

# **Graduate Student Association**

## **at the University of West Florida**

### **Article I: Scope and Authority**

The name of this organization shall be called Graduate Student Association. This constitution shall provide the operating rules and guidelines for the University of West Florida Graduate Student Association.

### **Article II: Purpose**

The mission of Graduate Student Association is to:

- A. Promote communication and cooperation between graduate students and the Student Government Association, their respective Colleges, the University, and other organizations.
- B. Identify and promote the issues and concerns affecting graduate students related to quality student services, professional and scholarly development, recruitment and retention, and other issues and concerns that may arise.
- C. Represent the professional, intellectual and academic concerns of the graduate students to the various governing and policy-making bodies of the University.

### **Article III: Membership and Qualifications**

- A. Membership in this organization is open to all currently enrolled graduate students who satisfy any selection criteria listed herein regardless of race, color, creed, religion, age, physical handicap, disability, marital status, or national origin and Graduate Student Association will not illegally discriminate on the basis of sex. Specifically, pursuant to the Americans with Disabilities Act (ADA), Graduate Student Association will ensure that all meetings, programs, services or other activities are accessible to individuals with disabilities and that reasonable accommodations are made as necessary.
- B. Members will include students in good standing, currently enrolled in graduate course work, or pursuing a graduate degree at the University of West Florida.
- C. Voting members will include those who have paid their semester dues.
- D. Dues will be \$20 per year or \$15 per semester
- E. Active membership continues until the member graduates, withdraws from the University or recede his or her membership from the organization.

### **Article IV: Officers**

- A. The officers of Graduate Student Association shall be the President, Vice President, Treasurer, and Secretary. These officers will serve a one-year term being elected and initiated no later than one month prior to the end of the Spring semester. These officers are included in the Executive Board.

- B. The officer selection process will be as follows: the outgoing President shall open the floor for nominations/applications for the President position. Officer candidates may be allowed to speak and answer questions. Balloting should be a written ballot. In the event the outgoing President member is a nominee then another officer should chair the selection process. After the new President is selected, he or she will complete the officer selection process following the same procedure.

### **Duties of the Officers**

#### **i. President**

- Preside at all meetings.
- Develop meeting agendas for all regular meetings
- Coordinate the committees
- With the Treasurer, have signatory power over the Graduate Student Association accounts.
- Appoint ad hoc committees as needed to accomplish the goals of Graduate Student Association.

#### **ii. Vice President**

- Perform the duties of the President during the absences of that officer.
- Assist the President
- Provide direction to the standing and ad hoc committees as needed.

#### **iii. Secretary**

- Maintain complete and accurate records of all meetings
- Make a record of the minutes public within one week after the meeting.
- Be responsible for the official correspondence.
- Monitor the Graduate Student Association mailbox, e-mail and listserv.

#### **iv. Treasurer**

- Manage and account for Graduate Student Association funds to include initiating and posting payments, posting collections, and generating appropriate reports.
- With the President, have signatory power over the account.
- Submit a proposed budget for the following year.
- Report on financial status at each meeting.
- Open financial records upon demand.

### **Article V: Meetings**

- A. Executive board meetings are held bi-weekly throughout the fall and spring semesters. The general meetings are held monthly. These meetings will be held at a place agreed upon at the first meeting of each term. Members must be notified in advance of any changes in meeting schedules.
- B. All meetings of Graduate Student Association shall follow the newly revised Robert's Rules of Order.
- C. All meetings will be open to the public.
- D. At the last meeting of the spring semester, participation during the summer semester will be decided.

- E. An agenda will be prepared by the Secretary, as directed by the President, and distributed not less than seven days prior to a regular meeting. Items to be placed on the agenda are to be submitted to the President, Vice President, or Secretary ten calendar days prior to a regular meeting. Agendas for special meetings will be disseminated as appropriate.
- F. A quorum consists of a simple majority (50%) of the active voting members on record.

#### **Article VI: Committees**

- A. Committees shall be created as necessary to accomplish the mission of the Council.
  - a. Ad hoc committees shall be created as necessary to deal with specific issues and concerns that can likely be resolved in a foreseeable time-frame.
  - b. Standing committees shall be created and maintained to deal with ongoing issues and concerns that either is of a recurring nature of that cannot likely be resolved in the foreseeable time-frame. Standing committees shall be listed in this document as they are developed.
- B. The reports of the standing and ad hoc committees shall be included in the general minutes and files.

#### **Article VII: Ratification**

Departments at the University of West Florida shall post this constitution for review by Graduate Student Association members at least 30 days before the meeting date set for voting to ratify the constitution by the members. The constitution may be ratified at that meeting with a 2/3<sup>rd</sup> – majority vote of those present.

#### **Article VIII: Amendments**

This constitution may be amended after being posted to review at least 30 days prior to a meeting and with a 2/3<sup>rd</sup> –majority vote of members in the organization. Graduate Student Association shall operate in accordance with the provisions of the University, Student Government and Student Activities. Any amendment or bylaw changes regarding Graduate Student Association shall be passed by a quorum vote and will be considered until presented to and reviewed by Student Activities. A final review of all amendments and updates shall also be made by Student Activities.