communications**

1. The Vice President of Internal Communications serves to assist the President in their duties, maintain accurate records of the business conducted by the GSC and communicate internal GSC correspondence.
2. Is responsible for the duties outlined in Article II.
3. Specific duties of Vice President of Internal Communications shall be to:
  - a. Arrange for meeting facilities, ordering of food, and gathering meeting supplies for all GSC General Assembly and Executive Board meetings.
  - b. Maintain current Council Representative lists and attendance records at General Assembly meetings.
  - c. Maintain directories of Council Representatives, Executive Board members, and school-level government officers, and other relevant contacts. Distribute to relevant individuals.
  - d. In coordination with the Co-Directors of Advocacy and Diversity, serve as the liaison to CWRU school-level governments and facilitate a meeting with the leadership of the school-level governments at the beginning of the Fall semester, no later than September 30<sup>th</sup>.
  - e. Prepare and distribute GSC meeting agendas, minutes, and other relevant meeting materials.
  - f. In coordination with the Director of Student Organizations, organize GSC-101 by the end of September.
  - g. Maintain all electronic GSC files and hard-copy documents.
  - h. Distribute announcements and other information to Council Representatives and the Executive Board.
  - i. In coordination with the President and Vice President of Finance, organize the executive retreat(s), no later than July 31<sup>st</sup> in the summer and (if needed) January 31<sup>st</sup> in the winter.
  - j. Facilitate all voting that occurs in General Assembly and Executive Board meetings, including distributing and collecting ballots in person, by proxy, and electronically as well as announce vote tallies.
  - k. In coordination with the Vice President of Marketing

and Communications and the Co-Directors of Advocacy and Diversity, arrange for the presence of GSC at all school-level orientations and solicit the Executive Board to attend and advertise GSC at the orientation events.

- l. In coordination with the President and the Vice President of Marketing and Communications, lead discussions about the recruitment of new Executive Board Members during the spring semester.
- m. In coordination with the Vice Presidents and Directors, assign interested students to committees as needed.

#### **D. Duties of the GSC Vice President of Finance**

- 1. The Vice President of Finance shall oversee the GSC budget.
- 2. Is responsible for the duties outlined in Article II.
- 3. Specific duties of the Vice President of Finance shall be to:
  - a. Maintain the GSC's financial records (using CampusGroups software) and provide a written report on the GSC's financial status to the GSC Executive Board once per month at Executive Board meetings, and to the Council at the beginning and end of each semester during General Assembly meetings.
  - b. Work with other members of the Executive Board to determine the budget at the beginning of the academic year, as outlined in Article IX.
  - c. Receive training in the campus financial system to facilitate reimbursements for GSC expenses.
  - d. Ensure funds are not encumbered, in any budget category or overall, beyond that which was approved by the Executive Board.
  - e. Maintain regular communication with any GSC committees and their respective Directors that need special budgetary considerations to maintain the budget and ensure adherence to financial policy.
  - f. Oversee reimbursement processes of the Directors of Professional Development and Student Organizations.
  - g. Strictly adhere to standard operating procedures in the management of all GSC finances and with all GSC financial and accounting documents.
  - h. Meet monthly with the GSC Advisor to review the ledger.
  - i. In coordination with the President and Vice President of Internal Communications, organize the executive retreat(s), no later than July 31<sup>st</sup> in the summer and (if needed) January 31<sup>st</sup> in the winter.
  - j. Work closely with the Vice President of Marketing and Communications to assist graduate student organizations in regard to marketing co-sponsorships.
  - k. In consultation with the Executive Board, maintain the Policy on External Funding Requests for GSC Funds.



**E. Duties of the GSC Vice President of Marketing and Communications**

1. The Vice President of Marketing and Communications shall serve to facilitate communication between GSC and the wider campus community.
2. Is responsible for the duties outlined in Article II.
3. Create, dissolve, oversee, and delegate tasks to relevant GSC committees falling under Marketing and Communications (see GSC Handbook) as outlined in Article VII.
4. Specific duties of Vice President of Marketing and Communications shall be to perform or, when appropriate, delegate and oversee the following Marketing and Communications tasks:
  - a. Ensure branding of GSC on all materials, published and online, including but not limited to any events that have been co-sponsored by the GSC.
  - b. Publishing of GSC Newsletter every first school day of the week, following CWRU's academic calendar.
  - c. Establish and publicize a GSC Newsletter request deadline for the campus community previous to the start of the fall semester.
  - d. Maintenance of GSC website and updates as needed, including the posting of subcommittee updates and other relevant GSC information on the GSC website.
  - e. Maintenance and updates of any other presence of GSC online, including but not limited to: Facebook, Instagram, the Daily and other engagement platforms.
  - f. Advertisement of meetings and events hosted by the GSC including General Assembly meetings.
  - g. Maintenance and utilization of all graduate student email lists in compliance with the Division of Student Affairs contract.
  - h. In coordination with the President and the Vice President of Internal Communications, lead discussions about the recruitment of new Executive Board Members during the spring semester.

**F. Duties of the GSC Co-Directors of Advocacy and Diversity**

1. The Co-Directors will split all specific duties according to their

own discretion. The co-directors shall coordinate and jointly make all other decisions, events, and divide duties. The Co-Directors serve to:

- i.) Advocate for and address relevant graduate student concerns, including those related to academic affairs and student life;
  - ii.) oversee graduate student representation on University committees;
  - iii.) ensure that all graduate students feel comfortable and welcome at CWRU, while working to identify and address particular obstacles that underrepresented populations face; and
  - iv.) support and create spaces which promote the growth of a positive, inclusive community on the CWRU campus.
2. Is responsible for the duties outlined in Article II.
  3. Specific duties of Co-Directors of Advocacy and Diversity shall be to:
    - a. Work with the President to serve as a liaison between administration and GSC with concerns not limited to: academics, diversity and inclusion, finances (fees, stipends, taxes, tuition), general student satisfaction, healthcare, physical and mental health and wellness, information technology, transportation and parking, and other areas as needed.
    - b. Either co-director shall serve as the official spokesperson for the GSC and a voting representative at Faculty Senate Meetings.
    - c. Either co-director shall serve as the representative for GSC on the Diversity Leadership Council. Report the activities of the Council to General Assembly meetings once per semester.
    - d. Maintain a list of resources available to graduate students relevant to their academic and student life needs.
    - e. Maintain a relationship with the leadership of diversity and inclusion centers across campus, including but not limited to the Office for Inclusion and Diversity and the Office of Multicultural Affairs.
    - f. Disseminate information regarding fee and/or policy changes to GSC both before and after any changes and in a timely manner.
    - g. Create, dissolve, oversee, and delegate tasks to relevant GSC committees falling under Advocacy and Diversity and Inclusion (see GSC Handbook).

- h. Maintain a running list of University committees, Faculty Senate committees, GSC committees, and organizations (see Handbook) that have positions reserved for graduate students, as outlined in Article VII.
- i. Work with special interest graduate student organizations, such as cultural organizations, on campus to support them and ensure their needs are met.
- j. Facilitate placing graduate students from across schools as representatives for GSC on active University and Faculty Senate committees, GSC committees, and organizations with available graduate student positions; oversee those graduate student proxy representatives to such positions which the Co-Directors of Advocacy and Diversity have appointed; and be responsible for the duties of the position as described in Article VII.
- k. Perform or delegate and oversee tasks intended to identify, promote, celebrate, educate, address, advance, encourage, raise awareness of and otherwise attend to the diversity and inclusion qualities, concerns, and needs of the GSC constituency.
- l. Communicate regularly with graduate student representatives for GSC appointed to University and Faculty Senate committees, GSC committees, Faculty Senate, Inter-Council committees and organizations (those not appointed by another more relevant GSC Director) and report to the Executive Board regularly.
- m. Appoint graduate students to ad hoc committees as needed.
- n. Lead the development of new mentoring initiatives as needed.
- o. In coordination with the Vice President of Internal Communications, revise GSC bylaws in accordance with the proposed amendments.

**G. Duties of the GSC Director of Social and Special Programs**

- 1. The Director of Social and Special Programs serves to facilitate events and programs that enhance the quality of graduate student life on campus and to create community amongst graduate students.
- 2. Is responsible for the duties outlined in Article II.
- 3. Creates, dissolves, oversees, and delegates tasks to relevant GSC committees falling under Social and Special Programs (see GSC Handbook) as outlined in Article VI. Committees should be created at the beginning of the year.
- 4. Specific duties of Director of Social and Special Programs

shall be to perform or, when appropriate, delegate and oversee the following tasks:

- a. Oversee planning and organization of GSC sponsored social activities.
- b. Communicate with Council Representatives about what kinds of events and programs graduate students would like to see GSC sponsor and task relevant GSC committees with execution of events and programs.
- c. Arrange for adequate publicity of such activities in collaboration with the Vice President of Marketing and Communications. The Director of Social and Special Programs must be proficient in Campus Groups.

#### **H. Duties of the GSC Director of Student Organizations**

1. The Director of Student Organizations serves to promote diverse social, cultural, and other common-interest activities in the graduate student community by coordinating graduate student organizations recognized by the GSC and their activities.
2. Specific duties of Director of Student Organizations with respect to recognition and funding of graduate student organization shall be to perform or, when appropriate, delegate and oversee the following Student Organization tasks:
  - a. Oversee the procedures and criteria for the recognition of student organizations as set forth in Article X.
  - b. Receive and review petitions for recognition of student organizations.
  - c. Manage and distribute access of engagement platforms and privileges to recognized graduate student organizations.
  - d. Receive and review requests for funding by student organizations as outlined in Article X, Section G in conjunction with the Vice President of Finance. The Director of Student Organizations may approve funding requests up to and including \$500.
  - e. Process reimbursements of funding for student organizations.
  - f. Serve as the liaison to recognized graduate student organizations and the GSC as well as among organizations and facilitate a meeting with the leadership of recognized graduate student organizations at least once per semester.
  - g. Work closely with the Vice President of Finance and Vice President of Marketing and Communications to

- assist graduate student organizations in regard to funding and marketing.
- h. In consultation with the Executive Board, maintain the Policy on External Funding Requests for GSC Funds.
- i. Manage requests for co-sponsorship in a spreadsheet or campus network.
- j. Seek guidance of the GSC Executive Board to ensure unbiased decision making in regards with distributing designated and co-sponsorship funds to student organizations. Organizations seeking co-sponsorship from GSC in an amount exceeding \$1,000 shall come in and present at an Executive Board Meeting. Once the meeting is complete, the presenting organization shall leave the room and the GSC Executive Board shall vote on how much funding to give. The VP of Finance shall notify the organization of the decision within twenty-four (24) hours of their presentation.
- k. Receive training in the campus financial system to facilitate reimbursements for GSC student organizations.
- l. Work with the Vice President of Internal Communications as an access point for other GSC executives to contact student organization leaders.
- m. Work with the Vice President of Internal Communications and the Vice President of Finance to put on GSC-101 during the Fall Semester.

## **I. Duties of the GSC Director of Professional Development**

1. The Director of Professional Development serves to create rich opportunities for professional development and networking for graduate students, including faculty mentoring of graduate students at the University.
2. Is responsible for the duties outlined in Article II.
3. Create, dissolve, oversee, and delegate tasks to relevant GSC committees falling under Professional Development (see GSC Handbook) as outlined in Article VI.
4. Specific duties of Director of Professional Development shall be to perform or, when appropriate, delegate and oversee the following tasks:
  - a. Plan, organize, and supervise GSC-sponsored events to enhance professional development of its constituents.
  - b. Arrange for adequate publicity of such activities in collaboration with the Vice President of Marketing and

- Communications.
- c. Maintain a relationship with career and professional development centers across campus, including campus partners.
- d. In coordination with the Vice President of Finance, organize and supervise the Professional Development Fund available to graduate students for professional development needs. See Article XI.
- e. Receive training in the campus financial system to facilitate reimbursements for GSC expenses.

## **J. Termination of an Executive Board Member**

1. If a GSC Executive Board member fails to fulfill the duties specified in these Bylaws, it shall be the right of any GSC executive or Council Representative to initiate recall procedures.
2. If a GSC Executive Board member fails to attend two GSC General Assembly or GSC executive meetings without a written notice to the Vice President of Internal Communications, President, and Faculty Advisor, or has two or more unexcused absences, the termination procedures shall be as follows:
  - a. The Executive Board shall decide whether the Executive Board Member's conduct rises to the level of termination.
  - b. If the Executive Board decides that the Executive Board Member's conduct rises to the level of termination, the Vice President of Internal Communications, (or the President, if the Vice President of Internal Communications is being recalled) shall send notification to the GSC Representatives, along with a list of reasons of why the Executive Member is being recalled. This notification must be sent at least one week before the closest General Assembly Meeting.
  - c. For an Executive Board Member to be terminated, two-thirds (2/3) of all voting members must vote in favor of termination.
  - d. If two-thirds (2/3) of all voting members vote in favor of termination, then the Executive Board member will be terminated from their position, effective immediately.
3. Any officer may be terminated if the individual has:
  - a. Taken malicious action against GSC.
  - b. Failed to fulfill the duties specified in these Bylaws.

- c. Failed to maintain status as a matriculated graduate student at the University.
  - d. Been found by the University to have violated the standards outlined in the University Policies and Regulations.
- 4. The interim replacement for a terminated officer shall be appointed according to the provisions set forth by Article II, Section K.
  - 5. Any GSC Executive Board Member who fails to fulfill their duties during their term shall be prohibited from running for re-election as an executive officer.

#### **Article IV. Selection of GSC Representatives**

- A. Each Council Representative:
  - 1. Must be an enrolled full- or part-time graduate student in the school/college that the Council Representative represents.
  - 2. Must be elected by members of the Council Representative's school/college in April.
  - 3. Shall serve a term of 12 months in duration, beginning June 1<sup>st</sup> unless otherwise specified by their student government.
- B. Each school/college shall have five (5) Council Representatives plus one (1) additional representative for every five hundred (500) graduate students enrolled in that school/college.
- C. Each school/college is responsible for the election of their designated Council Representatives. GSC defers to the individual student governments as to their preferred election style. If a school/college contains more than one government, it is up to the school/college to decide the distribution of allotted representatives.
- D. Alternate Council Representatives
  - 1. A school/college may designate as many alternate Council Representatives as it wishes to fill their designated seats at General Assembly meetings. An alternate may not cast a vote unless acting on behalf of the alternate's sitting Council Representative or the authority of the school/college's student government.
  - 2. Alternates are permitted to serve as voting members of University committees, GSC committees, and organizations.
- E. All newly elected Council Representatives and alternates shall immediately inform the GSC Vice President of Internal Communications of their election/appointment.

- F. Failure to elect a Council Representative
  - 1. Council Representative seats must be filled in the same month of GSC Executive Board elections. Any school/college failing to fill their Council Representative seats to the GSC by September 15<sup>th</sup> shall be sent notice by the GSC Vice President of Internal Communications.
  - 2. Should the school/college decide to fill their seats through a rotation system, the student government presidents are responsible for notifying and working with the Vice President of Internal Communications to maintain the rotation schedule.

## **Article V. Duties of GSC Representatives**

- A. Each Council Representative shall:
  - 1. Familiarize themselves with GSC Constitution, Bylaws, and procedures outlined in the GSC Handbook, including Robert's Rules of Order.
  - 2. Present concerns and needs of the Council Representative's constituents to GSC and solicit input from graduate students in GSC business and activities.
  - 3. Regularly attend all meetings of the GSC and meetings of GSC committees to which the Council Representative has been appointed, or arrange for alternate representation in the event of the Council Representative's absence as outlined in Article I.
  - 4. Assure election or appointment of the Council Representative's successor.
  - 5. Attend the mandatory GSC-101 orientation.
  - 6. Disseminate information regarding GSC business, university-wide events, and issues that affect graduate students to the students of the Council Representative's school/college.
  - 7. Have one (1) vote at GSC meetings, which may be cast in person, by proxy, or electronically as described in Article VII, Sections D and E.
  - 8. Register the Council Representative's email address with the Vice President of Internal Communications upon appointment to the position as Council Representative.
- B. Termination of a Council Representative
  - 1. A Council Representative who fails to fulfill the position's duties, as outlined in Article II, Section A, may be held under scrutiny by any member of the school/college that the Council Representative represents or by any member of the Executive Board.
    - a. All concerns shall be directed to the Vice President of



- Internal Communications, who shall investigate the claim and work to resolve the issue.
- b. If no resolution can be made, termination of the Representative may occur, as outlined in Article II, Section B.
2. A Council Representative who fails to attend two GSC General Assembly meetings without a written notice to the Vice President of Internal Communications and/or without sending the alternate Council Representative in place of them is subject to termination. In that event, the school-level government must elect another GSC Representative by the next General Assembly Meeting.
  3. Any Council Representative may be terminated if the individual has:
    - a. Taken malicious action against GSC.
    - b. Failed to fulfill the duties specified in these Bylaws.
    - c. Failed to maintain status as a matriculated graduate student at the University.
    - d. Been found by the University to have violated the standards outlined in the University Policies and Regulations.
  4. If a Council Representative is terminated under Article II, Section B, this Council Representative must immediately relinquish any position on University committees, GSC committees, and organizations to which the Council Representative was appointed by the GSC for the remaining academic year.
  5. If a Council Representative is terminated under Article II, Section B, and if the alternate Council Representative is unable to replace the terminated Council Representative in the position's full duties to GSC, the school/college that the Council Representative represents must elect another Council Representative by the next GSC General Assembly meeting. A replacement Council Representative shall assume all duties and responsibilities of the terminated Council Representative for the remainder of the terminated Council Representative's term, with the exception of any positions as chairperson on GSC committees. The Vice President of Internal Communications will notify the appropriate school.

## **Article VI. Committees of GSC**

- A. Purpose of GSC Committees
  1. Each committee is designed to support its Vice President or Director's duties and endeavors by performing specific functions as identified by its GSC Vice President or Director in

accordance with that Vice President or Director's duties as described in Article III. Such functions may be temporary or ongoing.

2. Specific committees are suggested and described in the GSC handbook but are not limited to these suggestions.
3. Other specific committees serve long-term needs and, thus, shall be permanent standing committees. As specific responsibilities of these standing committees evolve, the relevant Vice President or Director will determine and delegate duties to such committees. Any specific functions of such committees that may evolve over time shall be described in the GSC Handbook, as updated by the relevant GSC Vice President or Director in collaboration with the Vice President of Internal Communications.

**B. Formation and Dissolution of Committees**

1. All GSC Vice Presidents and Directors shall create, delegate to, assign tasks and goals, and otherwise support and oversee relevant GSC committees consistent with the responsibilities of their particular positions as described in Article III.
2. All committees that are not standing committees will be dissolved by its GSC Vice President or Director upon completion of its function or purpose.
3. The creation of a committee may also be proposed by any graduate student to the Executive Board. In this instance, the Executive Board shall determine under which Vice President or Director's purview the committee falls and thus be placed under this specified Vice President or Director's oversight.

**C. The duties and responsibilities of committee members are to fulfill the specific function, purpose and/or goal of the committee as identified by the committee's Vice President or Director.**

**D. General Conduct of Committees**

1. In collaboration with the committee's GSC Vice President or Director, each committee shall have the right to submit proposals or resolutions to the GSC for action, but at no time shall a committee act on behalf of the GSC without its Vice President or Director's expressed approval.
2. All committees of GSC shall actively work toward fulfilling their specific function, purpose and/or goal of the committee as identified by the committee's Vice President or Director.

## **Article VII. University Committees and Organizations**

- A. A running list of University committees, and organizations with space**

reserved for a graduate student representative for GSC shall be maintained by the Co-Directors of Advocacy and Diversity.

- B. With the exception of the predetermined members of university committees, the Co-Directors of Advocacy and Diversity, with the feedback of the Executive Board, shall determine which University committees, committees, and organizations with available graduate student positions fall under the purview of another Vice President or Director and communicate this to the relevant Vice President or Director.
- C. The GSC Co-Directors of Advocacy and Diversity shall sit on or appoint graduate student proxy representatives for GSC to University committees, Faculty Senate committees, and organizations requiring graduate student representation (see GSC Handbook).
- D. Graduate student proxy representatives for GSC to University committees, GSC committees, and organizations shall be overseen by the Co-Directors of Advocacy and Diversity. The Co-Directors of Advocacy and Diversity shall communicate regularly with appointed graduate student proxy representatives for GSC.
- E. Graduate students appointed to the various committees listed above shall serve in a professional manner consistent with GSC's purpose and values and regularly report in writing to the Co-Directors of Advocacy and Diversity.
- F. Representatives sitting on a University Committee must update the Co-Directors of Advocacy and Diversity at least once per semester. The Co-Directors of Advocacy and Diversity shall share updates through the GSC website.
- G. Co-Directors of Advocacy and Diversity reserves the right to remove any graduate student representative from an appointed position if this individual has done one or more of the following:
  - 1. Taken malicious action against GSC.
  - 2. Failed to fulfill the duties specified in these Bylaws.
  - 3. Failed to maintain status as a matriculated graduate student at the University.
  - 4. Been found by the University to have violated the standards outlined in the University Policies and Regulations.

## **Article VIII. Meetings and Conduct of Business**

- A. **General Assembly meetings**
  - 1. It is intended that a General Assembly meeting of the GSC

- shall be held each month of the academic semester, but no fewer than three (3) meetings shall be held each semester.
2. The Vice President of Internal Communications shall send written notice to all members of the time and place of each regular meeting at least seven (7) days prior to the meeting, and display announcements of the meeting in such University publications as deemed appropriate.
  3. The Vice President of Internal Communications shall send a reminder to all members of the time and place of each General Assembly meeting approximately twenty-four (24) hours in advance of each meeting.

**B. Special Meetings**

1. The President shall call special meetings of the General Assembly when requested by the Executive Board or by a written petition from one-third (1/3) of all Council Representatives, or as the President deems necessary. The President shall designate the time and place of such meetings.
2. The Vice President of Internal Communications shall notify all members at least forty-eight (48) hours in advance of the time, place, and reason for the meeting.

**C. Quorum**

1. Unless voting electronically as set forth in Article VIII, Section D, no business shall be voted upon unless a minimum of one-fourth (1/4) of all voting members are present in person or by proxy, as set forth in Article VIII, Section E.
2. A simple majority is defined as the first whole number strictly greater than 50% of those voting members present, in person or by proxy.
3. If voting electronically, all votes shall be open for 24 hours. The Vice President of Internal Communications shall send out a 12-hour notice. Once voting closes, if one-fourth (1/4) of voting members have not yet participated, the vote will remain open for an additional week and then close. If a minimum of one-fourth (1/4) of voting members have not participated in the vote at that point, the vote will be nullified because quorum was not reached.

**D. Voting**

1. Regular motions presented at a General Assembly or Executive Board meeting shall require for passage an affirmative vote by a simple majority of those voting members present, in person or by proxy or shall be voted upon electronically.
2. Amendments to the GSC Bylaws shall require approval by a two-thirds (2/3) majority of those voting members present at a

General Assembly meeting, in person or by proxy, or of those voting electronically.

3. Amendments to the Graduate Student Council Constitution shall require approval by a two-thirds (2/3) majority vote of all voting members present at a General Assembly meeting, in person or by proxy, or of those voting electronically.
4. Electronic voting shall take place online via a platform chosen by the Vice President of Internal Communications. The Vice President of Internal Communications shall distribute the vote and shall be open for one week unless a minimum of one-fourth (1/4) of voting members have not participated, in which case the vote shall be held open for an additional week, as outlined in Article VIII, Section C.
5. See Article IX, Graduate Student Council Fee and Budget for voting procedures on budget approval.

**E. Voting by Proxy**

1. Council Representatives who cannot attend all or part of a General Assembly meeting in person and cannot send an alternative are permitted to vote by proxy. See Article IV.
2. Proxies shall be in writing or electronically, following the format provided by the Vice President of Internal Communications.
3. Proxy votes shall count toward a majority at a Council meeting when:
  - a. The proxy is assigned to another member who is attending the meeting in person; or
  - b. The proxy is received by the Vice President of Internal Communications no later than the beginning of the meeting at which the vote is to take place.
  - c.

**F. Visitors**

1. All graduate students and those CWRU community members who have business to address with GSC members are welcome to attend meetings of the GSC, Executive Board, and other internal GSC committees.
2. Graduate students or other interested parties wishing to be placed on the agenda at a General Assembly or Executive Board meeting may:
  - a. Submit the nature and estimated length of their address in writing to the Vice President of Internal Communications no later than two (2) days in advance of the meeting at which they wish to be heard; or
  - b. Be heard during New Business and limit their address to no more than five (5) minutes, unless special time is allocated for the person(s) by the Executive Board

when creating the agenda for the meeting.

**G. Conduct of Meetings**

1. Meetings of the Graduate Student Council or Executive Board shall be chaired by the President. The line of succession in leading the meetings is (1) Vice President of Internal Communications and (2) Vice President of Finance.
2. Meetings shall be conducted in accordance with Robert's Rules of Order.

**H. Introduction of Main Motions or Resolutions.**

1. This section shall not apply to special meetings.
2. Main motions and resolutions shall be submitted to the Vice President of Internal Communications at least twenty-four (24) hours in advance of the Executive Board meeting preceding the meeting at which they are to be considered.
3. The Vice President of Internal Communications, with the consent of the person(s) submitting the main motion or resolution, may rewrite the document so as to include non-substantive, stylistic changes. The Vice President of Internal Communications shall distribute copies of the motion or resolution, with changes, to all Council Representatives at least one (1) week prior to the General Assembly meeting.
4. The General Assembly may, at its discretion, choose to suspend Paragraphs 2 and 3 above and act immediately upon any motion or resolution brought to floor as new business, with the understanding that acting on said motion may be tabled until a later meeting.

**Article IX. Graduate Student Council Fee and Budget**

- A. All graduate students shall be assessed a Graduate Student Council Fee, calculated as 1.0% of the tuition cost of one credit, set by the average of the part-time credit rate of all schools represented in the Council and rounded to the nearest whole dollar, each semester. In the event that a school has multiple rates, the lowest rate is used in all calculations for that school's Council Fee. These funds shall constitute the budget of the Graduate Student Council.
- B. Individual schools/colleges may add additional fees at their discretion.
  1. Graduate students enrolled in the School of Graduate Studies shall be assessed a fee of 0.1% of the tuition cost of one credit, set by the part-time credit rate in the School of Graduate Studies, to be contributed directly to the Verhosek Fund (V-Fund) endowment.
- C. Increases of the Graduate Student Activity Fee shall require approval by a two-thirds (2/3) majority vote of all voting members present, in

person or by proxy, or of those voting electronically.

D. Budget Approval and Administration

1. The budget shall begin June 1<sup>st</sup> and end the following May 31<sup>st</sup>.
2. The annual operating budget should be presented and voted upon during the first general assembly meeting of the fall semester, no later than September 30<sup>th</sup>.
3. Prior to budget approval, expenditures should not exceed 20% of the previous year's total budget.
4. A percentage of the budget will be designated specifically for support of student organizations. The Executive Board will determine the percentage allotted during the budget proposal.
5. A percentage of the budget will be designated specifically for the Executive Board to use to support other organizations that petition for extra funds. The Executive Board will determine the percentage allotted during the budget proposal.
6. For budget approval, a simple majority vote is required with no less than one-fourth (1/4) of voting Council Representatives present.

E. Institution, Modification, or Removal of Other Fees

1. The Council Representatives of the Graduate Student Council may institute, modify, or terminate other fees by modifying the Bylaws as outlined in Article VIII, Section D, Paragraph 2.
2. Alternatively, Council Representatives can induce a whole student body referendum.
  - a. The referendum is induced by a simple majority vote with no less than one-fourth (1/4) of the Council Representatives present.
  - b. A two-thirds (2/3) majority vote of no less than one-fourth (1/4) of the current semester's enrollment of graduate students is required for the measure to pass.
  - c. Passage of the measure will be reflected by a change to the Bylaws under Article XI.
  - d. The vote will be open for four (4) weeks or longer based on the following criteria:
    - i. In the case that the one-fourth (1/4) criteria has not been met after four (4) weeks, the vote will be closed at the end of the day on which the one-fourth (1/4) criteria is met or eight (8) weeks have passed, whichever comes first.
    - ii. If, after eight (8) weeks, the one-fourth (1/4) criteria has not been met, the measure does not pass.

## **Article X. Recognition of Student Organizations**

- A. Recognition and all other business pertaining to graduate student organizations shall be reviewed by the Director of Student Organizations, as outlined in Article IV, Section H.
- B. The benefits to a student organization of obtaining recognition from GSC shall be:
  - 1. The right to reserve and use University facilities, services, resources, and protections for meetings and events sponsored by the organization.
  - 2. The right to be affiliated with the University by name.
  - 3. The right to use the campus mail service for distribution of materials related to the purpose of that organization.
  - 4. The right to use the University copy centers and audio-visual equipment available through the Freedman Center for Digital Scholarship at university rates.
  - 5. The opportunity to use the program-planning resources of the Office of Graduate Student Life.
  - 6. The right to request funding from GSC as set forth in Article X, Section G.
- C. Rights and Responsibilities
  - 1. GSC upholds the University's Student Rights and Responsibilities policy and requires that all recognized student organizations adhere to the policy as set forth in the General Bulletin and Student Services Guide.
  - 2. Recognized student organizations shall be held accountable to the Student Rights and Responsibilities policy, through their leadership, for the entire academic year in which they have received recognition.
- D. Criteria for Recognition
  - 1. The membership of a recognized organization must consist primarily of full- or part-time CWRU students, at least 50% of whom must be graduate students. The organization must have at least one advisor who is a member of the CWRU faculty.
  - 2. No organization shall be recognized if it has any restrictions on its membership or participation in the group's activities on the basis of handicap, race, religion, age, sex, gender identity/expression, color, disability, sexual orientation, national or ethnic origin, political affiliation, or status as a disabled veteran, or other protected veteran under US Federal Law in complete accordance with the CWRU non-



discrimination policy.

E. Petition for Recognition

1. Previously unrecognized organizations may apply for GSC recognition at any time throughout the budgetary year. Application approval will be at the discretion of the Director of Student Organizations.
2. The petition must include a charter of the organization, supplying the Constitution and/or bylaws, a statement of purpose, the operational procedures, the requirements for membership in the organization, the eligibility requirements and election procedures of its officers, and a declaration of affiliation with any other organizations at the campus, local, state, national, and/or international level(s).
3. The names and e-mail addresses of all officers and faculty advisers, as well as current membership figures that list the total number of members, CWRU students, and CWRU graduate students must be provided along with the petition.
4. All information supplied to GSC and the Director of Student Organizations must be truthful and complete. The petition for recognition must provide all the required information before the recognition process can begin. A copy of all recognition information will be maintained by the Graduate Student Council and shall be available for public inspection.

F. Recognition and Review

1. Once recognition is granted, it shall be in effect for the remainder of the academic year as long as the organization continues to adhere to the provisions set forth in Article X, Sections C and D.
2. Failure to comply with any of the restrictions and requirements for recognition, of either the University or GSC, may result in revocation of recognition and concomitant privileges.
3. If an application is denied by the Director of Student Organizations, the applicant may appeal the decision to the Council at a General Assembly meeting. A simple majority vote of application approval by the Council, as outlined in Article VIII, is needed to override an application denial by the Director of Student Organizations.

G. Funding

1. The Director of Student Organizations, in collaboration with the Executive Board, shall set the maximum funding limit recognized graduate student organizations may request, beyond which such organizations must petition the Executive Board for additional funding. This limit shall be determined, and all relevant forms updated with this information by the Director of

- Student Organizations no later than August 30<sup>th</sup>.
2. Recognition of a student organization by GSC entitles that organization to the amount from Section G (1).
  3. The student organization must submit a request via the group's Campus Groups page 24 hours before the event which money will be spent.
  4. The Director of Student Organizations shall review the application for funding.
  5. GSC reserves the right to approve the spending of a lesser amount than the amount requested.
  6. Recognized student organizations that are requesting funds may appeal GSC's decision regarding funds within a reasonable period of time, which shall be reviewed by the Executive Board.
  7. GSC shall reimburse the funds for approved expenses in a timely and efficient manner.

H. Co-Sponsorship Funding

1. Requests for funds by recognized student organizations that exceed the limit set by the Director of Student Organizations will be considered for co-sponsorship with GSC. For co-sponsorship, the requesting organization must petition the Executive Board for funds. Any recognized student organization approved for co-sponsorship shall work with the Vice President of Marketing and Communications to include the GSC logo on their materials and to discuss additional GSC branding.
2. The Council shall reserve the right to adjust or deny funding requests that exceed amounts it deems appropriate for the estimated attendance, size of the events and the GSC budget for the academic year.
3. Undergraduate members of a recognized organization, as well as those regular participants not currently affiliated with CWRU, will not be counted when determining funding.
4. Recognized student organizations that are requesting funds may appeal the GSC's decision regarding funds within a reasonable period of time, which shall be reviewed by the Executive Board.
5. GSC shall reimburse the funds for approved expenses in a timely and efficient manner.

## **Article XI. Professional Development Fund**

- A. GSC allocates money each year to advance the professional development of CWRU graduate students. The professional development fund (PD fund) is money specifically put aside to aid graduate students in their professional development; conference fees

and travel and lodging to conferences and interviews for internships, jobs, and residencies. The PD fund is managed by the Director of Professional Development, guided by the PD fund committee, and processed by the GSC Advisor.

B. Date Range for Events

1. For Fall semester funding, students may apply for reimbursement for any experience occurring after June 1<sup>st</sup> (of a year) to those occurring until November 1<sup>st</sup> (of a year).
2. For the Spring semester funding, students may apply for reimbursement for any qualified expense occurring after November 1<sup>st</sup> to those occurring until July 1<sup>st</sup>.

C. Application Process

1. After submitting the “GSC Funding Request Form” found on the GSC website and CampusGroups, the application will go to the PD fund committee for consideration. The student applicant should fill out the application thoughtfully. The maximum amount that can be awarded is \$300 per student. This fund is not designed to cover food costs.

D. Application Requirements and Consequences

1. If there is more than one portion of the application missing without a legitimate reason the application will be considered invalid.
2. Before applying, students must be certain that they will be able to produce/submit receipts to the Director of Professional Development for their professional development events.
3. If students are not able to produce receipts for their conferences or interviews by the deadline given after approval, they will forfeit their funding.
4. Students may only receive funding for the experience they were approved for.
5. Students may receive funding only once per school year.

E. Approval and Notification

1. The Professional Development Fund Committee will review all applications within one month of the close of the application. Once the committee has made their decision, the Director of Professional Development will reach out to the applicant letting the applicant know how much money, if any, the committee has decided is appropriate to award the applicant. Students are to assume that if they did not receive an approval by email four (4) days after the review date, they were not chosen to receive funding for a semester.
2. If approved for funding, the applicant is responsible for submitting her travel receipts.

## **Article XII. School Level Governments**

- A. GSC's role in relationship with the school level government is to support the government's needs and advocate for issues that arise within the school or college.
- B. GSC can assist in providing marketing suggestions and recruitment strategies as governments transition year to year.
- C. It is not the role of GSC to run school level government elections.
- D. GSC is here to help schools have a voice in the needs of their students.

## **Article XIII. The Executive Board's Compensation**

- A. The Executive Board may vote to change the compensation amounts with a simple majority vote in which no less than one-fourth (¼) of voting Council Representatives present.
- B. To receive compensation, each Executive Board member shall complete their duties for the entire semester and maintain good standing with the Executive Board.
- C. Each Executive Board member shall receive compensation for each semester in their position. The President shall receive \$1,500 per semester and all other eight positions shall receive \$1000 per semester. A semester constitutes the Fall and Spring semesters as determined in CWRU's academic calendar.
- D. Executive Board members shall receive compensation for the Fall 2021 semester and Spring 2022 semester as one total payment between April 25th and May 21st. The one payment for the President shall total \$3,000 and all other Executive members shall receive a \$2,000 total payment.
- E. Following the Executive Board's commencement on May 21st for the Spring 2022 semester; for all semesters thereafter the Executive Board members shall receive compensation for their service on a semester basis. Starting with the Fall 2022 semester, the Executive Board members shall receive their compensation during the final thirty (30) days of the current semester.
- F. An Executive Board member shall not receive compensation for the current semester if they: 1. Fail to fulfill their duties and the Executive

Board removes the member; or 2. Terminate their role prior to completing the fall or spring semester.

#### **Article XIV. Amendment of the Bylaws**

- A. Any voting member of GSC may propose an amendment to these Bylaws.
  - 1. The proposed amendment shall be submitted to the Vice President of Internal Communications at least two (2) weeks before the meeting where it will be considered.
  - 2. The Vice President of Internal Communications shall distribute copies of the proposed amendment to GSC within one (1) week of its receipt.
- B. Any amendment to these Bylaws shall require approval by a two-thirds (2/3) majority vote of those voting members present, in person or by proxy, at a Council meeting, or of those voting electronically.
- C. Any amendment which receives approval shall become effective immediately after the adjournment of the meeting at which it is adopted or, if the vote is conducted electronically, after the next General Assembly meeting, unless the motion to amend specifies a time that the amendment shall take effect. If there is a structure change in the amendment, the structure change shall not take effect until the next Executive Board assumes office.