

# GRADUATE STUDENT ADVISORY COUNCIL CONSTITUTION



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# Constitution of the Graduate Student Advisory Council

## TABLE OF CONTENTS

<b>PREFACE</b>	<b>5</b>
PREAMBLE	8
ARTICLE I. NAME AND PURPOSE	9
Section 1. Name.	9
Section 2. Purpose.	9
ARTICLE II. MEMBERSHIP	9
Section 1. Membership.	9
Section 2. Eligibility.	9
ARTICLE III. DEPARTMENT REPRESENTATIVES	9
Section 1. Department Representatives.	9
Section 2. Nomination Process.	9
Section 3. Duties.	10
Section 4. Voting.	10
Section 5. Meeting Absences.	10
ARTICLE IV. GSAC OFFICERS	11
Section 1. Elected Officers.	11
Section 2. Eligibility.	11
Section 3. Election.	11
Section 4. Duties and Powers.	11
Section 5. Terms.	13
Section 6. Replacing Officers.	13
ARTICLE V. EXTERNAL REPRESENTATIVES	13
Section 1. External Representatives.	13
Section 2. Eligibility.	13
Section 3. GPAC Representative Election.	14
Section 4. University Senate Representative Election.	14
Section 5. Duties and Powers.	14
Section 6. Terms.	14



# Constitution of the Graduate Student Advisory Council

ARTICLE VI. ETHICS	<b>14</b>
Section 1. Ethical Standards.	14
Section 2. Professionalism.	15
Section 3. Respect for Others.	15
Section 4. Conflicts of Interest.	15
Section 5. Representation of Authority.	15
ARTICLE VII. IMPEACHMENT	<b>15</b>
Section 1. Impeachment.	15
Section 2. Impeachment Process.	15
ARTICLE VIII. MEETINGS	<b>16</b>
Section 1. GSAC Meetings.	16
Section 2. Announcement.	16
Section 3. Attendance.	16
Section 4. Conduct of Business.	16
Section 5. Proposals.	16
Section 6. Voting.	17
Section 7. Tie-Breaking.	17
ARTICLE IX. COMMITTEES	<b>17</b>
Section 1. Standing Committees.	17
Section 2. Special Committees.	17
Section 3. Other Committees.	18
Section 4. Committee Duties.	18
Section 5. Eligibility.	18
ARTICLE X. FINANCIAL MATTERS	<b>18</b>
Section 1. General Finances.	18
Section 2. Personal Finances.	19
ARTICLE XI. AMENDMENTS	<b>19</b>
Section 1. Submission.	19
Section 2. Voting.	19
ARTICLE XII. RATIFICATION AND DISSOLUTION	<b>19</b>



# Constitution of the Graduate Student Advisory Council

Section 1. Ratification.	19
Section 2. Dissolution.	19
<b>APPENDIX A: JOINT GSAC-GPAC UNIVERSITY SENATE ELECTION PROCEDURES</b>	<b>20</b>
<b>APPENDIX B: GENERAL ELECTION PROCEDURES</b>	<b>21</b>
<b>APPENDIX C: PROPOSAL TEMPLATE</b>	<b>22</b>



# Constitution of the Graduate Student Advisory Council

## PREFACE

GSAC was founded in the 2007-2008 academic year with the purpose of advocating for Graduate students' rights and needs. Both its Constitution and Mission Statement were written during the Spring-2007 semester. Dr. Samuel Attoh's, former dean of The Graduate School, support was crucial during the first years of GSAC. He pushed the GSAC to become involved in and/or organize academic and social events, like the Research Symposium. He also worked closely with GSAC to address issues like improving the funding for Ph.D. students, since he believed that extending funding was critical for Loyola University Chicago to become a respected graduate school. Dr. Samuel Attoh passed away in 2017, GSAC, and the Loyola University Chicago, mourns his death and honors his commitment to Loyola's graduate students.

At its beginning, and all through 2011, representatives were elected at the beginning of the Spring semester and served during that Spring semester and the Fall semester of the next academic year. In 2011, GSAC changed the election time period and term for GSAC members. Since then, representatives took office during the summer and served for a full academic year. Over the years, GSAC has maintained its commitment to organize at least two service events per year to try to address issues around the Chicago community. For instance, in 2012, GSAC partnered with Loyola Refugee Outreach, a primarily undergraduate organization, to host two service events that semester to raise awareness of refugee health issues and support local refugees. Since 2014, GSAC has partnered with Catholic Charities to organize the Fall service event to toy sort or package Christmas gifts for the non-profit's annual Celebration of Giving. Since 2014, GSAC has also partnered with Alliance for the Great Lakes for the Spring service event to clean-up the Albion/Hartigan Beach near Loyola's Lake Shore Campus.

In addition, GSAC has tried to maintain its transparency. All through 2011, it organized town hall meetings, so graduate students could get more involved with GSAC and express their concerns to the Graduate School directives. These meetings were later canceled due to the lack of student participation. However, GSAC representatives have continued to inform their fellow students about the issues discussed during the GSAC meetings, and GSAC has opened other information channels, such as newsletters, GSAC's website, and social media, and contact with GPDs and departments. In 2014, GSAC initiated a graduate-student-wide survey to better understand graduate student concerns and needs, including the need for a graduate student lounge and improved study space, and gauge graduate students' awareness of GSAC. GSAC has considered holding focus groups or conducting another survey in the future.

GSAC has always tried to address and try to find solutions to graduate students' problems or concerns. Some of the most important issues that have come up over the course of these ten years are the job market, and some student life issues like transportation, health insurance, and budget cuts. Since 2010, GSAC has been concerned with the skepticism of graduate students for career options after graduate school and tenure-track options. To address this issue, GSAC has organized a series of discussion panels and lunchtime lectures to inform students about opportunities beyond academia as well as strategies to compete in the job market and present at conferences. Between 2009 and 2014, the graduate student U-pass distribution, utilization, and credit qualification were big concerns for graduate students and important discussion topics during GSAC meetings. U-pass negotiations and provisions ultimately were found to be outside the scope of the Graduate School. Health insurance has also been a persistent issue in GSAC's history. Since 2015, when Loyola University Chicago changed its health insurance provider, GSAC has been trying to collect student's testimonies and complaints and serve as a liaison between students and the Health provider. GSAC representatives reached out to their respective departments regarding their experiences with our insurance provider. This feedback was anonymized and collected in a Google document to which all GSAC members could contribute. Overall, students communicated their dissatisfaction with insurance coverage, especially regarding the cost of insurance to cover dependents. After sharing these concerns with the Bursar and United representatives, it was agreed that GSAC would maintain close communication with the Bursar regarding student concerns.



# Constitution of the Graduate Student Advisory Council

Finally, in the 2014-2015 academic year, GSAC encountered a variety of student concerns about the state of available financial aid. While a majority of issues were consigned to intra-department or individual issues, one significant issue affected many students in the graduate school: the scheduled end of the Advanced Doctoral Fellowship program (ADF). The ADF was designed largely to be a temporary fix to financing issues for a select group of students and was always planned to be removed at a certain time. Due to departmental miscommunication and general student confusion on the matter, many students had unintentionally made financial assistance decisions on the assumption they would qualify for this limited and temporary program, despite no guarantee of selection. Due to a concerted effort by the Graduate School administration, the ADF program was extended for one more year to assist students who had made financial assistance decisions in reliance on the existence of this program. GSAC was grateful for the administration's open discussion on the issue and willingness to support a stopgap procedure to assist these affected students. In 2015-2016, the Graduate School administration explained the funding process, which further improved GSAC's understanding of the ADF issue.

The GSAC Constitution was written in 2007, and it has been revised twice to ensure its relevance. The first revision occurred during Fall 2009. GSAC proposed changes to trim down the original constitution to make it more applicable to GSAC. During the first revision, GSAC eliminated one officer position, the Publicity Liaison position, because it had very similar duties to the GSAC Secretary. The 2009 amendments were voted and ratified in October 2009. During the 2013-2014 and 2014-2015 terms, GSAC did not make any constitutional changes.

During the 2015-2016 term, GSAC significantly restructured the organization and made numerous changes to the GSAC Constitution. GSAC enacted the constitutional changes in an effort to increase efficiency and participation in the organization as well as maximize GSAC's impact on the Loyola community.

First, GSAC restructured the Academic Funds Committee to broaden the committee's purpose and responsibilities. The Academic Funds Committee originally had been tasked with allocating GSAC funds to students, but due to budget constraints and the utilization of Graduate School research funding, the Academic Funds Committee rarely met. In an effort to increase GSAC's transparency and productivity, the Academic Funds Committee's purpose expanded to include planning outreach events and promoting GSAC on social media. At the end of the year, the Academic Funds Committee officially was renamed as the Finance and Outreach Committee and was tasked with developing the GSAC budget as well as promoting GSAC to the Loyola community.

GSAC additionally established special committees to further maximize the organization's impact. In keeping true to its purpose, GSAC established an Advocacy Committee, which would ensure advocacy issues were being addressed and resolved. The Advocacy Committee provided two external representative Executive Board members with an opportunity to chair a committee like the executive officers do with the standing committees. The Advocacy Committee further became the only committee to be led by co-chairs rather than a single committee chair because of the extensive and unpredictable nature of advocacy issues as well as the external representatives' diverse connections. The Advocacy Committee works on issues when called upon to do so by the President or a majority vote of GSAC members. The Advocacy Committee serves as the catch-all committee in the event that an issue needs to be addressed but not enough people are interested in leading the issue.

GSAC also worked with the Graduate, Professional, and Adult Council (GPAC) to establish a GSAC-GPAC Joint Election Committee in appointing the two graduate and professional University Senate Representatives. Per the existing University Senate Bylaws, GSAC appoints the two University Senate Representatives according to procedures approved by the University Senate. After extensive research and debate, GSAC approved a joint GSAC-GPAC committee process to oversee the election process and determine the two University Senate Representatives. GSAC can change the selection process anytime by proposing new procedures to the University Senate and having the University Senate approve the new procedures.

Lastly, due to the extensive changes during the year, GSAC established a Constitutional Review Committee that was tasked with annually reviewing the Constitution for organizational accuracy and making changes when necessary. In 2016, the Constitutional Review Committee reviewed the Constitution line-by-line to ensure that the provisions still reflected the organization's current purpose. In the process, GSAC codified additional changes that



# Constitution of the Graduate Student Advisory Council

had occurred but were never formally approved or written into the GSAC Constitution. For example, GSAC added a one-year ex-officio requirement for outgoing GSAC Executive Board positions because, in practice, GSAC had been implementing a transition process with an incoming and outgoing Executive Board transition meeting and the continued utilization of outgoing members as resources since at least 2014. In addition, GSAC codified the University Senate Representative and GPAC positions because GSAC had been appointing a University Senate Representative since 2013 and a GPAC Representative since 2015. The Constitutional Review Committee additionally revised the Constitution to reflect new changes that were implemented that year, including the creation of the Advocacy Committee and its inclusion as an official special committee, the restructuring of the Academic Funds Committee to be the Finance and Outreach Committee and the inclusion of the new committee's additional responsibilities, the creation of the Constitutional Review Committee and its annual review of the GSAC Constitution, and the formalization of the GPAC and University Senate external representatives.

During the 2016-2017 academic year, GSAC elected the Constitutional Review Committee for the first time since the annual Constitutional Review Committee provision was codified. GSAC built on the changes from the previous year and worked to enact changes to maintain GSAC's presence as a premier organization committed to helping students. To do so, GSAC increased member accountability by consolidating the department representative responsibilities, enacting an ethics section for all GSAC members, and revising the attendance and removal process to provide for automatic removal based on the failure to attend the requisite number of meetings and to initiate impeachment proceedings for ethics violations and/or failures to perform position responsibilities. GSAC also added a preamble and a historical preface to further memorialize the organization's purpose and tradition. In the event that GSAC needs to be dissolved and reorganized as a different organization in the future, GSAC developed a dissolution section. Lastly, GSAC worked to make the Constitution more accessible and reader-friendly by reformatting the GSAC Constitution and adding a table of contents and appendices with supplemental information.

During the 2018-2019 academic year, GSAC once again convened the Constitutional Review Committee to make additional changes to the Constitution, intending to simplify and clarify responsibilities of the GSAC Executive board and election procedures.



# Constitution of the Graduate Student Advisory Council

## CONSTITUTION

### PREAMBLE

We, the Graduate Student Advisory Council (GSAC), shall represent all graduate students of Loyola University Chicago. GSAC shall insure a representative voice for the graduate student body to represent students' interests and needs; to facilitate direct interaction and communication between students, faculty, program directors, and administration; and to foster communication and encourage cooperation through academics, service, and social interaction among graduate students in all graduate programs.



# Constitution of the Graduate Student Advisory Council

## ARTICLE I. NAME AND PURPOSE

### *Section 1. Name.*

This organization is named the Graduate Student Advisory Council, hereinafter referred to as GSAC.

### *Section 2. Purpose.*

The purpose of GSAC is to act as the voice of the graduate student body; to encourage greater interaction among graduate students; to support graduate students and advocate for their academic, financial, and wellness needs; and to promote service within the university.

## ARTICLE II. MEMBERSHIP

### *Section 1. Membership.*

Membership in GSAC shall include departmental representatives, executive officers, and external representatives (please see Article III for department representative positions, Article IV for executive officer positions, and Article V for external representative positions).

### *Section 2. Eligibility.*

GSAC membership positions are open only to graduate students enrolled in graduate courses and/or graduate programs within The Graduate School at Loyola University Chicago.

## ARTICLE III. DEPARTMENT REPRESENTATIVES

### *Section 1. Department Representatives.*

Each academic department that includes one or more graduate degree programs shall have the right to departmental representation on GSAC by a departmental representative. Each department is allowed more than one member.

### *Section 2. Nomination Process.*

Department representatives shall be appointed by their respective departmental graduate student group or association. If a departmental graduate student group or association fails to appoint a representative or if a departmental graduate student group or association does not exist, the GSAC President shall solicit the departmental Graduate Program Director (GPD) to appoint a departmental representative. If the departmental GPD fails to appoint a departmental representative, the GSAC President shall directly solicit graduate students from the department in question to serve as a department representative on GSAC.



# Constitution of the Graduate Student Advisory Council

## ***Section 3. Duties.***

Duties of representatives include, but are not limited to, the following:

- (a) Attend all GSAC meetings and in the event of an absence, secure a proxy from their respective department and notify the GSAC President;
- (b) Attend and contribute to their chosen committee through collaboration with the chair and the other members of the committee and involvement in relevant committee activities;
- (c) Serve as a channel of communication from the council to the graduate students in their respective departments by ongoing communication with either / both the president of their department's graduate student organization or their department's GPD;
- (d) Participate in GSAC events, particularly the social and service events as well as the Annual Interdisciplinary Research Symposium.

## ***Section 4. Voting.***

Each department will only have one voting member in any given meeting. Departments with more than one representative will determine which member will cast their vote. If more than one department representative exists, the GSAC President must notify the GPD that only one representative can vote on behalf of that department. Only if the voting member of a department is absent would the non-voting member (or alternate) vote for that department.

## ***Section 5. Meeting Absences.***

Graduate student participation in GSAC as department representatives is contingent upon attendance at GSAC meeting. Two unexcused absences without provision of a proxy shall result in the forfeiture of their position as department representative. In such a case, a new departmental representative shall be selected as described above (please see Article III, Section 2).



# Constitution of the Graduate Student Advisory Council

## ARTICLE IV. GSAC OFFICERS

### *Section 1. Elected Officers.*

GSAC shall have four elected officers: President, Vice President, Treasurer, and Secretary. The officers, along with any other members or external representatives that the President determines, shall constitute the Executive Board.

### *Section 2. Eligibility.*

Any member of the graduate student body currently enrolled and in good standing within their program may be nominated to serve as a GSAC officer. Any member running for office must have attended at least half of the general meetings if the member served in GSAC for the entire year, or at least the previous general meeting from the election meeting if the member served in GSAC for less than a semester. Any member running for office must not expect to graduate or leave the university before the member's term has expired.

### *Section 3. Election.*

Officers shall be elected at the last meeting of the Spring semester or online following the final meeting of the Spring semester. All election of officers will take place following the general election procedures as enumerated in Appendix B. Officers shall officially take office at the beginning of the July following the Spring semester elections and shall hold office until the end of the following June.

### *Section 4. Duties and Powers.*

Officer responsibilities include, but are not limited to, the following:

(a) President.

- (1) Represents the ideas of GSAC to the administration of Loyola University Chicago;
- (2) Attends meetings of the Council of Graduate School Programs, Graduate Studies Coordinating Board, and other applicable university meetings unless designated to another GSAC member;
- (3) Attends the new graduate student orientation and briefly talks about GSAC to incoming students, unless designated to another GSAC member;
- (4) Presides or designates another member to preside at all meetings of GSAC;
- (5) Appoints ad-hoc committees and chairpersons as required;
- (6) Signs all official documents of GSAC;
- (7) Signs checks and disburses funds for GSAC in the absence of the Treasurer;
- (8) Compiles a report of the office at the end of the President's term;
- (9) Works with the Executive Board to communicate upcoming GSAC events and call for department representation to the graduate student body, GPDs, and the general public as needed; and



## Constitution of the Graduate Student Advisory Council

(10) Shall chair at least one of GSAC's standing committees, as determined by the Executive Board.

(b) Vice President.

- (1) Presides at meetings in the absence of the President, if there is no presidential designation;
- (2) Assists the President in the regulation of activities of all committees and in the administration of the work of GSAC;
- (3) Assumes the office of President should the President be unable to serve;
- (4) Compiles a report of the office at the end of the Vice President's term;
- (5) Works with the Executive Board to communicate upcoming GSAC events and calls for department representation to the graduate student body, GPDs, and the general public as needed; and
- (6) Shall chair at least one of GSAC's standing committees, as determined by the Executive Board.

(c) Treasurer.

- (1) Makes a report at the beginning of the academic year regarding the funds of GSAC;
- (2) Develops and submits the annual budget on behalf of GSAC to the respective administration, and once approved by the administration, the Treasurer shall make a report to GSAC;
- (3) Receives and disburses all funds of GSAC at the discretion of the Executive Board and with the approval of the respective administration;
- (4) Maintains the financial records of GSAC, which shall be available for inspection at all times by the officers of GSAC and The Graduate School Dean;
- (5) Makes a report at each monthly meeting of the amount in the treasury and the income and disbursements of GSAC since the last meeting;
- (6) Shall oversee funding for GSAC's use;
- (7) Compiles a report of the office at the end of the Treasurer's term;
- (8) Works with the Secretary to update and maintain the GSAC website(s) and other social media;
- (9) Works with the Executive Board to communicate upcoming GSAC events and calls for department representation to the graduate student body, GPDs, and the general public as needed; and
- (10) Shall chair at least one of GSAC's standing committees, as determined by the Executive Board.

(d) Secretary.

- (1) Provides the governing body with notice of meetings via email the week before the meeting occurs;
- (2) Keeps a record of the proceedings (including minutes, attendance, and agenda) of each GSAC meeting and posts the minutes on the GSAC Sakai website or its



# Constitution of the Graduate Student Advisory Council

equivalent;

- (3) Collects and files the correspondence of GSAC (received through GSAC email);
- (4) Updates and maintains the GSAC website(s) and other social media with information, such as current members, officers, committees, and other records as necessary;
- (5) Notifies the other officers of unexcused absences of a GSAC member;
- (6) Compiles a report of the office at the end of the Secretary's term;
- (7) Works with the Executive Board to communicate upcoming GSAC events and calls for department representation to the graduate student body, GPDs, and the general public as needed; and
- (8) Shall chair at least one of GSAC's standing committees, as determined by the Executive Board.

## ***Section 5. Terms.***

Officers will serve a one-year term. Upon the conclusion of the officers' term, officers will serve as ex-officio members of their outgoing positions for one year. Ex-officio members will assist in the transition process with incoming officers and will provide additional assistance at the discretion of incoming individual officers or the incoming Executive Board.

## ***Section 6. Replacing Officers.***

(a) The Chain of Command of the GSAC officers is as follows:

- (1) President;
- (2) Vice President;
- (3) Treasurer;
- (4) Secretary.

(b) In case of a vacancy of office, an election will be held on an ad-hoc basis according to the general election procedures as enumerated in Appendix B at the next meeting. However, in case of a vacancy for the President, the Vice President shall assume the office.

## **ARTICLE V. EXTERNAL REPRESENTATIVES**

### ***Section 1. External Representatives.***

External representative shall be representatives of GSAC who serve on external bodies and are voting members of GSAC.

### ***Section 2. Eligibility.***

Any member of the graduate student body currently enrolled and in good standing within their program may be nominated to serve as an external representative.



# Constitution of the Graduate Student Advisory Council

## ***Section 3. GPAC Representative Election.***

The GPAC Representative shall be elected at the last meeting of the Spring semester (please see Article IV, Section 3). This election will follow the general election procedures as enumerated in Appendix B. The GPAC Representative shall officially take office at the beginning of the July following the Spring semester elections and shall hold office until the end of the following June, unless an external body requires otherwise.

## ***Section 4. University Senate Representative Election.***

The University Senate Representative shall be elected pursuant to the procedures GSAC submitted to the University Senate (please see Appendix A for the currently approved procedures). To change the election procedures, GSAC must submit a proposal with new procedures to the University Senate, and the University Senate must approve the changes pursuant to the University Senate's own procedures.

## ***Section 5. Duties and Powers.***

External representative responsibilities include, but are not limited to, the following:

### **(a) Graduate, Professional, and Adult Council (GPAC) Representative.**

- (1) Serves as a liaison between GPAC and GSAC and provide updates regarding GPAC; and
- (2) Attends GPAC and GSAC meetings, unless the meetings conflict in which case the GPAC Representative shall attend the GPAC meetings and prepare reports about the meeting for GSAC.

### **(b) University Senate Representative.**

- (1) Serves as a graduate student representative on the University Senate;
- (2) Serves as the liaison between the University Senate members, including administration and GSAC; and
- (3) Provides updates regarding the University Senate, unless the meetings conflict in which case the University Senate Representative shall attend the University Senate meetings and prepare reports about the meeting for GSAC.

## ***Section 6. Terms.***

External representatives will serve a one-year term. Upon the conclusion of the representatives' term, external representatives will serve as ex-officio members of their outgoing positions for one year. Ex-officio members will assist in the transition process with incoming representatives and will provide additional assistance at the discretion of incoming individual representatives.

## **ARTICLE VI. ETHICS**

### ***Section 1. Ethical Standards.***

All members of GSAC shall adhere to the ethical standards detailed within this Article.



# Constitution of the Graduate Student Advisory Council

## ***Section 2. Professionalism.***

GSAC and its members shall enact professional and ethical behavior within the public and private spheres.

## ***Section 3. Respect for Others.***

GSAC and its members shall exhibit respect for all persons within any GSAC meeting or event.

## ***Section 4. Conflicts of Interest.***

All members shall avoid entering into conflicts of interest which might reflect poorly upon GSAC.

## ***Section 5. Representation of Authority.***

All members shall accurately represent their authority with respect to GSAC.

## **ARTICLE VII. IMPEACHMENT**

### ***Section 1. Impeachment.***

All GSAC elected officers, external representatives, and department representatives may be removed from GSAC by the process of impeachment for issues including, but not limited to, the following:

- (a) Ethics violations (please see Article VI);
- (b) Failure to perform designated department representative duties (please see Article III);
- (c) Failure to perform designated external representative duties (please see Article V);
- (d) Failure to perform designated executive officer duties (please see Article IV); and/or
- (e) Failure to perform designated committee duties (please see Article IX).

### ***Section 2. Impeachment Process.***

- (a) The impeachment of an external representative or department representative must be started with a written petition from any member of GSAC, listing grievances, and presented to the president of GSAC.
- (b) The impeachment of an elected officer must be started with a written petition from any member of GSAC, listing grievances and presented to the highest-ranking member of the Chain of Command of GSAC (please see Article IV, Section 6) not being impeached.
- (c) The vote of impeachment shall take place at the first meeting after such petition has been presented.
- (d) The elected officer, external representative, or department representative in question shall have full right to represent themselves before GSAC and to answer all charges and may cast a ballot during the proceedings.



# Constitution of the Graduate Student Advisory Council

- (e) All present GSAC officers, external representatives, and department representatives will vote, and a two-thirds majority is necessary for impeachment to be implemented.
- (f) If the impeachment vote is passed, the member impeached shall immediately be removed from GSAC.

## ARTICLE VIII. MEETINGS

### *Section 1. GSAC Meetings.*

- (a) GSAC shall meet once every month on a regular basis from September through April, and additionally as deemed necessary by the President.
- (b) In the case that the presiding officer is unable to continue presiding over any meeting, the members of the body whose meeting it is who are present shall vote whether to adjourn or to select another presiding officer for the duration of that meeting.

### *Section 2. Announcement.*

The GSAC Executive Board shall announce the date, place, and time of the next meeting via email at least one week before the meeting occurs.

### *Section 3. Attendance.*

All voting members of GSAC are required to attend each meeting, unless previously excused or if an alternate is present. Excuses must be received by the Secretary or President 24 hours prior to the meeting, except in cases of extenuating circumstances. A voting member of GSAC forfeits his or her right to participate in GSAC after 2 unexcused absences during the academic year. Department representatives must find a proxy to attend the meeting if absent (please see Article III, Section 5).

### *Section 4. Conduct of Business.*

Each meeting's agenda shall include at least the following business items, with the President setting the order:

- (a) Reports from GSAC officers;
- (b) Reports from GSAC committees;
- (c) Reports from external representatives;
- (d) Old Business;
- (e) New Business; and
- (f) Adjournment.

### *Section 5. Proposals.*

GSAC may use proposals as a method of suggesting a change to the Constitution or as a method for GSAC to formally take a certain action, support a certain cause, or amend the Constitution.



# Constitution of the Graduate Student Advisory Council

Proposals must be emailed to GSAC members at least one week before the next meeting. The preferred proposal format will be the “Whereas/Therefore” format (please see Appendix B for an example or template).

## ***Section 6. Voting.***

A simple majority of votes shall decide issues of regular business of GSAC.

## ***Section 7. Tie-Breaking.***

In the event of a tie, the President casts the deciding vote.

## **ARTICLE IX. COMMITTEES**

### ***Section 1. Standing Committees.***

All standing committees will be chaired by a member of GSAC’s Executive Board, determined by decision of that Executive Board

#### **(a) Service Committee.**

(1) The Service Committee shall consist of the Chair and at least one other member.

(2) The Service Committee shall organize at least one service event per semester for graduate students to participate in. These events should enable graduate students to give aid to or support a local community or charity organization.

#### **(b) Social Committee.**

(1) The Social Committee shall consist of the Chair and at least one other member.

(2) The Social Committee shall organize at least one social event per semester for the graduate student body.

#### **(c) Research Symposium Committee.**

(1) The Research Symposium Committee shall consist of the Chair and at least one other member.

(2) The Research Symposium Committee shall organize a spring interdisciplinary symposium. If desired, a fall research forum may be organized with the assistance of the current Executive Board.

### ***Section 2. Special Committees.***

All special committees are convened as determined necessary, and appointed a Chair by the GSAC Executive Board from among GSAC membership.

#### **(a) Finance and Outreach Committee.**

(1) The Finance and Outreach Committee shall consist of the Chair and at least one other member.



# Constitution of the Graduate Student Advisory Council

(2) The Finance and Outreach Committee members shall help with the preparation of a funds spent and reimbursement list.

(3) The Finance and Outreach Committee shall hold events and outreach efforts to benefit graduate students and promote GSAC to the graduate student body.

(b) Advocacy Committee.

(1) The Advocacy Committee shall consist of the Chair and at least one other member. Other members may serve on the Advocacy Committee at the discretion of the Co-Chairs.

(2) The Advocacy Committee shall work on graduate student issues, and the Advocacy Committee's tasks shall be assigned at the discretion of the President and/or by a simple majority vote of GSAC members.

(c) Constitutional Review Committee.

(1) The Constitutional Review Committee shall consist of a Chair and at least two other members from among GSAC membership.

(2) The Constitutional Review Committee shall convene at least once every four years to review the GSAC Constitution and propose any changes in the GSAC Constitution at a regular GSAC meeting.

### ***Section 3. Other Committees.***

Other committees may be established by GSAC as deemed necessary to fulfill the needs of the graduate student body. Formation of an ad-hoc committee requires a majority vote at a regular GSAC meeting, and once authorized, must consist of a Chair, appointed by the GSAC Executive Board, and at least one other member.

### ***Section 4. Committee Duties.***

In addition to specific committee duties (please see Article IX, Sections 1 and 2), committees shall present at GSAC meetings any events, planning concerns, budget needs, or other information as necessary. Each standing committee shall meet as needed but at least once a semester. All committee members are expected to attend committee meetings and respond timely to electronic communications; failure to do so is cause for impeachment (please see Article VII).

### ***Section 5. Eligibility.***

Any graduate student currently enrolled and in good standing within their program at Loyola University Chicago may be nominated to serve on a committee.

## **ARTICLE X. FINANCIAL MATTERS**

### ***Section 1. General Finances.***

(a) No member of GSAC may obligate GSAC funds, except as authorized by the



# Constitution of the Graduate Student Advisory Council

Executive Board, or Treasurer and President.

(b) Members may request funds for GSAC use in advance of the purchase or in the form of a reimbursement.

(c) For reimbursement, a member must fill out a reimbursement form and submit it to the Treasurer. Receipts for the exact dollar amount requested must be submitted to the Treasurer during the same school year as the request is made.

(d) A list of reimbursements will be prepared between Executive Board meetings by the Treasurer and will be approved in an Executive Board meeting by the Executive Board.

## ***Section 2. Personal Finances.***

No member of GSAC or its committees shall receive payment in any form for personal services.

## **ARTICLE XI. AMENDMENTS**

### ***Section 1. Submission.***

Proposed amendments shall be submitted either in writing or e-mail by any member of GSAC no later than one week prior to the next meeting.

### ***Section 2. Voting.***

This Constitution may be amended by a two-thirds majority of the voting membership at the meeting where such amendments are presented.

## **ARTICLE XII. RATIFICATION AND DISSOLUTION**

### ***Section 1. Ratification.***

A two-thirds majority of the present voting members is necessary for the ratification of this Constitution and the nullification of any previous Constitution.

### ***Section 2. Dissolution.***

A majority vote in favor of GSAC's dissolution by the present voting members shall trigger a constitutional convention. The constitutional convention will be held at a time approved by a majority of voting members or at the discretion of the President in accordance with the Executive Board. The President will set the constitutional convention agenda that will include at least the following topics: the current state of GSAC, the consequences of GSAC's dissolution, and the possibility of establishing another student organization. At the constitutional convention, a two-thirds majority of the present voting members is necessary for the dissolution of GSAC, and a majority of the present voting members may form another student organization or may approve of the necessary conditions that must be met to form another student organization.

**Date Approved:** May 1, 2019



# Constitution of the Graduate Student Advisory Council

## APPENDIX A: JOINT GSAC-GPAC UNIVERSITY SENATE ELECTION PROCEDURES

**Proposed:** The appointment of the two graduate and professional student representatives to the University Senate will be accomplished through the annual election of a bi-organizational Election Committee. GSAC will elect three of their members to serve on this Committee, and GPAC will also elect three of their members to the Committee. This Committee of Six will then choose the two representatives to the Senate from candidates provided by both organizations based on the following criteria: one must be a Masters level student (MA, MPP, MSW, etc.) and one must be a doctoral level student (PhD, JD, etc.); and, one from GSAC and one from GPAC. If there is a tie when voting, the GSAC President will cast the tiebreaking vote. Upon appointment, the Election Committee will lay out more detailed procedures for recruiting candidates, voting, and appointing the selected candidates.



# Constitution of the Graduate Student Advisory Council

## APPENDIX B: GENERAL ELECTION PROCEDURES

**Proposed:** A majority vote is required for offices or positions other than University Senate Representative, including both formal Executive Board positions as well as ad-hoc roles that are not appointed by the GSAC Executive Board. Any member of the graduate student body currently enrolled and in good standing within their program may be nominated to serve in a GSAC position. Any member running for office must have attended at least the previous general meeting from the election meeting. Any member running for office must not expect to graduate or leave the university before the member's term has expired.

All presiding GSAC officers, external representatives, and department representatives (please see Article III) are permitted a vote. The election will be supervised by the current GSAC officers. The GSAC President will determine the specific election procedures, and may include voting within the meeting itself or an online vote in up to a week afterwards. Notice of elections and request for nominations must be given one week before the meeting in which the election occurs. If more than one nomination is received for an office, a candidate must receive a majority vote. If no candidate receives a majority of votes, a run-off shall be held for that office. Upon conclusion of the vote, the winning candidate immediately assumes the roles and responsibilities of that position, with the exception of new officers elected yearly at the end of the Spring semester. Those officers shall officially take office at the beginning of the July following the Spring semester elections and shall hold office until the end of the following June.



# Constitution of the Graduate Student Advisory Council

## APPENDIX C: PROPOSAL TEMPLATE

### Graduate Student Advisory Council Loyola University Chicago

[TITLE]

[PURPOSE: To \_\_\_\_\_]

Whereas, \_\_\_\_\_ ; and  
[Whereas, \_\_\_\_\_ ; and]  
[Whereas, \_\_\_\_\_ ; and]  
Therefore, Be it resolved that the Graduate Student Advisory Council (GSAC) \_\_\_\_\_  
\_\_\_\_\_ [; and  
[Therefore, Be it further resolved that GSAC \_\_\_\_\_].

