

THE CONSTITUTION OF THE STUDENT UNION OF THE NATIONAL LABOR COLLEGE

Article I - Name

The name of this organization is the National Labor College Student Union Association, hereinafter also referred to as the “Student Union” or the “NLCSUA”

Article II - Mission

Section 1: The mission of this Student Union shall be to represent all student interest relating to development and implementation of policy affecting the College Degree Programs of the National Labor College and its Partners, and to promote and support continuation of said programs.

Section 2: The Student Union promotes and provides academic, administrative, and social programs for the union movement in general and the college community in particular.

Section 3: The Student Union provides a forum in which each member of the student body may present, discuss, and set upon issues related to its role in the academic and non-academic aspects of the college community.

Section 4: The Student Union shall do all in its power to promote the goals of all within the labor movement.

Article III - Authority and powers

Section 1: The authority for the establishment of the Student Union is derived from the consent of the entire student body, including all in the Undergraduate Degree Programs as well as all in the Graduate Degree Programs.

Section 2: The Student Union is recognized by the National Labor College as the only organization representing all students at the National Labor College, including the student members of the **Undergraduate Student Union of the National Labor College** and the student members of the **Graduate Student Union of the National Labor College**.

Section 3: On all matters brought before personnel, committees, or agencies of the National Labor College involving the interest of students, the Student Union or its

appointed representative(s) have the power to sit as an advisory agent on behalf of students.

Section 4: The Student Union has the power to plan and implement programs in accordance with its mission.

Section 5: The Student Union judges the elections, returns, and qualifications of its own members and determines its own rules of procedure.

Section 6: The Student Union in order to represent all students in the best possible manner will maintain two separate sister organizations that will serve their specific members. Each organization will determine its own rules of procedure.

Section 7: These two organizations are the:

Undergraduate Student Union of the National Labor College and the

Graduate Student Union of the National Labor College.

Article IV - Membership and Eligibility

Section 1: Any student enrolled in good standing in the National Labor College will become a member of the Student Union upon payment of the required activity fees.

Section 2: A person is eligible to hold any Student Union position, elected or appointed, if and only if that person meets the qualifications for student status in good standing as defined by that person's program of study.

Section 3: The executive officers of the National Labor College Student Union Association shall serve as voting members of their student union associations, except for the president(s) who shall vote only in the case of a tie.

Section 4: No student shall be denied membership in this organization on the basis of race, sex, color, national origin, religion, age, political views, Veteran status, sexual orientation, or disability.

Undergraduate Division

Section1: The undergraduate student union is composed of all undergraduate student members in good standing.

Section 2: A student activity fee of twenty-five dollars (\$25.00) shall be added to the student's bill each term the student attends. This fee shall be collected by the Center and submitted to the undergraduate student Secretary/ Treasurer to use for purposes as the USU decides.

Graduate Division

Section1: The graduate student union is composed of all graduate student members in good standing. This includes any students in any Doctorate Program.

Section 2: A student activity fee of twenty-five dollars (\$25.00) shall be added to the student's bill each term the student attends. This fee shall be collected by the Center and submitted to the graduate student Secretary/ Treasurer to use for purposes as the GSU decides.

Article V - Elections and officers

Section 1: The National Labor College Student Union Association officers shall consist of ten (10) positions, five of which are elected by the undergraduate student union members and five of which are elected by the graduate student union members.

Undergraduate Division:

A: The undergraduate student union shall elect annually from the undergraduate student body the following executive officers: president, vice president, secretary /treasurer and two (2) trustees. These officers shall have the powers described below both with respect to their position on the Executive Board and on the governing board of the undergraduate division.

B: The Officers shall be elected by ballot to serve for one year or until there successors are elected.

C: No person may hold more than one office at a time, with the exception of the offices of the Secretary and the Treasurer, which are currently conjoined until such time as the body determines that they shall be separated. If these offices are separated the Graduate Division will be allowed one additional vote, so that each division has an equal number of votes.

Graduate Division:

D: The graduate student union shall elect annually from the graduate student body the following executive officers: president, vice president, secretary /treasurer and two (2) trustees. These officers shall have the powers described below both with respect to their position on the Executive Board and on the governing board of the graduate division.

E: The Officers shall be elected by ballot to serve for one year or until their successors are elected.

F: No person may hold more than one office at a time, with the exception of the offices of the Secretary and the Treasurer, which are currently conjoined until such time as the body determines that they shall be separated. If these offices are separated the Undergraduate Division will be allowed one additional vote, so that each division has an equal number of votes.

Section 2: The meeting of the full board of the National Labor College Student Union (undergraduate and graduate unions combined) will be held on the day on which the two programs overlap during the summer session. (July) A meeting may also be called at any time that the Chairperson, Vice-Chairperson or a majority of the Board deems necessary.

Section 3: Officers – of the National Labor College Student Union Association (undergraduate and graduate divisions combined)

A: Chairperson

1. The Chairperson presides over all meetings of the Student Union and is responsible for implementing all decisions of the Student Union.
2. The Chairperson selects the time and place of all regular and special meetings of the Student Union. The Chairperson shall inform each delegate of the times chosen for the regular meeting no later than ten days prior to the semester. This may be done in writing through the schedule of activities for the semester.
3. The Chairperson shall also serve as a liaison between USU, GSU, the college administration, and the National Labor College board of trustees.
4. The Chairperson serves, externally, as an ex-officio member on all committees.
5. The Chairperson may appoint a parliamentarian.
6. The Chairperson shall fulfill other duties as directed by the Student Union.

B: Vice-Chairperson

1. The Vice Chairperson coordinates the meetings of the Student Union.
2. The Vice Chairperson shall serve as a liaison between the Student Union and other student organizations.

3. In the absence of the Chairperson, or if the Chairperson is temporarily unable to fulfill his or her duties, the vice chairperson shall serve in the chairperson's place.
4. In the event the Chairperson position falls vacant, the Vice Chairperson shall have the option of becoming the Chairperson. In this instance the Student Union shall elect a new Vice Chairperson. The Vice Chairperson shall also have the option of refusing the office of the Chairperson, in which case the Vice Chairperson shall serve as Chairperson pro tempore until such time as the Student Union is able to elect a new Chairperson. Subsequent to the election of the Chairperson, the Chairperson pro tempore shall reassume the office and duties of Vice Chairperson.
5. The Vice Chairperson shall fulfill other duties as directed by the Student Union.

C: Secretary

1. The secretary(s) is responsible for keeping the minutes of the meetings of the Student Union and its executive board, for maintaining records, and for conducting correspondence.
2. The Secretary(s) is responsible for maintaining attendance records and determining quorum (see Article VIII) at Student Union meetings.
3. In the absence of the chairperson and vice chairperson, the secretary presides over meetings of the Student Union.
4. The secretary shall fulfill other duties as directed by the Student Union.

D: Treasurer

1. The treasurer(s) handles all the finances of the Student Union and keeps an accurate record of its financial status at all times.
2. The treasurer(s) serves as an ex officio voting member of the Student Union on student affairs.
3. In the absence of the chairperson, vice chairperson, and secretary, the treasurer presides over the meetings of the Student Union.
4. The treasurer shall fulfill other duties as directed by the Student Union.
5. The treasurer shall work to maintain the Student Union budget.

Section 4: Executive Board of the Combined Student Union Divisions

A: The Executive Board of the National Labor College Student Union Association will be filled by the following elected executive officers from both the Undergraduate Student Union of the National Labor College and the Graduate Student Union of the National Labor College: President (2), Vice President (2), Secretary /Treasurer (2) and four (4) Trustees.

- i. At this same meeting the Officers of the respective Undergraduate and Graduate Student Union shall determine by vote, as to whether they shall have one representative as Secretary/Treasurer(s), or whether the representatives from the respective divisions shall serve jointly as the Secretary/Treasurer of the National Labor College Student Union Association. Once this decision has been made, the officers will elect the person(s) that will fill this (these) position(s) at the meeting described in Article V-Section 5, A.
- ii. All other members not serving as Chairperson, Vice Chairperson or Secretary/Treasurer(s) shall serve as members of the Executive with equal vote and authority.

B. The Executive Board shall have general supervision of the affairs of the Student Union between business meetings and make recommendations to the student body. The Executive Board shall prepare the agenda for regularly scheduled meetings and shall perform such duties as are specified by this Constitution and the By-Laws.

C. The Executive Board shall be subject to the orders of the body and none of its acts shall conflict with actions taken by the body.

D. Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held prior to the regular membership meeting during the week in residence.

E. The Executive Board shall make available their meeting notes to any Student Union member, upon request.

Section 5: The Officers shall serve for one year or until their successors are elected.

A: At the Summer Semester week in residence the two newly elected Executive Boards shall meet and vote to determine a Chairperson and a Vice Chairperson from among those officers elected from the Undergraduate Student Union and the Graduate Student Union.

i- A Tie Vote- In case of a tie for the office of Chairperson on the first ballot of the Executive Board, the officer getting the most votes in the original mail-in vote, from either the Undergraduate Student Union or the Graduate Student Union shall have one extra vote in order to break the tie.

Section 6: The meeting of the full board of the National Labor College Student Union Association (undergraduate and graduate unions combined) will be held on the day on which the two programs overlap during the summer session. (July) A meeting may also be called at any time that the Chairperson, Vice-Chairperson or a majority of the Board deems necessary. All meetings of the Student Union are presided over by an executive officer, which shall have the ability to vote in the case of a tie.

Section 7: The Student Union can remove an executive officer at any time by a two-thirds vote of those student members attending a meeting. A written motion for this action must be submitted at a regularly scheduled Student Union meeting. The motion must bear the signatures of at least five certified Student Union delegates. The motion cannot be voted on at the same meeting at which it is presented.

Section 8: All officers will be sworn in at the meeting following their election with the following oath:

I _____ (Name) do without mental reservation pledge to uphold the Constitution and Bylaws of this Student Union, and I will surrender, to my successor, all books, accounts, communications, and reports pertaining to my office. I agree to do all in my power to faithfully perform the duties of the office to which I have been elected, without prejudice or partiality.

Article VI - Committees

Section 1: The Chairperson shall appoint all committees as deemed necessary to carry on the work of the Student Union unless directed otherwise by the Executive Board or the body.

Section 2: The Student Union may create such standing or adhoc committees, as it deems necessary.

Section 3: The Chairperson shall be an ex-officio member of all committees.

Section 4: The election committee shall be comprised of the Executive Board and shall be administered by the Secretary(s) / Treasurer(s).

Article VII - Meetings

Section 1: There will be at least one regular meeting of the Student Union during the week of residence each semester. If possible this meeting will be on the day the week of residence the Undergraduate and the Graduate programs overlap.

Section 2: Special meetings shall be called at the discretion of the Chairperson, at the request of the Executive Board, or upon the written request of five or more student members.

Section 3: The Order of Business for the Student Meetings will follow the following format:

Opening

Minutes of Previous Meeting

Financial Report

Report of Officers

Report of Committees

Unfinished Business

New Business

Good & Welfare

Adjournment

Article VIII - Quorum and Voting

Section 1: At all meetings of the Student Union, one-tenth the number of certified student members on campus that week shall constitute a quorum.

Section 2: Each delegate in attendance shall have one vote.

Section 3: Every executive officer will signify attendance at a meeting by a procedure supervised by the secretary(s) and approved by the Student Union. It must be documented and available upon request.

Article IX - Parliamentary authority

Section 1: The current edition of "Robert's Rules of Order, Newly Revised" governs the procedures of all meetings of the Student Union except where conflicting with the Constitution and Bylaws of the Student Union.

Section 2: The chair of the Student Union meeting shall be responsible for interpreting all relevant aspects of the constitution, bylaws, and rules of order. Decisions of the chair may be appealed to the full executive board. The board's ruling is final.

Section 3: The Chairperson may appoint a parliamentarian to advise on the details in section 2 and other relevant matters.

Article X - Bylaws

The Student Union and its undergraduate and graduate divisions may enact or amend Bylaws by a majority vote at a regular meeting. However, any proposed amendment to the Bylaws must have been presented in writing at a prior regular meeting. Such bylaws shall be appended to this constitution and be available upon request.

Article XI- Standing Rules

The Student Union may establish additional standing rules by a majority vote. Such rules shall be appended to the bylaws and be available upon request.

Article XII - Amendments

Section 1: Any proposed amendment to this Constitution must be presented in writing with the signatures of five student members at a regular meeting of the Student Union.

Section 2: A copy of the proposed amendment must be sent to all student members at least ten days before the regular meeting that follows the meeting at which the amendment was proposed.

Section 3: An affirmative vote of two-thirds at a regular meeting following the meeting at which the amendment was proposed will be sufficient to adopt the amendment, provided that the conditions of Section 1 and Section 2 of this Article have been met.

(End of Constitution, as of January 30, 2001 – James A. Petrides / reviewed with suggested changes by Dr. Jayne Zanglein)

BYLAWS OF THE NATIONAL LABOR COLLEGE STUDENT UNION ASSOCIATION

Article I – Membership

Section 1: The membership of the National Labor College Student Union Association is open to all matriculated students of the National Labor College's Degree Programs.

Section 2: Visitors - at the discretion of the chair, any visitor may be extended all the privileges of the floor. The decision of the chair may be appealed to the full Student Union body.

Article II –Advisors

Section 1: The National Labor College may appoint one faculty member to the Student Union.

Article III – Funding

Section 1: The Funding for the National Labor College Student Union Association shall come from a standing assessment of five hundred dollars (\$ 500.00) each, from the Undergraduate Student Union of the National Labor College and from the Graduate Student Union of the National Labor College payable on the 30th day of July, beginning in the year 2001. These funds will be disbursed by a majority vote of the officers of the Student Union Association.

(End of Bylaws, as of January 30, 2001 – James A. Petrides / reviewed with suggested changes by Dr. Jayne Zanglein)

STANDING RULES OF THE NATIONAL LABOR COLLEGE STUDENT UNION ASSOCIATION

Travel Policy

(Approved 1/30/01)

Travel approved for students representing National Labor College Student Union Association at conferences, meetings and at other events shall be fully funded for transportation, lodging, and other approved expenses in accordance with the written policies of The National Labor College. Funds shall be allocated under the category "Travel" on the budget. In no instance can travel funds go to any individual who is not a student at the National Labor College. If alternate sources of funding are available to cover part or all of the travel expenses, individuals are expected to make maximum use of them.

The Executive Board may approve travel requests except in the following instances, which require the approval of full Executive Board:

- (1) total cost requested per trip for all individuals exceeds \$1,000; or
- (2) cost for any one individual exceeds \$500; or
- (3) The request would result in an individual exceeding \$1,000 in total reimbursed travel expenses for a fiscal year.

This policy is to take effect beginning in the 2001-02 academic years.

*file last updated 1-30-2001 – James A. Petrides/
reviewed with suggested changes by Dr. Jayne Zanglein*

BYLAWS OF THE UNDERGRADUATE STUDENT UNION

(As revised January 30,2001)

Article I – Membership

Section 1: The membership of the Undergraduate Student Union is open to all matriculated students of the National Labor College’s Degree Programs.

Section 2: Visitors - At the discretion of the chair, any visitor may be extended all the privileges of the floor. The decision of the chair may be appealed to the full union body.

Article II –Advisors

Section 1: The National Labor College may appoint one faculty member to the Undergraduate Student Government.

Article III - Elections

Section 1: Election of Officers

- A. All executive officers are elected by mail-in balloting between the spring and summer semester (or no later than the last week of July). This procedure is to ensure a fair means by which all members may participate.
- B. The President will appoint an active member of the USU to serve as Chairperson the election committee and two other members to serve on the committee. This committee will work together with the Graduate Student Union Election Committee. It will be the responsibility of the Chairpersons to ensure that the election process is run in a fair and timely manner and in accordance with the Constitution and all Bylaws.
- C. A letter requesting: (1) a statement of intention to seek a specific office, and (2) an attached short bio, will be sent out to all students by the first weekend in May. Any eligible undergraduate student may apply for election. The organization and elections committee will attempt to present at least two candidates each for the offices of president, vice president, secretary, treasurer and at least four candidates to the offices of trustees. A person may not be a candidate for more

than one office and cannot be a candidate to both the Undergraduate and Graduate Student Unions. All nominations must be made and received in writing at the student government office prior to the deadline for closing of nominations, in order for ballots to be constructed.

D. Letters of intention for Undergraduate Student Union Office, will be sent to the Election Committee, and must be postmarked prior to the first Friday of June to be considered valid.

E. A voter guide with the name, union affiliation, address, short bio and justification on why students should elect the candidate to office, (no more than sixty words long), shall be sent by mail to all members. This guide shall also include a black and white photo of the candidate taken from their Student Identification, the biography and justification without editing, and are subject to the rules of the election committee. This package with an official ballot will be sent out by the second Friday in June.

F. The official USU Ballot must be sent to the Election Committee and postmarked by the First Saturday in July to be considered valid. The Election Committee will count ballots on the second Friday in July. The Committee will contact all candidates with the results by the following Monday.

G. The candidate receiving the highest number of votes (plurality) from voting delegates as specified in Article III, Section F, is required to elect an officer. Write-in votes may be counted at the discretion of the elections committee. If no candidate receives more votes than the other candidates, then at the next meeting the newly elected Executive Board shall vote again between the two candidates receiving the most votes.

H. Newly elected officers will take office on the first day of residence of summer semester. The outgoing officers are asked to sit (without authority) in executive committee meetings with the incoming executive committee during the remainder of the summer semester in order to help in Student Government transition.

I. In the event that there are no nominations for an office, the newly elected president shall appoint a candidate to the open office.

Section 2: Vacancies

A. In the event of a vacancy in an executive office, except the Presidency, an election to complete the current term will be held no later than the following semester by the full body attendees of the following semester, following the vacancy. This vote shall be by secret ballot. Election procedures will be in accordance with the current provisions of this Constitution and Bylaws. An interim officer may be appointed by the president to hold office until such time as an election can be held.

B. In the event that an officer-elect, except the president-elect, shall decline the office or otherwise be unable to serve, a new election will be held no later than the second general meeting following the occurrence of the vacancy. Election procedures will be in accordance with the current provisions of this constitution and bylaws. In the event that the president-elect shall decline the presidency or otherwise be unable to serve, constitution article V, section 5D. shall apply.

BYLAWS OF THE OF GRADUATE STUDENT UNION

(As revised January 30,2001)

Article I - Membership

Section 1: Units of representation - Units of representation of the graduate student union (hereinafter also referred to as "the union" or "GSU") shall be determined by the organization and elections committee. Units will be based on, but not necessarily limited to, graduate program areas. Exceptionally large programs may be split and exceptionally small ones grouped.

Section 2: The apportionment of delegates to the union. - The organization and elections committee, on the basis of spring semester enrollment shall determine Apportionment Each unit of representation shall be entitled to one delegate to the council for each fifty graduate students or fraction thereof.

Section 3: Delegate selection - The selection of graduate students to fill positions on GSU as delegates from a particular unit of representation can occur in the following ways:

- A. Direct election - A vote open to the entire regular graduate student enrollment of a particular unit of representation.
- B. Election by a graduate student organization - In the event that direct election is deemed infeasible, election by a duly constituted graduate student organization that reflects the interests of graduate students in that unit of representation may serve as replacement for (A).
- C. Appointment - In the event that the above methods are deemed inappropriate, appointment by the Graduate Union Chairperson (or designated alternate) shall constitute proper practice for filling a GSU position. The organization and elections committee may also require the consent of an appropriate number of graduate students in the relevant unit of representation.

Section 4: Delegate certification - Certification of delegates and alternates, along with guidelines for the conduct of elections, shall be the responsibility of the organization and elections committee. After a proper hearing, this committee can declare an election or appointment invalid if it feels its legitimate guidelines have not been followed.

Section 5: Committee service

A. Each delegate is expected to serve on at least one of the GSU standing committees beginning no later than the semester after admission to the Union. The delegate will indicate a committee preference upon application. The organization and elections committee will make assignment to a committee. Regular attendance and participation will be expected.

B. Service on a college-wide committee, the research and graduate studies union, an ad hoc committee, or any bodies on GSU will count the same as service on a GSU standing committee. The organization and elections committee may, at its discretion, allow other service to substitute for the committee service requirement.

Section 6: Term - The term of office for each delegate shall consist of four consecutive academic semesters, beginning in the quarter in which the delegate is certified and ending on the last official day of the fourth academic quarter. Programs or delegates wishing to shorten their terms shall notify the GSU office in writing. Delegates appointed, as a replacement to fulfill the unexpired term of an exiting delegate shall only serve until such time as that term of office expires.

Section 7: Removal

A. Delegates not fulfilling their required duties in a responsible manner, may be removed by the organization and elections committee, acting either on its own initiative, or at the request of students from a delegate's unit of representation.

B. The organization and elections committee shall consider lack of responsibility to include, but not be limited to, the following:

- excessive absence from GSU meetings,
- failure to make requested reports to constituents, the Graduate Student Union, and/or the unions executive officers,
- failure to inform the alternate, or the union office if meetings cannot be attended, and
- failure to fulfill committee service obligations as mentioned in section 5 above.
- violation of any provision of the student code of conduct.
- violation of any provision of the Affirmative Action/ Nondiscrimination policy

C. Delegates who have been removed from their positions may appeal this decision directly to the graduate student union, which shall have the power to reverse the action. The union's decision is final.

Section 8: Alternates - When delegates are unable to attend a meeting of the union, they shall notify their alternate in advance of the meeting. An alternate may also fill a vacancy in the event of a delegate's resignation until a new delegate can be selected. Alternates can be selected in any of the methods mentioned in section 3 above, or designated by the

delegate. The alternate must be certified by USG. An alternate so designated and certified will then have the same general powers and privileges in the council as the delegate replaced.

Section 9: Visitors - at the discretion of the chair, any visitor may be extended all the privileges of the floor. The decision of the chair may be appealed to the full union body.

Article II –Advisors

Section 1: Advisor - The dean of the graduate school may appoint one faculty advisor for each graduate program to GSU.

Article III–Elections and Officers

Section 1: Election of Officers

- A. All executive officers are elected by mail-in balloting between the spring and summer semester (or no later than the last week of July). This procedure is to ensure a fair means by which all members may participate.
- B. The President will appoint an active member of the GSU to serve as Chairperson the election committee and two other members to serve on the committee. This committee will work together with the Undergraduate Student Union Election Committee. It will be the responsibility of the Chairpersons to ensure that the election process is run in a fair and timely manner and in accordance with the Constitution and all Bylaws.
- C. A letter requesting: (1) a statement of intention to seek a specific office, and (2) an attached short bio, will be sent out to all students by the first weekend in May. Any eligible graduate student may apply for election. The organization and elections committee will attempt to present at least two candidates each for the offices of president, vice president, secretary, treasurer and at least four candidates to the offices of trustees. A person may not be a candidate for more than one office and cannot be a candidate to both the Undergraduate and Graduate Student Unions. All nominations must be made and received in writing at the student government office prior to the deadline for closing of nominations, in order for ballots to be constructed.
- D. Letters of intention for Graduate Student Union Office, will be sent to the Election Committee, and must be postmarked prior to the first Friday of June to be considered valid.
- E. A voter guide with the name, union affiliation, address, short bio and justification on why students should elect him or her to office, (No more than sixty words long), shall be sent by mail to all members. This guide shall also include a black and white photo of the candidate taken from their Student Identification, the biography and justification without editing, and are subject to the rules of the election committee. This package with an official ballot will be sent out by the second Friday in June.

F. The official GSU Ballot must be sent to the Election Committee and postmarked by the First Saturday in July to be considered valid. The Election Committee will count ballots on the second Friday in July. The Committee will contact all candidates with the results by the following Monday.

G. The candidate receiving the highest number of votes (plurality) from voting delegates as specified in Article II, Section F, is required to elect an officer. Write-in votes may be counted at the discretion of the elections committee. If no candidate receives more votes than the other candidates, then at the next meeting the newly elected Executive Board shall vote again between the two candidates receiving the most votes.

H. Newly elected officers will take office on the first day of residence of summer semester. The outgoing officers are asked to sit (without authority) in executive committee meetings with the incoming executive committee during the remainder of the summer semester in order to help in Student Government transition.

I. In the event that there are no nominations for an office, the newly elected president shall appoint a candidate to the open office.

Section 2: Vacancies

A. In the event of a vacancy in an executive office, except the Presidency, an election to complete the current term will be held no later than the following semester by the full body attendees of the following semester, following the vacancy. This vote shall be by secret ballot. Election procedures will be in accordance with the current provisions of this Constitution and Bylaws. An interim officer may be appointed by the president to hold office until such time as an election can be held.

B. In the event that an officer-elect, except the president-elect, shall decline the office or otherwise be unable to serve, a new election will be held no later than the second general meeting following the occurrence of the vacancy. Election procedures will be in accordance with the current provisions of this constitution and bylaws. In the event that the president-elect shall decline the presidency or otherwise be unable to serve, constitution article V, section 4.D. shall apply.

Article IV - Representatives to the Graduate Student Union –Student Senate (This article will automatically come into force, replacing Article II as other Graduate Student Programs are added to the existing program)

Section 1: General - The Graduate Student Union holds the authority to select student members of the Graduate Student Senate, to represent the interests of all graduate students. One representative from each of the areas of instruction (as designated by the graduate school), plus two at-large representatives, will be elected to the Graduate Student Senate. One representative from each of the areas of instruction, per 50 students or portion thereof, will be elected as delegates to the Graduate Student Senate. The delegate members of the Graduate Student Senate will meet at the summer session and elect from among the delegates the position of President and Vice-President, Secretary/Treasurer and two (2) Trustees. These elected officials will make up the Executive Board

of the Graduate Student Union. The President and the Vice-President must be from different Programs.

Section 2: Duties - These representatives will regularly attend the meetings of their respective organizations, will report to GSU as necessary or as directed, and will use whatever means needed to develop and promote graduate student positions on the issues or proposals considered by those bodies. Their term of office will extend one year, beginning summer semester.

Section 3: Election of Senate Representatives

A. All Senate Representatives are elected by mail-in balloting between the spring and summer semester (or no later than the last week of July). This procedure is to ensure a fair means by which all members may participate.

B. The President will appoint an active member of the GSU to serve as Chairperson the election committee and two other members to serve on the committee. This committee will work together with the Undergraduate Student Union Election Committee. It will be the responsibility of the Chairpersons to ensure that the election process is run in a fair and timely manner and in accordance with the Constitution and all Bylaws.

C. A letter requesting: (1) a statement of intention to seek a Senate office, and (2) an attached short bio, will be sent out to all students by the first weekend in May. Any eligible graduate student may apply for election. A person may not be a candidate for representative for more than one graduate program and cannot be a candidate to both the Undergraduate and Graduate Student Unions. All nominations must be made and received in writing at the student government office prior to the deadline for closing of nominations, in order for ballots to be constructed.

D. Letters of intention for Graduate Student Union Senate, will be sent to the Election Committee, and must be postmarked prior to the first Friday of June to be considered valid.

E. A voter guide with the name, union affiliation, address, short bio and justification on why students should elect him or her to office, (No more than sixty words long), shall be sent by mail to all members. This guide shall also include a black and white photo of the candidate taken from their Student Identification, the biography and justification without editing, and are subject to the rules of the election committee. This package with an official ballot will be sent out by the second Friday in June.

F. The official GSU Ballot must be sent to the Election Committee and postmarked by the First Saturday in July to be considered valid. The Election Committee will count ballots on the second Friday in July. The Committee will contact all candidates with the results by the following Monday.

G. The candidate receiving the highest number of votes (plurality) from voting delegates as specified in Article II, Section F, is required to elect representatives. Write-in votes may be counted at the discretion of the elections committee. If no candidate receives more votes than the other candidates, then at the next meeting

the newly elected Executive Board shall vote again between the two candidates receiving the most votes.

H. Newly elected Senators will take office on the first day of residence of summer semester. The outgoing officers are asked to sit in executive meetings with the incoming representatives during the remainder of the summer semester in order to help in Student Government transition.

I. In the event that there are no nominations for an office, the newly elected president shall appoint a candidate to the open office.

Section 4: Vacancies

A. In the event of a vacancy in an executive office, except the Presidency, an election to complete the current term will be held no later than the following semester by the full Senate attendees of the following semester, following the vacancy. This vote shall be by secret ballot. Election procedures will be in accordance with the current provisions of this Constitution and Bylaws. An interim officer may be appointed by the president to hold office until such time as an election can be held.

B. In the event that an officer-elect, except the president-elect, shall decline the office or otherwise be unable to serve, a new election will be held no later than the next semester following the occurrence of the vacancy, by the Senate in attendance. Election procedures will be in accordance with the current provisions of this constitution and bylaws. In the event that the president-elect shall decline the presidency or otherwise be unable to serve, constitution article V, section 4.D. shall apply.

Section 5: Nominations for Executive Board

A. Any elected Graduate Student Senate representative may apply for election to the Graduate Student Union Executive Board.

B. All applications will be considered by the election committee, using whatever means the committee deems appropriate.

C. Upon completion of their review process, the committee shall present the names of all candidates deemed eligible to the Executive Board to stand for election.

Section 6: Elections for Executive Board

A. The election of Executive Board representatives will take place following the completion of interviews by the organization and elections committee, but not prior to the meeting of the Graduate Student Senate. The meeting of the Graduate Student Senate shall be before the regular meeting of the full body of the Graduate Student Union, during the week in residence.

B. Any Student Senator may apply for election, or may be nominated by another graduate student. The organizations and election committee will attempt to present at least two candidates for the offices of president, vice president, secretary/ treasurer, and for candidates for the two offices of trustees, preceding the election. A person may not be a candidate for more than one office. If a person receives more than one nomination, said person must decline all but one. All nominations must be made at the aforesaid meeting or received in writing at the GSG office prior to the meeting. A candidate for office does not need to be present for nominations if a written note of acceptance for an office is received by the election committee prior to nominations. Additional nominations may be made from the floor at this time.

C. In the event that there are no nominations for an office, nominations shall remain open until an election for that office is held.

D. The officers shall be elected in the following order: trustee, trustee, secretary/ treasurer, vice-president, and president.

E. Immediately prior to the election, each candidate will have an opportunity to address the delegates and/or respond to delegates' questions for a maximum of five (5) minutes.

F. Voting shall be by secret ballot. Write-in votes and blank ballots shall be invalid, and not counted in the total.

G. A majority vote is required to elect an Executive Board representative. If no candidate receives a majority, then at the same meeting the Senate shall vote again between the two candidates receiving the most votes.

Section 7: Removal - If a representative or alternate does not fulfill required duties in a responsible manner, the organization and elections committee may recommend removal. A hearing that considers chronic absence, failure to make required reports to the Executive Board, shall precede such a recommendation and other matters considered relevant. The Executive Boards decisions about the organization and elections committee's recommendation are final.

Article V - Appointments to College committees

Section 1: General - The Graduate Student Union holds the authority to appoint graduate student members of College committees (including boards, commissions, committees, councils, courts, or similar planning and advisor groups). The respective committee will determine the duties of these appointees. Terms of office shall normally be one year, beginning summer semester. In the event that an appointment shall be for a different time period, this shall be clearly noted.

Section 2: Application - Graduate students may submit applications themselves or nominate others to be considered for appointment. Individuals who are not currently enrolled in the graduate school may also apply, provided they are planning on being enrolled by the first meeting of the committee they are applying for. All applications will be considered by the organization and elections committee, using whatever means (interview, screening of resumes, references, etc.) the committee deems appropriate.

Section 3: Appointment - The organization and elections committee shall have the primary authority of appointment. The council may review the appointments of the organization and elections committee at the meeting immediately subsequent to appointment and rescind any it deems inappropriate.

Section 4: Removal

A. If a representative does not fulfill required duties in a responsible manner, the organization and elections committee may remove the representative, acting either on its own initiative, or at the request of the representative's committee.

B. The organization and elections committee shall consider lack of responsibility to include, but not be limited to, the following:

- excessive absence from meetings,
- failure to make requested reports to constituents, the Graduate Student Union, and/or the executive officers.

C. Representatives who have been removed from their positions may appeal this decision directly to the Graduate Student Union Executive Board, which shall have the power to reverse the action. The board's decision is final.

Section 5: Vacancies - In the event of an appointee's resignation, removal, or vacancy for other reason, the Executive Board shall appoint a new member as described in Section 2 and Section 3 of this Article.

Article VI – Officers and Committees

Section 1: The Executive Board

A. Duties and powers

(1) The Executive Board transacts the business of GSU between meetings of the Senate. All actions taken by the Executive shall be reported to the Senate at its next meeting. The Executive Board shall bring before the Senate any matter coming within its knowledge that needs the consideration or action of the Senate.

(2) A quorum shall consist of three members of the Board.

(3) The executive committee prepares the agendas for GSU meetings and recommends actions to be taken by the Senate.

(4) The Executive Board is responsible for selecting the recipients of the GSU Exceptional Service Awards.

(5) The Executive Board may not take the following actions:

(a) Actions, which would directly conflict with a previous directive of the full Senate.

(b) Approval of non-budgeted expenses in excess of \$500, except in those instances where the treasurer shall deem it "a dire emergency."

(c) Election to the positions of representative to the Executive Board and/or Senator, except in response to a prior directive of the Senate explicitly directing the board to do so.

(d) Other restrictions as imposed by the Senate.

B. Membership - The Executive Board consists of all five executive officers, President, Vice President, Secretary/ Treasurer and the Two Trustees. The Ex officio voting members of the Executive Board are the immediate past President, Vice President and Secretary/ Treasurer (for as long as they remain graduate students in good standing), and a graduate student representative from each of the following organizations: the Black Graduate and Professional Student Organization, the Hispanic Graduate and Professional Student Organization, the Asian American Graduate and the International Student Association.

C. No delegate attending an Executive Board meeting may cast more than one vote.

D. Meetings - The President chairs the Executive Board and shall call such meetings as deemed necessary, but shall call a minimum of one meeting per semester.

Section 2: Standing committees

A. General - The Executive Board shall have standing committees as designated by the president, subject to ratification by the Executive Board at the first meeting of the president's term. The council may also create such additional standing committees and ad hoc committees, as it deems necessary. The standing committees shall serve until the first board meeting following the next presidential election, unless designated otherwise.

B. Organization and elections - The council shall have a permanent standing committee termed "organization and elections." The vice president shall chair this committee. It shall have the following purposes:

- (1) To determine departmental representation and delegate eligibility
- (2) To review the qualifications of candidates for Executive Board, Graduate Representatives and Student Senate.
- (3) To appoint to College Committees
- (4) To conduct all GSU elections

C. Membership - Each committee will consist of a chair appointed by the president, and members selected from the graduate student body by the president and/or the chair. The president serves as an ex officio non-voting member of all standing committees.

D. Purpose - The purpose and function of each committee shall take the form of a short statement directing the committee to perform specified functions. This statement shall either be provided by the President or drafted by the full Executive Board and be available upon request.

Article VII - Budgeting and financial affairs

Section 1: Budget

- A. The financial resources of the GSU will be allocated in accordance with an annual budget adopted by a majority vote of the Senate at the regular meeting of summer semester.
- B. A proposed budget will be prepared by the Treasurer, reviewed by the Executive Board, and presented to the Senate at its first regular meeting of Summer Semester.
- C. The budget may be revised at any time during the year by a majority vote of the Senate.

Section 2: Expenditures

- A. The President and Treasurer are the only individuals authorized to make financial commitments on behalf of the Student Senate, including purchases, travel, repair service, and related business affairs. Such authorizations must be made in advance of the commitment. Persons making unauthorized purchases or other commitments may be held personally liable for the payment of such transactions. The Treasurer, with the consent of the President and Executive Board, may establish procedures for notification, receipts, reimbursement, and other associated tasks. The Treasurer, except where notice is otherwise given, shall be expected to reimburse individuals within two weeks of the completed request for reimbursement. Such procedures must be documented, and available upon request.
- B. All bills for authorized expenditures will be paid by the treasurer by the due date, or within such period necessary to take advantage of cash discounts and to avoid service charges, provided there are sufficient funds in the respective GSU budget account. In the event the treasurer fails to comply with this requirement, the president is authorized to pay the bill.

Section 3: Records and Reports

- A. The fiscal year of the GSU will extend from the first day of August through the last day of July.
- B. All income and expenditures of the GSU will be recorded at intervals no longer than quarterly.
- C. A summary of current and proposed expenditures, and the status of all budget categories, including totals in restricted and unrestricted funds (as defined by the GSU), will be prepared as of the last day of each semester, and presented to the Senate at the first meeting of the following semester.
- D. By the end of spring semester, the treasurer-elect and treasurer will jointly inventory the supplies, equipment, and materials belonging to the GSU. A copy of this inventory will be revised as necessary and filed in the GSU office.

Article VIII - Meetings

Section 1: Special meetings - Meetings held at the request of the Executive Board or the Senate members, must be held by the middle of the week of the week in residence

following the semester at which they were requested. However all meetings should be held at the first reasonable opportunity.

Section 2: Attendance by representatives - Graduate student representatives from the college's boards, commissions, committees, councils, courts, panels, as well as any graduate student will be encouraged to attend meetings of the Student Senate as visitors.

(End of Bylaws, as of January 30, 2001 – James A. Petrides/ Reviewed with suggested changes by Dr. Jayne Zanglein)
