

## **Case Western Reserve University Graduate Council of Arts and Sciences Bylaws & Guidelines**

These bylaws and guidelines are meant to serve as a living document, detailing the specific procedures and answers to common questions about the operation of the Graduate Council of Arts and Sciences (GCAS). Please update as necessary for the successful functioning of the GCAS.

### **ARTICLE I. GSC REPRESENTATIVES**

As elaborated in the Graduate Student Council (GSC) Constitution dated February 2022 (Article III.B), each school having graduate student enrollment shall send Representatives to the GSC. Since the GCAS is the governing graduate student body of the College of Arts and Sciences (CAS), the GCAS shall elect from its own members the required GSC Representatives.

#### **Section 1. Number of Representatives**

Article III.B of the GSC Constitution states that each school/college shall having the following number of Representatives:

- a. Five (5) Representatives from each school/college having graduate student enrollment.
- b. One (1) additional Representative for every five hundred (500) graduate students enrolled in each school/college.

This always allots the CAS five (5) Representatives selected from the membership of the GCAS. To determine how many additional Representatives the CAS receives, the President of the GCAS will communicate annually at the beginning of each academic year with either (1) the CAS Dean's Representative to the GCAS or (2) directly with a representative from the School of Graduate Studies to ascertain how many total graduate and professional students are enrolled in the CAS.

#### **Section 2. Election of Representatives**

Article IV.2.B of the GCAS Constitution states that "the Executive Board of the GCAS will serve as GSC representatives." Since there are seven (7) officer positions in the GCAS (Article IV.1) and five (5) to six (6) GSC Representatives allotted to the CAS, the following officers will automatically be assigned the role of GSC Representatives:

1. Vice President
2. Secretary
3. Treasurer
4. GCAS Representative to the GSC
5. Diversity, Equity, and Inclusion Officer

The President and Information Officer are excluded from this role because of the large amount of work they perform for the functioning of the GCAS. This does not exclude them from attending meetings voluntarily, but they are not automatically given a vote in the GSC on behalf of the CAS.

The President will inform the GSC Vice President of Internal Communications who the GSC Representatives are on behalf of the CAS for the current academic year.

### **Section 3. Attendance of GSC Meetings**

Article V.A of the GSC Bylaws states that all GSC Representatives are to attend all meetings of the GSC. Furthermore, Article IV.2.B of the GCAS Constitution states that each representative must attend a minimum of one (1) GSC meeting each semester and that a minimum of two (2) representatives must be in attendance at each GSC meeting.

If one of the officers listed above cannot attend the required number of GSC meetings on a temporary basis (brief scheduling conflict, illness, emergency, etc.), then they are to find an alternate within the membership of the GCAS, excluding the President and Information Officer. The absent GSC Representative is to also inform the GSC Vice President of Internal Communications who the alternate is.

If one of the officers listed above cannot attend the required number of GSC meetings on a permanent basis, then after informing the President, the President is to select a member of the GCAS that is in good standing to become a GSC Representative.

### **Section 4. Duties of the GSC Representatives**

Article IV.1 of the GCAS Constitution creates the position of “GCAS Representative to the GSC” and Article IV.4.G elaborates on the specific duties of the GCAS Representative to the GSC. In addition to these roles, the GCAS Representative to the GSC shall take the lead roll in speaking for the CAS and the GCAS in all GSC meetings. In the event that the GCAS Representative to the GSC is unable to attend any number of meetings, then the Vice President shall take the lead roll, and on down the line of seniority if necessary.

The GSC Representatives shall maintain good standing with the GSC as outlined in Article V.A in the GSC Bylaws. This includes attending the mandatory GSC-101 and GSC-102 information sessions in the fall and spring semesters, respectively.

The GSC Representatives shall cast votes on behalf of the CAS after discussion with the GCAS Executive Board and larger GCAS membership. If any vote on behalf of the CAS concerns financial changes, such as the raising or lowering of student fees, the procedures in Article V.2 of the GCAS Constitution shall be followed beforehand.

**Section 5. Other Representatives**

While the GSC Representatives outlined here have duties primarily aligned with voicing CAS graduate student concerns and voting on campus-wide issues in GSC meetings, there are other representatives to the GSC that might be needed.

Those organizations that are seeking funding from the GSC are required to send one (1) representative to the GSC-101 and GSC-102 information sessions in the fall and spring semesters, respectively. For the GCAS, the Treasurer should attend these meetings. If they are unable, then the GCAS Representative to the GSC shall fill their place.

Academic departments and programs within the CAS that have graduate student associations that are seeking funding from the GSC will send their own representatives to the GSC-101 and GSC-102 information sessions. Each departmental graduate student association will determine who to send in accordance with their own organizational structure.