Constitution of the Graduate School Association
As of November 15, 2002

Article I. Name and Purpose
Section 1. Name
The name of the organization shall be the Graduate Student Association, abbreviated as GSA.

Section 2. Purpose
The purpose of the GSA is to represent and give voice to the concerns of all graduate and professional students at Miami University. The GSA will work to foster greater participation of graduate students in the Miami University community, and will serve as a channel of communication between the graduate students and other segments of the University (i.e. the faculty and administration).

Article II. Membership and Representation to the GSA
Section 1. Membership
The membership shall be open to all graduate and professional students currently enrolled or enrolled in the previous semester at Miami University. No further requirements may be imposed. No dues, nor any other membership fee, shall be collected.

Section 2. Representation to the GSA
Each division within the graduate and professional student body is invited to have representation to the GSA. Departmental and other programmatic divisions (such as interdisciplinary programs) are asked to provide a representative to the GSA. GSA expects specifically intra-divisional nomination and voting policy in determining divisional representation. While GSA encourages divisional autonomy in regulation of their representation, GSA reserves the right to censure or remove divisional representatives in the case of delinquency; if this case arises a new representative shall be selected or appointed. Divisional representatives can send a proxy to general meetings of the GSA in cases whereby they are not able to attend.

Article III. Board Positions, Duties
Section 1. Executive Board
The executive board shall consist of ten positions which are the President, Administrative Vice President, Associate Vice President, Treasurer, Secretary, Webmaster, Communication Chair, and Events Committee.

Section 2. Duties
Each Executive Board member shall have specific duties during the term of office.

President: The President shall coordinate committees and administrate the GSA general and board meetings. The President is a liaison between the University
Community and GSA and shall serve on the Graduate Council. The President reports to the executive board and the GSA body.

Administrative Vice President: The Administrative Vice-President fills in for the President whenever needed, confers with the President on all matters that involve the Graduate School and the University administration including serving as the liaison between the GSA and all graduate students, serving on university councils or committees (Graduate Council, University Senate, etc.) The Administrative Vice-President serves on the Graduate Council and University Senate, and reports to the President.

Associate Vice President: The Associate Vice-President fills in for the Administrative Vice-President whenever needed. The Associate Vice-President serves as the chair of the members-at-large committee that consists of all department representatives. The Associate Vice-President is a liaison between GSA and other Graduate or Professional student organizations and serves of the University Senate. They report to the Administrative Vice-President.

Treasurer: The Operations Treasurer is responsible for coordinating all day-to-day financial transactions, including keeping records of these transactions and reporting the financial state of the GSA to the executive board and the general body. The Operations Treasurer is also responsible for developing a budget at the beginning of each school year with the approval of the Executive Board. It is the responsibility of the individual chairs to manage and report expenses to the Operations Treasurer on their part of the budget (e.g. The Events Committee Chair is responsible for maintaining the social budget).

Secretary: The Secretary will maintain a current membership and committee list and keep the minutes of the meetings. The Secretary will also gather all information from outside sources and distribute to pertinent board members. Accordingly, the Secretary will be the liaison Miami University GSA and the National Association of Graduate and Professional Students (NAGPS). The Secretary is responsible for all clerical work (typing letters, copies, coordinate mailings, etc.) The secretary will also work closely with the Communications Chair in coordinating correspondences to external sources.

Communication Chair: The Communication Chair will oversee a communication committee that is responsible for publicizing GSA events and activities to general membership and the university and local communities.

Webmaster: The Webmaster will implement, maintain and trouble shoot the GSA website and listserv. The Webmaster will report to the Communications Committee.

Events Committee: The Events Committee will consist of three elected positions. The Events Committee members will appoint an Events Committee Chair from within the committee to coordinate all of the committee’s efforts. The committee will be responsible for coordinating all social and professional events sponsored by GSA. The committee will work closely with all of the other board members to facilitate advertising of GSA events, obtain funds for the events and recruit attendees from within the university and surrounding communities. All members of the Events Committee will have a seat on the Executive Board.

Article IV. Meetings
Section 1. General Meetings

General meetings of the GSA will be held as called by its executive board and will be conducted in accordance of Robert’s Rules of Order, on schedule as approved by
the executive board at the beginning of each academic year. General meetings require eight voting representatives present.

Section 2. Executive Board Meetings

Executive Board Meetings of the GSA will be held as called by the officers and will be conducted in accordance with Robert’s Rules of Order, held on schedule as approved by the Executive Board at the beginning of each academic year. Executive Board Meetings shall be open to the public.

Article V. Amendments

Section 1.

Amendments may be made to this Constitution by a vote of two-thirds of members present.

Section 2.

Amendments may be proposed by any voting member at least sixty days prior to the vote.

Section 3.

Proposed amendments must be sent in written or electronic form to all members of the GSA at least 60 days prior to voting.

Article VI. By-Laws

Section 1.

The Executive Board shall be enact By-Laws to supplement this Constitution.

Section 2.

The By-Laws may be amended by a two-thirds vote. Amendments to the By-Laws shall take effect immediately upon passage, unless otherwise specified. All such amendments shall be reported to the membership.

Article VII. Ratification

Section 1.

This Constitution shall take effect upon ratification by a majority of the members present.

Section 2.

Upon Ratification, this Constitution shall supersede all previous Constitutions for the GSA at Miami University.