

Arkansas Tech University Graduate Student Council Constitution

Article I: Name of Organization The formal name of this student organization is the Arkansas Tech University (ATU) Graduate Student Council (GSC).

Article II: Purpose of the Organization The purpose of the GSC is to promote the success of ATU's graduate students by actively participating in student life and representing graduate student concerns on campus. Members of the council will serve as advocates for graduate student issues and engage in various on and off-campus activities to foster personal and professional development.

Article III: Membership Composition

Section 1 - Organization Structure: The Graduate Student Council (GSC) currently comprises eleven graduate students. The allocation of seats to each ATU College with graduate programs is determined by the number of distinct graduate degree programs they offer, divided by three. If the resulting quotient is equal to or exceeds 0.5, it is rounded up. This allocation method is consistent with the Graduate Council's procedures.

Additionally, any unfilled seats within a college automatically convert to At Large seats. At Large positions have both a voice and a vote in the council, but they are limited to serving for one semester, unless there is no contest from that particular college seat.

As of the present, the seat allocation is as follows:

- College of Arts & Humanities: 2 seats
- College of Business & Economic Development: 1 seat
- College of Education and Professional Studies: 5 seats
- College of STEM: 2 seats
- At Large: 1 seat

Section 2 - Eligibility Requirements for Membership: Any ATU graduate student meeting the following requirements is eligible for a GSC seat:

- Minimum 3.0 GPA
- Good standing with the university
- Demonstrated leadership and academic qualities

Section 3 - Procedures to Apply for Membership and the Selection Process: Graduate students interested in securing a council seat may either self-nominate or be nominated by others. Nominations should be presented during a stated meeting. In instances where a returning member's seat faces a challenge, the GSC may additionally assess applications or create a temporary Selection Committee to provide recommendations.

Section 4 - Membership Duties: Members are not required to pay dues but should regularly attend meetings, participate in GSC events, join specific committees, and propose/initiate projects for ATU's graduate community. Compliance with Arkansas Tech University policy is also expected.

Section 5 - ATU Non-Discriminatory Statement: The GSC adheres to ATU's non-discriminatory policy, ensuring that no discrimination occurs based on race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or genetic information.

Article IV: Organization Officers, Committees, and Their Duties

Section 1 – Officers: The GSC will consist of a minimum of 3 executive officers, including a Chairperson, Vice Chairperson, and Treasurer. There are currently two additional officer positions: Secretary and Public Relations Liaison. If there is a need to oversee new operations, the membership present at a stated meeting may vote on the creation of an additional officer position.

Section 2 – Chairperson: The Chairperson presides over meetings, assists in agenda development, represents GSC at university events, and serves on the Graduate Council. The chairperson shall not vote except in case of a tie.

Section 3 - Vice Chairperson: The Vice Chairperson supports the Chairperson, acts in their absence, and may represent GSC on campus committees.

Section 4 – Treasurer: This position is tied to the Graduate College's Graduate Assistant. The Treasurer's duties and responsibilities include maintaining all financial records for the organization, presenting financial reports to the members during general meetings, developing and managing budget requests for funds. The Treasurer shall also report to the faculty advisor for any inquiries. In case of a vacancy, the Secretary will assume these responsibilities until a replacement is appointed.

Section 5 – Secretary: The Secretary records meeting minutes, helps create agendas, disburses information to the GSC, and other duties required by the needs of the GSC and executive officers. In case of a vacancy, the Treasurer will assume these responsibilities until a replacement is appointed.

Section 6 - Public Relations Liaison: The Public Relations Liaison chairs the Graduate Student Spotlight Selection Committee, oversees social media management, and serves as the primary point of contact for disseminating information beyond the GSC.

Section 7 - Officer Election Process: Executive officers are nominated and elected at the end of the fall semester and serve for one year.

Section 8 - Ad Hoc Committees: The GSC establishes committees as needed for specific issues or projects, including but not limited to membership search and events.

Article V: Conduct

Section 1 - Conduct of Membership: All members of GSC are required to uphold the highest standards of conduct and behavior when engaging within the organization and when representing GSC to the public. It is expected that members consistently exhibit behaviors that positively reflect upon GSC and its mission. This entails treating fellow members, officers, and the general public with unwavering respect, courtesy, and the utmost professionalism.

Section 2 - Removal of Officers Removal of officers from their positions may be considered under the following circumstances:

2.1 Misconduct: An officer may be subject to removal if they engage in misconduct, which includes but is not limited to actions that are illegal, unethical, or in violation of GSC and ATU's policies, constitution, or bylaws.

2.2 Failure to Fulfill Duties: An officer may be subject to removal if they consistently fail to fulfill their prescribed duties and responsibilities as outlined in GSC's constitution, bylaws, or job description.

Section 3 - Procedure for Removal of Officers: Any member in good standing may initiate the process for the removal of an officer by submitting a written request to the GSC or Graduate College. The request shall specify the reasons for removal and provide supporting evidence where applicable.

3.1 Upon receiving a request for removal, the uninvolved Executive Officers and Advisors shall conduct a thorough investigation, which may include gathering statements from witnesses, reviewing relevant documents, and affording the accused officer an opportunity to respond to the allegations.

3.2 Following the investigation, the remaining Executive Officers shall present the findings to the membership body. A two-thirds majority vote of the GSC shall be required for removal.

Section 4 - Interim Appointments In the event of an officer's removal, GSC shall make interim appointments to ensure the continuity of operations until a replacement officer can be elected or appointed by the Executive Officers or Advisors according to GSC's bylaws.

Article VI: Organization Decision Making Model GSC decisions are made by a majority (51%) vote of present members.

Article VII: Meetings

Section 1 – Frequency: Council meetings are held bi-monthly, accommodating members' schedules. Meetings should not exceed one hour, unless under exigent circumstances.

Section 2 – Structure: Meetings include agenda development, minutes taken by the Secretary, discussions, and adjournment motions, requiring a second and majority approval.

Section 3 – Electronic: Electronic communication channels, such as WebEx or GroupMe, can serve as a meeting platform when the entire GSC needs to disseminate information or make decisions. This approach is aimed at streamlining ongoing operations and addressing exigent circumstances. Stated meetings are preferred for handling regular agenda items.

Article VIII: Organization Advisors GSC has two faculty advisors appointed by the Dean of the Graduate College.

Article IX: Organization Funds No member dues are required. Funds come from Graduate Student Activity fees, ATU-approved fundraising events or the Graduate College.

Article X: Amending the Constitution The constitution may be amended by a majority (51%) vote of present members. Proposed amendments must be submitted at least one meeting prior before voting.

Article XI: Enabling Clause This constitution is effective on September 25, 2023, upon ratification by a majority (51%) of present voting members. It replaces any previous constitutions/procedures.

Article XII: Signature Line Signatures below indicate approval by the executive officers and ratification by a majority (51%) vote of present members.

Chairperson: _____ Date: _____

Vice Chairperson: _____ Date: _____

Secretary: _____ Date: _____

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