

Constitution
Graduate Student Advisory Council
Eastern Illinois University
(Revised 2011)

Name:

The name of the organization shall be The Graduate Student Advisory Council (GSAC) at Eastern Illinois University.

Mission:

The mission of the GSAC shall be to:

1. Be the representative body of the graduate student population at Eastern Illinois University and present graduate student views on issues in a unified manner to the student government, administration, faculty, and staff.
2. Discuss, review, and participate in any university decision that has a potential impact on the graduate population.
3. Facilitate communication and implement continuous dialogue among graduate students and the administration, faculty, and staff of EIU.
4. Promote greater interaction among the graduate student population and increased involvement and participation among all graduate departments on relevant issues.
5. Recommend and appoint graduate student representatives to university committees, councils or other functioning bodies concerned with the development and implementation of policies and procedures relevant to the graduate student population.
6. Serve as an advocate and official representative of Eastern Illinois University graduate students to represent the interests of graduate students at the student government, administrative, local, state, and national levels.
7. Provide a forum for discussion of issues relevant to the graduate student population and to disseminate information of interest to Eastern Illinois University graduate students.
8. Organize, promote, and conduct activities beneficial to graduate students at Eastern Illinois University.

Goals:

The following shall be the overarching goals of the Graduate Student Advisory Council:

- 1.) To promote discussion and cultural diversity among individuals and organizations that represent a diverse array of personalities, research interests, cultures, and nationalities on the campus of Eastern Illinois University. Eastern Illinois University is enriched by building a pluralistic campus that celebrates and draws upon the talents of all its students, faculty, and staff.
- 2.) To strengthen the collective voice of Eastern Illinois University graduate students and serve as an advocate for graduate students at large on issues concerning the graduate student population.
- 3.) To host cultural and academic programs for graduate students at Eastern Illinois University.
- 4.) To protect and advocate for the civil rights, social welfare, and economic well-being of graduate students by making recommendations regarding Eastern Illinois University policies.
- 5.) To facilitate graduate students' access to information regarding available resources and services available at Eastern Illinois University.

Preamble:

We, the graduate students of Eastern Illinois University, organize to represent our needs, address our concerns, and create a voice to the university community declare this Constitution for the Graduate Student Advisory Council and thereby establish a government for graduate students.

We, the members of The Graduate Student Advisory Council, in order to provide a link between graduate students at EIU and the Graduate School, graduate faculty, and members of the university administration, do hereby adopt and establish the following constitution.

Article I: Membership

- A.) “Except as protected by federal or legislative act, this organization shall not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, disability, or status as a Vietnam era or disabled veteran in the conduct of its activities or the selection of its members,” as precluded by federal and state statutes and Eastern Illinois Universities “Non-Discrimination Policy.”
- B.) All students involved in GSAC must be enrolled graduate students at Eastern Illinois University, and in “good standing” with the university, as defined in the current edition of the Eastern Illinois University Graduate Catalog.
- C.) GSAC has been established as a representative group of graduate students. Therefore, any enrolled Eastern Illinois University graduate student who has paid graduate student fees is eligible for membership as long as all other membership requirements listed within this document have been met.
- D.) GSAC shall consist of at least one student representative from each of Eastern Illinois University’s graduate programs.
- a. GSAC graduate program representatives are students from each graduate program within each academic department at Eastern Illinois University.
 - b. GSAC graduate program representatives are nominated and selected by his/her department.
 - c. GSAC graduate program representatives will be submitted to the Eastern Illinois University Graduate School and/or the GSAC adviser(s), in writing, by each Eastern Illinois University graduate program coordinator and/or department chair.
- E.) GSAC membership is not limited to graduate program representatives. When in question, discretion and decisions will be made by the current Eastern Illinois University GSAC adviser(s) and/or members of the Eastern Illinois University Graduate School.

F.) GSAC will also appoint an Executive Board that shall consist of a President, Vice President of Administrative Activities, Vice President of Programming, and Vice President of Public Relations. The Graduate Student Dean, appointed by the Dean of the Graduate School, shall also be a member of the Executive Board.

G.) GSAC membership will also include organizational advisers. At least one GSAC adviser will be a member of the Graduate School. The other GSAC adviser will be an Eastern Illinois University faculty representative, often a graduate coordinator from one of the academic departments.

Article II: GSAC Executive Board

A.) The GSAC Executive Board shall consist of five officers that are as followed: a President, Vice President of Administrative Activities, Vice President of Programming, Vice President of Public Relations, and a Graduate Student Dean.

- a. The GSAC Graduate Student Dean shall be nominated and appointed by the Dean of the Eastern Illinois University Graduate School.

B.) The first meeting of the fall semester shall be chaired by a Graduate School Student Representative, as deemed appropriate by the GSAC Advisor, at which times the duties of the executive officers shall be described to the GSAC members.

C.) All members of the GSAC Membership are eligible for nomination and appointment to an executive board position.

- i. Members wishing to run for an executive position may submit their name into candidacy prior to the first assembly meeting by contacting a GSAC adviser.
- ii. Nominations from the floor at the first assembly meeting shall also be permitted.
- iii. Once all nominations are submitted, the candidates will present a speech, no longer than three minutes, to the assembly, and

will respond to questions from the assembly for no more than five minutes.

- iv. All present GSAC members shall receive paper ballots to vote for candidates for the executive board.
- v. Candidates whom achieve a simple majority shall be elected to office.

D.)The GSAC Executive Board shall act on the behalf of GSAC between meetings of the general membership and will be responsible for carrying out the duties outlined in the organization's bylaws.

E.) GSAC Executive Board Officer Terms of Office

- a. All GSAC Executive Board Officers will serve for one full academic year, beginning in the fall semester and completing their tenure the following spring semester.
- b. Each officer can be elected to the same office for an unlimited number of terms. However, each officer must be re-elected to office at the beginning of each academic year during the fall semester, in accordance to the specified voting procedures.
- c. GSAC Executive Board Officers may be elected by majority vote of GSAC voting members at times other than noted above in the following situations:
 - i. Resignation of a GSAC Executive Board member.
 - 1. Resignation from a GSAC Executive Board position must be presented in writing by the resigning member to the members of the GSAC Executive Board, current GSAC advisor(s), and the Dean of the Graduate School.
 - 2. Resignation letters shall indicate the reason for resignation, the position from which the member is resigning from, and the date resignation shall be effective.
 - ii. Prolonged and/or extreme illness of an Executive Board member that requires a leave of absence or presents a

situation that prevents the GSAC Executive Board member from fulfilling their duties. In this event, the Dean of the Graduate School and/or the current GSAC adviser(s) may request an election to appoint an interim Executive Board member.

- iii. Loss of membership qualification by GSAC Executive Board member
 - 1. Examples include but are not limited to: Loss of “good standing” academic classification, violation of university policy or procedures, academic integrity violation, behavioral violation that classifies student as on “academic warning” or probation, or expulsion from the university.
- iv. Graduation of an officer
 - 1. In the event that an officer graduates before the close of the academic year of their tenure in office, the GSAC Executive Board may hold elections for such office in accordance to election procedures noted in this document.
 - 2. GSAC Executive Board officers may continue in office after graduation as long as s/he remains enrolled as an Eastern Illinois University student.

F.) GSAC Executive Board Officer Duties

- a. President: The president, who also serves as a member of the GSAC Executive Board, will:
 - i. Preside over all general, executive, and special meetings of the Graduate Student Advisory Council.
 - ii. Serve as the official spokesperson of GSAC with guidance from GSAC Adviser(s), the Dean of the Graduate School, GSAC Executive Board, departmental representatives, and other graduate students for all matters concerning GSAC.
 - iii. [Appoint ad hoc committees with the approval of GSAC.](#)

- iv. Meet on a regular basis with the Dean of the Graduate School to coordinate activities and facilitate dialogue.
 - v. Perform other duties as required by the bylaws or the Executive Board.
- b. Vice President of Administrative Activities: The Vice President of Administrative Activities, who also serves as a member of the GSAC Executive Board will:
- i. Assist the GSAC President.
 - ii. Record all meeting minutes from GSAC general membership meetings, GSAC Executive Board meetings, and any other special meeting called for GSAC.
 - iii. Preside in the President's absence.
 - iv. Oversee committees.
 - v. Maintain and enforce the Constitution of the GSAC.
 - vi. Act as liaison between the GSAC and student government.
 - vii. Perform other duties as may be required by the bylaws or Executive Board.
- c. Vice President of Programming: The Vice President of Programming, who also serves as a member of the GSAC Executive Board will:
- i. Seek speakers for the relevant matters that impact graduate education.
 - ii. Establish committees for the Graduate Student Showcase and other special events.
 - iii. Organize and oversee social activities and events of GSAC.

- d. Vice President of Public Relations: The Vice President of Public Relations, who also serves as a member of the GSAC Executive Board will:
 - i. Promote awareness on campus of GSAC activities and events
 - ii. Act as spokesperson for the GSAC to The Daily Eastern News, student government, and other campus organizations.
 - iii. Maintain the on-line resources of the GSAC, including but not limited to: GSAC webpage, social networking sights, and listserves.
 - iv. Perform other duties as may be required by the bylaws or the Executive Board.

- e. Graduate Student Dean: The Graduate Student Dean, who will be appointed by the Dean of the Graduate School and will serve as a member of the GSAC Executive Board, will:
 - i. Oversee the GSAC budget.
 - ii. Attend all GSAC general membership and Executive Board meetings.
 - iii. Provide support for Executive Officers,. as needed
 - iv. Outline goals for GSAC and help students reach those goals.
 - v. Establish meeting times and places.
 - vi. Attend GSAC activities.

- f. If any officer fails to perform his or her duties, he or she may be removed by the Executive Board and GSAC Adviser(s).

Article III: Committees

- A. At the first GSAC Assembly meeting, as deemed necessary, the GSAC Adviser(s) and Graduate School Student Representative shall receive nominations to appoint auxiliary officers, whom are defined by GSAC as

committee chairs. Committee representatives shall also be appointed at the first assembly meeting on a voluntary basis.

- B. If any officer fails to perform his or her duties, he or she may be removed by the Executive Board.
 - i. If an officer is removed or resigns, an election or appointment shall take place at the following GSAC assembly meeting.
 - ii. Specifications to the election and appointment process shall be referred to in the By-Laws.
- C. Standing and special committees and their chairpersons may be appointed by the GSAC President or by majority vote of the members in attendance at an assembly.
- D. The first meeting of the fall semester shall be chaired by a Graduate School Student Representative, as deemed appropriate by the GSAC Advisor, at which times the duties of the committees shall be described to the GSAC members.
- E. Committees shall be discussed by GSAC members, appointed and overseen by the President, GSAC Advisers, and committee chairperson(s).
- F. Ad hoc committees (Parking, Housing, Textbook, etc.) shall be discussed by GSAC. At the first GSAC general membership meeting of the fall semester, a GSAC representative shall be selected and appointed by GSAC members and the GSAC Executive Board through a majority vote of voting members present at the meeting.
 - i. Descriptions of each ad hoc committee that outlines duties, expectations, and other information as deemed appropriate will be provided at the first GSAC general membership meeting by the GSAC Adviser(s), and presiding GSAC Executive Board members.

G. Duties of auxiliary officers of the Ad hoc committees shall be as followed:

Council on Graduate Studies Representative: Present GSAC issues at meetings of the Council on Graduate Studies (CGS); Report on CGS meetings to the Executive Board and GSAC; Perform other duties as may be required by the bylaws or the Executive Board.

Textbook Rental Committee Representative: Represent GSAC at meetings of the Textbook Rental Committee (TRC); Report on TRC meetings to the Executive Board and GSAC; Perform other duties as may be required by the bylaws or the Executive Board.

Parking Committee Representative: Represent GSAC at meetings of the Parking Committee (PC); Report on PC meetings to the Executive Board and GSAC; Perform other duties as may be required by the bylaws of the Executive Board.

Council of University Planning and Budget: Represent GSAC at meetings of the Council of University Planning and Budget (CUPB); Report to GSAC and the Executive Board on CUPD meetings; Perform other duties as may be required by the bylaws or the Executive Board.

Tobacco Taskforce: To represent the GSAC at meetings of the Tobacco Taskforce (TT); Report on TT meetings to the Executive Board and GSAC; Perform other duties as may be required by the bylaws or the Executive Board

G.) If any officer fails to perform his or her duties, s/he may be removed by the GSAC Executive Board.

H.) If an officer is removed or resigns, an election or appointment shall take place at the next GSAC meeting.

- a. An auxiliary officer that resigns from his/her position must provide in writing to the GSAC President, Executive Board, and advisor(s) the reason for resignation and the date the resignation will go into effect.

Article IV: GSAC Adviser(s)

- A.) The GSAC Adviser(s) shall be current Eastern Illinois University faculty members and/or administrators. Appointment to the position of GSAC Adviser will be ultimately decided by the Dean of the Graduate School.
- B.) The GSAC Adviser(s) shall advise and provide guidance to the organization and its members.
- C.) The GSAC Adviser(s) shall provide input to GSAC representatives and Executive Board members at all GSAC general membership meetings, Executive Board meetings, and any other special GSAC meeting.
- D.) The GSAC Adviser(s) shall outline goals for GSAC, aid members in progressing toward those goals, and help achieve desired outcomes that have been established by the organization and its members.
- E.) The GSAC Adviser(s) shall attend all GSAC general membership meetings, GSAC Executive Board meetings, GSAC special meetings, and any other GSAC activities and events.

Article V: Democratic Procedures

- A.) Elections
 - i. Any GSAC member in “good academic standing,” as defined in the current edition of the Eastern Illinois University Graduate catalog, is eligible to hold office.
 - ii. All officers will be elected by a majority vote of all eligible voting members.
 - iii. Elections shall occur in the fall semester at the first general GSAC meeting of the academic year, and at other meetings as necessary.
 - iv. The first meeting of the fall semester shall be chaired by the Graduate School Representative, at which times the duties of the executive officers shall be described to the GSAC members.

- v. At the first general GSAC meeting of the fall semester, as deemed necessary, the GSAC Adviser(s) shall receive nominations to appoint auxiliary to chair GSAC committees.
- vi. Members wishing to run for an executive board position must submit a written proposal to the Graduate School Representative at the general GSAC meeting.

B.) At the first GSAC general membership meeting, the executive officers shall be elected based upon a written proposal at the recommendation of the Graduate School Representative.

C.) Voting

- i. Each academic department with a graduate program shall have two votes regardless of department size or number of departmental representatives present.
- ii. If an academic department with a graduate program fails to appoint graduate representatives, it forfeits its right to vote.
- iii. The GSAC Executive Board and departmental representatives are eligible to vote in elections.
- iv. Votes on proposals before GSAC or amendments to the Constitution require half of GSAC members to be in attendance in order to reach quorum.
 - i. Upon reaching quorum, a simple majority vote prevails.
 - ii. The President shall vote only in event of a tie.
 - iii. All votes shall be tallied by means of an oral roll call. A paper ballot may be requested by the President, as necessary.

Article VI: Meetings

A.) GSAC will hold monthly meetings for all graduate students, including but not limited to GSAC Executive Board members and departmental representatives, at an established time each semester that will allow for

the best attendance of graduate students, GSAC Executive Board members, and departmental representatives.

B.) Monthly meeting dates, times, and locations for both GSAC general membership meetings and GSAC Executive Board meetings will be established prior to the end of the upcoming semester.

C.) Any GSAC member missing more than two meetings without a valid excuse delivered in writing to both the GSAC President and GSAC Adviser(s) prior to the meeting is subject to removal from GSAC by the GSAC Executive Board.

- i. Under such circumstances, the member's department shall be notified in writing concerning a replacement.
- ii. "Valid Excuse" includes but is not limited to: class schedule conflicts, academic event conflicts, clinical experiences/internships, illness, family emergencies, work conflicts.
- iii. All excuses and circumstances for absence will be at the discretion of GSAC Adviser(s).

D.) GSAC general membership meetings and GSAC Executive Board meetings shall be presided over by the senior executive officer present at each meeting.

E.) The GSAC Executive Board shall meet at least once per month prior to each GSAC general membership meeting.

Article VII: Finances

A.) The necessary expenses of GSAC shall be met by funding provided by the Graduate School at Eastern Illinois University, graduate student fees, and GSAC fundraising activities.

B.) All regular funds for GSAC, from whatever source, or for whatever purposes received, shall be deposited in an agency account in the Eastern Illinois University's Bursar's Office that has been established in the name of the organization.

Article VII: Dues and Budget

- A.) GSAC does not require its members, officers, or advisors to pay dues at anytime.

Article IX: University Compliance

- A.) GSAC is a not-for-profit organization.
- B.) This shall organization shall comply with all policies and regulations of Eastern Illinois University, as well with local, state, and federal laws.

Article X: Non-Hazing

- A.) Hazing is strictly prohibited in connection with the activities of this organization. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to engage in anything that may abuse, degrade, or intimidate the person as a condition of association with the organization, regardless of the person's consent of lack of consent.

Article XI: Amendments

- A.) The GSAC constitution may be amended at any GSAC meeting with a vote of two-thirds of members present at the meeting.
- B.) Reasonable notice of at least one week must be given prior to all meetings.
- C.) Members shall be notified of the purpose, the date, the time, and the location of the meeting.
- D.) Upon ratification, this Constitution shall supersede all previous Constitutions of GSAC.

Article XII: Adoption

- A.) At a meeting of interested students called together for the purpose of adoption of this constitution, it shall be adopted by majority vote of those students present and eligible to vote.
- B.) The Constitution shall take immediate effect upon ratification by a majority of GSAC membership.

Article XIII: Bylaws

- A.) The power to enact By-Laws shall rest with GSAC membership.
- B.) By-Laws may be amended where a quorum is present by a two-thirds vote of GSAC membership at any meeting. Amendments to the By-Laws shall take effect immediately upon passage, unless otherwise specified. All such amendments shall be reported to the membership for information.