

**Case Western Reserve University Graduate Council of Arts and Sciences  
Official Constitution**

## **ARTICLE I. ORGANIZATION**

### **Section 1. Name**

The name of this organization shall be the Graduate Council of Arts and Sciences, hereby referred to as (the) GCAS.

### **Section 2. Purpose**

With the purpose of facilitating a unified representational voice for all graduate students in the College of Arts and Sciences at Case Western Reserve University, the GCAS hereby aims:

1. To provide a platform that will help identify and advocate for the needs and concerns unique to graduate students and graduate student organizations in the College of Arts and Sciences.
2. To serve as a resource for individual departments within the College of Arts and Sciences in addressing the needs of their graduate students.
3. To provide social and professional development opportunities for current and potential Arts and Sciences graduate students.
4. To facilitate representation of Arts and Sciences graduate students in the Graduate Student Council (GSC).
5. To facilitate representation of Arts and Sciences graduate students to the Arts and Sciences administration.
6. To encourage Arts and Sciences graduate student participation in individual department leadership and student organizations.
7. To promote fellowship among the Arts and Sciences graduate students.

### **Section 3. Affiliations**

This organization is not affiliated with any local, state, or national group.

## **ARTICLE II. MEMBERSHIP**

### **Section 1. Requirements for Membership**

#### **A. General membership:**

General membership is open to any College of Arts and Sciences graduate student enrolled at least half-time, including students in on-line and integrated programs. General members are invited to attend assemblies, but they may not vote.

**B. Voting Membership:**

Voting membership is held by the following: The elected Executive Board members (see Article IV), the Departmental Senators (one [1] per Arts and Sciences Department), and the elected GSC representatives. Each individual is allowed one (1) vote, even if they hold more than one (1) position.

**Section 2. Qualifications for Holding Office**

To be eligible to hold an Executive Board position (see Article IV), a student must fulfill requirements for membership, must be enrolled in a program leading towards a degree, and must (at the time of election) be able to serve a full one (1) year term.

**ARTICLE III. NON-DISCRIMINATION STATEMENT**

Membership in this organization shall be without regard to race, religion, age, color, sex, disability, sexual orientation, national origin, marital status, veteran's status, political belief, or affiliation. While this Council exists to promote the graduate students of the College of Arts and Sciences at Case Western Reserve University, participation is open to the wider campus body and interested members of the community.

**ARTICLE IV. OFFICERS****Section 1. Elected Officers of the Executive Board**

The elected executives of this organization will be:

1. President
2. Vice President
3. Information Officer
4. Secretary
5. Treasurer
6. GCAS Representative to the GSC

These elected officers will comprise the "Executive Board" of the GCAS.

**Section 2. Other Positions**

Voting membership of this organization also consists of the following:

- A. Departmental Senators
  - a. Elections

- i. Each of the twenty-one (21) departments in the College of Arts and Sciences that offers a graduate program is able to send one (1) Senator to GCAS executive and general assembly meetings.
- ii. Individual departments are responsible for appointing their own Senator or alternate Senator(s).
- iii. Senators and alternates must meet the requirements for voting membership of this organization as outlined in Article II.1.B.

b. Responsibilities

- i. Senators shall serve a term twelve (12) months in duration, beginning June 1st and ending the following May 31st.
- ii. Senators shall raise the concerns, needs, and wishes of their constituents before the GCAS general body.
- iii. Senators shall regularly attend GCAS executive and general assembly meetings and the meetings of any committees or task forces to which they have been appointed.
- iv. Senators shall vote on behalf of their constituents whenever a vote is requested by the GCAS general assembly.
- v. Senators shall maintain communication with the GCAS Executive Board in order to ensure effective communication between GCAS and their departments.
- vi. Senators shall disseminate electronic communication distributed by the GCAS Executive Board.

B. GSC Representatives

a. Elections

- i. The College of Arts and Sciences is to send representatives to sit on the GSC assembly as enumerated by the representational model denoted by the GSC bylaws.
- ii. The Executive Board of the GCAS will serve as GSC representatives.
- iii. The GSC representatives will disseminate GSC information to the GCAS Departmental Senators.

b. Responsibilities

- i. Each representative must attend a minimum of one (1) GCAS general assembly each semester.
- ii. A minimum of two (2) representatives must be in attendance at each GCAS general assembly.
- iii. Representatives shall raise the concerns, needs, and wishes of their constituents before the GSC general body.
- iv. The GCAS Representative to the GSC will take notes at every GSC general assembly meeting. If unable to attend, the GCAS Representative to the GSC will designate another GCAS executive officer to attend and take notes.
- v. During GCAS executive and general assembly meetings, the GCAS Representative to the GSC will report on all GSC activities that affect the College of Arts and

Sciences.

### **Section 3. Elections**

#### **A. Election of Executive Board**

- a. The annual election for the six (6) executive board positions listed above will take place between April 1st and May 15th every year.
- b. The Executive Board of the GCAS will be elected by a public vote sent to all College of Arts and Sciences graduate students. In the event of a tie, a deciding vote will be held by the voting membership of the GCAS (see Article II.1.B).
- c. Current GCAS executive officers who are not running for another position in the GCAS will conduct the vote, tabulate the votes, and announce the results.
- d. In the event that a GCAS executive officer position is vacant, the President will organize a special election within one (1) month. In the interim, the President will assume the duties of the vacant position or delegate another GCAS executive officer or Departmental Senator to do so.

#### **B. Election of the GSC Representatives**

- a. The election for the official GCAS Representative to the GSC will take place at the same time as the annual GCAS officer election.
- b. All elected GCAS executives are responsible for representing the GCAS to the GSC. The official GCAS Representative to the GSC is responsible for taking notes at GSC meetings and conferring GSC information to the GCAS.

### **Section 4. General Duties of Executives**

#### **A. All GCAS executives shall be responsible for the following:**

- a. Setting GCAS goals and implementing specific actions based on the directives of the GCAS and Executive Board.
- b. Upholding these directives, goals, and actions during interactions with the graduate student body, University administrators, faculty, and the community at large.
- c. Making reports to the Executive Board and GCAS on progress made toward achieving these directives. A year-end summary report shall be presented to the GCAS, and a written report shall be filed in the GCAS records.
- d. Briefing their successors about their duties and responsibilities in order to ensure continuity.

#### **B. Duties of the GCAS President**

- a. The general role of the President shall be to act as the official spokesperson for the GCAS.

b. Specific duties of the President shall be to:

- i. Call, establish the agenda for, and preside over meetings of the GCAS and Executive Board, voting only in the event of a tie.
- ii. Serve as a non-voting, *ex officio* member of the Executive Board, unless otherwise stated in these Bylaws.
- iii. Serve on, or appoint a designee to, the College of Arts and Sciences Graduate Studies Committee and any unfilled College of Arts and Sciences committee calling for graduate student representation.
- iv. Maintain final authority on issues until they can be brought to the attention of the Executive Board or the GCAS. When immediate action is necessary, the President shall solicit assistance from the other officers.
- v. Ensure that action is taken on resolutions of the GCAS.

C. Duties of the GCAS Vice President

- a. The general role of the Vice President shall be to oversee graduate student representation on University committees and to assist the President in their duties.
- b. Specific duties of the Vice President shall be to:
  - i. Discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office.
  - ii. Oversee development and management of task-forces and committees.
  - iii. Serve on, or appoint a designee to, the Committee on Educational Programs in the College of Arts and Sciences.
  - iv. Serve as the official parliamentarian of the GCAS when Robert's Rules of Order are invoked.

D. Duties of the GCAS Information Officer

- a. General duties of the Information Officer shall be to facilitate internal GCAS correspondence as well as with organizations outside the GCAS.
- b. Specific duties of the Information Officer shall be to:
  - i. Advertise meetings and operations of the GCAS to the larger College of Arts and Sciences graduate student body.
  - ii. Maintain all electronic GCAS archives in conjunction with the Secretary.
  - iii. Distribute announcements and information to voting members.
  - iv. Maintain the GCAS website, any GCAS publications, and any social media accounts.
  - v. Post meeting reports and other relevant GCAS information on the GCAS website.
  - vi. Create, maintain, and utilize all graduate student email lists in compliance with the College of Arts and Sciences contract.

E. Duties of the GCAS Secretary

- a. General duties of the Secretary shall be to maintain accurate records of business conducted by the GCAS.
- b. Specific duties of the Secretary shall be to
  - i. Arrange for meeting facilities.
  - ii. Maintain current GCAS membership lists and attendance records at regular meetings.
  - iii. Regularly distribute GCAS and Executive Board meeting minutes at general assembly meetings.
  - iv. Collect proxy and meeting votes and distribute vote tallies.
  - v. Distribute GCAS meeting agendas and other relevant meeting materials.
  - vi. Compose GCAS meeting minutes, event information, forms, contacts, resolutions, and any document created and distributed by the GCAS.
  - vii. Send the documents listed above to the Information Officer.
  - viii. Distribute announcements and other information to GCAS members and the Executive Board.

#### F. Duties of the GCAS Treasurer

- a. General duties of the Treasurer shall be to administer the GCAS budget.
- b. Specific duties of the Treasurer shall be to:
  - i. Maintain the GCAS' financial records and provide a written report on the GCAS' financial status to the GCAS Executive Board once (1) per month at Executive Board meetings, and to the GCAS at the beginning and end of each semester during general assembly meetings.
  - ii. Identify funding sources for supporting GCAS interests.
  - iii. Apply for and manage funding from the graduate student governing body.
  - iv. Post financial reports each semester on the GCAS website with the assistance of the Information Officer.
  - v. Arrange for the disbursement of GCAS funds.
  - vi. Ensure that funds are not encumbered, in any budget category or overall, beyond that which was approved by the GCAS.
  - vii. Strictly adhere to standard operating procedures in the management of all GCAS finances and with all GCAS financial and accounting documents.
  - viii. Order food and other meeting supplies requiring financial approval for all GCAS meetings.

#### G. Duties of the GCAS Representative to the GSC

- a. General duties of the GCAS Representative to the GSC will be to attend all GSC general assembly meetings on behalf of the GCAS.
- b. Specific duties of the GCAS Representative to the GSC will be to:

- i. Take notes on the GSC general assembly meetings and make note of useful information for the smooth running of the GCAS.
- ii. Share notes from the GSC general assembly meetings at GCAS executive and general assembly meetings.
- iii. Share issues, questions, and other relevant GCAS information at GSC meetings.
- iv. Along with the GCAS Information Officer, promote GCAS events to the GSC and the larger student body.

## **Section 5. Termination of GCAS Executives**

- A. An officer may be terminated if they have:
  - a. Failed to fulfill the duties specified in Article IV.4.
  - b. A conflict of interest due to outside employment or academic commitment.
  - c. Failed to maintain registered status at Case Western Reserve University.
  - d. Violated the standards outlined in the University Policies and Regulations.
- B. Any declaration of termination requires a three-fourths (3/4) majority vote of the Executive Board.
- C. The concerned officer may appeal the Executive Board's declaration to the GCAS. The declaration shall be upheld by a simple majority of all GCAS members.
- D. The interim replacement for a terminated officer shall be appointed by the Executive Board (see Article IV.7).
- E. The officer in question must abstain from all termination votes.

## **Section 6. Terms of Appointment**

The term of appointment shall be twelve (12) months, beginning June 1st and ending May 31st.

## **Section 7. Vacancy of an Office**

In the event of a vacancy in an office other than the President before the expiration of a full term, a special election shall be called by the President within two (2) weeks to fill the vacancy. In the event of a vacancy in the office of President, the President's duties shall be assumed by the Vice President. In the event of several officer position vacancies, the remaining officers and Departmental Senators shall work together to hold special elections.

# **ARTICLE V. OPERATIONAL PROCEDURES**

## **Section 1. Meetings**

- A. GCAS General Assembly Meetings

- a. GCAS will meet monthly.
- b. GCAS general assembly meetings are open to all Arts and Sciences graduate students.

**B. GCAS Executive Board Meetings**

- a. The GCAS Executive Board will meet monthly.
- b. GCAS executive board meetings are open to the Executive Board and Departmental Senators.

**Section 2. College of Arts and Sciences Votes**

- A. In the event that a campus-wide vote concerns financial changes, such as the raising or decreasing of student fees, GCAS will assist in the dissemination of the voting information to all College of Arts and Sciences graduate students.
  - a. GCAS will provide information on campus-wise votes to every department in the College of Arts and Sciences.
  - b. GCAS will provide this information at least one (1) month prior to a vote.
  - c. GCAS will provide a reminder to all College of Arts and Sciences graduate students about their opportunity to vote at least once before the vote is finished.

**ARTICLE VI. BYLAWS**

**Section 1. Provision for Bylaws**

- A. The organization may approve bylaws for the specific operation of the organization.
- B. No bylaw shall be adopted that is contrary to the provisions of this constitution.

**Section 2. Voting Requirements for Bylaws**

- A. The organization may adopt, amend, or rescind any bylaw by a simple majority vote of the voting membership.
- B. Any proposed bylaw must be publicized to the members at least one (1) week prior to the meeting at which it is going to be voted upon.

**ARTICLE VII. AMENDMENTS**

- A. Any proposed amendment to this constitution shall be presented to the members at least one (1) month prior to the vote for its ratification.
- B. Ratification or removal of an amendment to this constitution shall require a simple majority vote of the voting members.