



WESTERN MICHIGAN UNIVERSITY

GRADUATE STUDENT ASSOCIATION

(GSA) CONSTITUTION

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ARTICLE I: NAME OF THE ORGANIZATION

The name of the organization shall be the Western Michigan University Graduate Student Association, hereafter referred to as the GSA.

ARTICLE II: PURPOSE

- Section A** The GSA shall serve as the representative organization for graduate students at Western Michigan University and shall strive to promote excellence in graduate education and improve all aspects of graduate student life at Western Michigan University.
- Section B** The GSA Executive Board and the GSA Senate shall act as a liaison between the graduate student body and the administrative bodies of Western Michigan University and, through this role, facilitate policy reform pertaining to the needs of graduate students
- Section C** The GSA Executive Board and Graduate Financial Allocation Committee (GFAC) shall allocate financial resources as approved by the GSA student body for program, services, and events that enrich the academic, professional, cultural, and social experiences of the graduate student community.
- Section D** The GSA shall facilitate communication between graduate students and the administration, faculty, undergraduate students, and University community as a whole.
- Section E** The GSA shall represent Western Michigan University in the National Association of Graduate-Professional Students.
- Section F** The Graduate Student Association will comply with all policies, practices, and procedures outlined by Office of Student Engagement and the University at large. The association will also comply with all local, state and federal laws and regulations.

ARTICLE III: MEMBERSHIP

Section A Inclusion of Members

- Clause 1 The members of the GSA shall consist of students seeking a graduate degree at Western Michigan University enrolled full-time or part-time.
- Clause 2 No student shall be denied membership in the GSA on the basis of age, class, disability, ethnicity, gender identity, military status, race, religious and spiritual affiliation, sex, sexual orientation, or other identifiable characteristic.

Section B Duties, Rights, and Responsibilities of Members

- Clause 1 Members shall solicit input regarding GSA business and activities and bring the concerns, needs, and wishes of all graduate students to the GSA Senate.
- Clause 2 Members shall disseminate information regarding GSA business, university-wide events of pertinence to graduate students, and issues that affect graduate students to the students of their departments or programs.
- Clause 3 Members shall ensure that they are familiar with the GSA Constitution and the GSA procedures adopted by the Roberts Rules of Order.
- Clause 4 Members are encouraged to regularly check and respond to e-mail pertaining to the GSA

business and news.

Clause 5 Members shall be actively involved on any Councils or Committees to which they are appointed.

ARTICLE IV: THE EXECUTIVE BRANCH

Section A Officers

Clause 1 The officers of the GSA shall be the President, the Vice-President, Parliamentarian, Director of Advocacy and Legislative Affairs, Director and Editor of The Hilltop Review, Director of Public Relations, Director of Events, Director of Professional Development, Director of Outreach and Director of Administration.

Clause 2 All executive board officials shall be elected annually and shall serve a term of one (1) year.

Clause 3 The tenure of the President and Vice-president shall encompass the periods from Summer I to the completion of the spring semester for two consecutive years, whereas the tenure of all other Executive Board members shall encompass the periods from fall to the completion of the spring semester for the time they have been elected.

Clause 4 During their term in office, the officers of the GSA must be full-time, registered graduate students at least during the Fall and Spring semesters.

Section B Advisor

Clause 1 The Vice-President for Student Affairs (or designee) shall serve as advisor of the GSA.

Section C General Duties of the Executive Board

Clause 1 The officers of the GSA shall assess the needs and desires of the graduate student community, set goals based upon these needs and desires, and implement specific actions based upon these goals.

Clause 2 The officers of the GSA shall meet outside of the GSA general assembly meeting at least once a month.

Clause 3 The officers of the GSA shall communicate these aforementioned goals and actions to the graduate student community, University administrators, faculty, and the community at large and make reports to these groups and individuals about progress made toward achieving these goals.

Clause 4 The officers of the GSA shall provide information, training, materials, and introductions to their successors in order to ensure continuity.

Clause 5 The officers of the GSA shall encourage the active participation of members in the GSA and the broader University community.

Section D Duties of the President

Clause 1 The President shall act as the official spokesperson for the GSA and maintain final authority on any issues relevant to the GSA until these issues can be brought to the attention of the

GSA Senate. If immediate action on an issue is necessary, the President shall solicit assistance from the Vice-President and the GSA Executive Board.

- Clause 2 The President shall serve as a non-voting, unless the president's vote is needed to break a tie
- Clause 3 The President shall ensure that the GSA maintains relationship and membership with the National Association of Graduate-Professional Students (NAGPS) and the mid-west regional branch of NAGPS.
- Clause 4 The President shall ensure that timely action is taken on all resolutions of the GSA.
- Clause 5 The President shall assist the Vice-President and Executive Board to develop the GSA annual budget.
- Clause 6 The President of the GSA shall give oversight to all GSA-sponsored events and activities for the graduate student community.
- Clause 7 The President shall serve as a liaison for graduate students through the establishment of positive, collaborative relationships with the University administration, the Board of Trustees, graduate departments, student organizations, and members of the graduate student community.
- Clause 8 The President shall educate the student body concerning the roles of the GSA.
- Clause 9 The President shall execute the mandates of the GSA Senate.
- Clause 10 The President shall formally present to the GSA Senate a State of the Association report, which outlines the goals of the GSA for the semester, within the first fifteen working days of the beginning of the fall and spring semesters.
- Clause 13 The President shall sign into effect legislation passed by the Student Senate.
- Clause 14 The president shall be responsible for the integrity and accuracy of all the information published and available on the GSA website.
- Clause 15 The President shall attend all Western Michigan University Board of Trustees, GSA Senate meetings, and major university events; and serve on, at least, one University Council. If unable to attend, arrange for appropriate representation.

Section E Duties of the Vice-President

- Clause 1 The Vice-President shall assist the President with their aforementioned duties.
- Clause 2 The Vice- President shall discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office.

- Clause 3 The Vice-President shall serve as the financial officer of the GSA.
- Clause 4 The Vice-President shall administer the general operating funds of the GSA.
- Clause 5 The Vice-President shall keep accurate records of all monies, accounts, and properties of the GSA.
- Clause 6 The Vice-President shall manage the collection and distribution of all funds.
- Clause 7 The Vice-President shall coordinate with the President and the Executive Board in preparing an annual budget and financial statement.
- Clause 8 The Vice-President shall prepare the financial reports for the Executive Board and the GSA general body.
- Clause 9 The Vice-President shall serve on at least one University Council or Committee.
- Clause 10 The Vice-President shall ensure that all University Councils and Committees have the appropriate representative(s) from GSA. In the event that adequate representation cannot be obtained, the Vice-President shall serve on these Councils and Committees until a replacement representative can be identified.
- Clause 11 The Vice-President shall be responsible for presenting the financial report or proposed budget to the GSA general body after consultation with the GSA President.
- Clause 14 The Vice-President shall act as the Chair of GFAC.

Section F The Director and Editor of the Hilltop Review

- Clause 1 The Director and Editor of the Hilltop Review shall produce a minimum of two issues of The Hilltop Review per academic year.
- Clause 2 The Director and Editor of the Hilltop Review shall circulate a call of papers for each issue.
- Clause 3 The Director and Editor of the Hilltop Review shall find reviewers and editors for each article submitted.
- Clause 4 The Director and Editor of the Hilltop Review shall assemble and chair an Editorial Board for each issue.
- Clause 5 The Director and Editor of the Hilltop Review shall compile and edit the articles.
- Clause 6 The Director and Editor of the Hilltop Review shall represent The Hilltop Review at GSA and WMU events.
- Clause 7 The Director and Editor of the Hilltop Review shall perform all other duties listed in the Job Description.

Clause 8 The Director and Editor of the Hilltop Review shall attend all monthly GSA Executive Board and GSA regular meeting.

Section G Duties of the Director of Administration

Clause 1 The Director of Administration shall take minutes of the GSA and GFAC meetings.

Clause 2 The Director of Administration shall manage internal and external communications (e.g. emails, letter, and all other correspondences).

Clause 3 The Director of Administration shall maintain a database for all GSA documents including reports from Faculty Senate Reps.

Clause 4 The Director of Administration shall attend GSA Executive Board, GFAC and GSA general body meetings once per month.

Clause 5 The Director of Administration shall serve on at least one University Council or Committee.

Section H Duties of the Director of Public Relations

Clause 1 The Director of Public Relations shall assist the Vice-President in the promotion of all GSA events.

Clause 2 The Director of Public Relations shall oversee all publication and promotional material of the GSA.

Clause 3 The Director of Public Relations shall attend GSA Executive Board and GSA general body meetings once per month.

Clause 4 The Director of Public Relations shall maintain communication with the Western Herald, the WIDR Bronco radio, RSO designs, and all other channels of promotion available at Western and the outside community.

Clause 5 The Director of Public Relations shall serve on at least one University Council or Committee.

Section I Duties of the Director of Events

Clause 1 The Director of Events shall assist the President in planning and executing all GSA events.

Clause 2 The Director of Events shall develop a budget for all GSA events for the academic year.

Clause 3 The Director of Events shall develop promotional material for all events.

Clause 4 The Director of Events shall chair the Events Planning Committee.

Clause 5 The Director of Events shall attend GSA Executive Board and GSA general body meetings once per month.

Clause 6 The Director of Events shall serve on at least one University Council or Committee.

Section J Duties of the Director of Professional Development

Clause 1 The Director of Professional Development shall assist the President in development of

Grad Talks and all other professional development projects with the WMU community.

- Clause 2 The Director of Professional Development shall create and maintain a comprehensive database of Graduate Registered Student Organizations.
- Clause 3 The Director of Professional Development shall assist the President in devising strategies for recruitment and retention of members.
- Clause 4 The Director of Professional Development shall assist the President with membership needs-assessments and present conclusions and/or recommendations to the Executive Board for action.
- Clause 5 The Director of Professional Development shall attend the GSA Executive Board and GSA general body meeting once per month.
- Clause 6 The Director of Professional Development shall serve on at least one University Council or Committee.

Section K Duties of the Parliamentarian

- Clause 1 The Parliamentarian shall maintain a database for all proposed and approved resolutions of the GSA general body.
- Clause 2 The Parliamentarian shall maintain the Constitution of the GSA.
- Clause 3 The Parliamentarian shall maintain the GFAC Funding Guidelines.
- Clause 4 The Parliamentarian shall chair the Constitution Committee.
- Clause 5 The Parliamentarian assist the President and Vice-President with a search committee to fill vacant positions on the Executive Board.
- Clause 6 The Parliamentarian preside over the GSA general body meetings.
- Clause 7 The Parliamentarian shall be familiar with Robert's Rules of Order.
- Clause 8 The Parliamentarian shall assist the President and Vice-President in maintaining officer standards and protocol for sustainability of the GSA.
- Clause 9 The Parliamentarian shall be the dispute-resolution mediator.
- Clause 10 The Parliamentarian shall attend all monthly GSA Executive Board, GFAC and GSA general body meetings.
- Clause 11 The Parliamentarian shall serve on at least one University Council or Committee.

Section L Duties of the Director of Advocacy and Legislative Affairs

- Clause 1 The Director of Advocacy and Legislative Affairs shall monitor and report pending Federal & State legislation affecting graduate students.
- Clause 2 The Director of Advocacy and Legislative Affairs shall recommend advocacy efforts and issues to National and Regional association of NAGPS.

- Clause 3 The Director of Advocacy and Legislative Affairs shall serve as a member of the Regional and National Legislative Concerns Committee.
- Clause 4 The Director of Advocacy and Legislative Affairs shall assist the President and Vice-President in organizing and coordinating attendance at regional and national levels.
- Clause 5 The Director of Advocacy and Legislative Affairs shall attend monthly GSA Executive Board, GFAC and GSA general meeting once per month.
- Clause 6 The Director of Advocacy and Legislative Affairs shall serve on the Constitutional Committee.
- Clause 7 The Director of Advocacy and Legislative Affairs shall assume the duties of the Parliamentarian in their absence.
- Clause 8 The Director of Advocacy and Legislative Affairs shall serve on at least one University Council or Committee.

Section M Duties of the Director of Outreach

- Clause 1 The Director of Outreach shall assist the President in developing strategies, campaigns and all other outreach projects with WMU and the community at large.
- Clause 2 The Director of Outreach shall advance the interests and image of the GSA through university- and community-wide collaborations as allowed by University and GSA guidelines.
- Clause 3 The Director of Outreach shall assist the President in devising strategies for recruitment and retention of members.
- Clause 4 The Director of Outreach shall establish and maintain relations with all WMU graduate student RSOs.
- Clause 5 The Director of Outreach shall attend the GSA Executive Board and GSA general body meeting once per month.
- Clause 6 The Director of Outreach shall serve on at least one University Council or Committee.

ARTICLE V: THE LEGISLATIVE BRANCH

Section A Composition of the Senate

- Clause 1 The GSA Senate shall be comprised of the GSA general meeting attendees.
- Clause 2 Members shall have voting rights through their RSO senators, and College representatives Senators, who are duly registered through GSA.
- Clause 3 In the case of Mixed RSOs, at least one (1) graduate member shall represent the RSO at the

monthly GSA meetings.

Section B Purpose of the Senate

Clause 1 Fairly represent the graduate student body of Western Michigan University.

Clause 2 Effectively and efficiently act in the collective interests of WMU graduate students.

Clause 3 Advocate for graduate student-centered policies.

Section C Powers and Duties of Senators and the Senate

Clause 1 Each Senator shall fulfill the following duties:

- a) The GSA Senate shall have exclusive voting rights over all decisions except for those affecting students' fees, in which the entire GSA body shall have voting rights.
- b) Serve as a voting member at GSA general meetings.
- c) Formulate, debate, and enact legislation proposed by Senators.
- d) Override a Presidential veto with a two-thirds vote within ten working days of the veto.
- e) Propose Amendments to the Constitution to improve GSA service to WMU students.
- f) Establish Ad-hoc Committees as necessary.
- g) Submit a formal request for interpretation of any portion of the Constitution to the Executive Board.
- h) Take action deemed necessary and proper to accomplish the goals and purpose of the GSA.
- i) The current edition of Robert's Rules of Order, Newly Revised where they are neither inapplicable nor inconsistent with the Constitution, shall be the parliamentary procedure used by the Senate.

Clause 2 Senators must indicate that they are present on the roll sheet when they arrive at meeting. Senators will be considered present if they attend at least 1 hour of the meeting time and provide a written explanation for a late arrival and/or early departure, which is subject to approval by the Parliamentarian.

Clause 3 Each Senator will be allotted one absence per semester (Fall and Spring). Upon a second absence, the Senator will be sanctioned as follow:

- a) If the Senator represents a graduate or mixed RSO, their Organization might lose the privilege to apply for funding within the Semester of the absence.
- b) If the Senator is a Graduate College ambassador, disciplinary actions will be taken in conjunction with the Graduate College.
- c) If the Senator is an Executive Board Officer, disciplinary actions will be taken in the

forms described in Article IX of this document.

Clause 4 All Senator terms will expire at the last meeting of the spring semester. And Senator registration for graduate and mixed RSO will begin the first week of classes in the Fall Semester.

Section D Senatorial Procedures for discussion and voting

Clause 1 All procedures and debate shall be mediated by the Parliamentarian according to the Robert's Rules of Order

Clause 2 Consent shall only be called if there is no dissenting and assenting discussion.

Clause 3 Roll Call votes may only be called if there are both assenting and dissenting discussion during the debate.

Clause 4 The Parliamentarian reserves the right to refuse a roll call vote due to time constraints or lack of necessity based on the maker of the motion's justification for requesting the roll call.

ARTICLE VI: MEETINGS AND CONDUCT OF BUSINESS

Section A Regular Meetings

Clause 1 It is intended that a regular meeting of the GSA general body shall be held each month of the academic year, with no fewer than three (3) meetings held during each of the Fall and Spring semesters and one (1) meeting held during each of the Summer I and Summer II sessions. These meetings shall be scheduled by the GSA President.

Clause 2 The Director of Administration shall send written notice to all members of the time and place of each regular meeting of the GSA at least seven (7) days prior to the meeting. The Director of Administration shall also supply GSA members with the approved agenda with this notice. The Director of Administration shall display announcement of the meeting through other media as deemed appropriate.

Section B Special Meetings

Clause 1 Emergency or special meetings may be called by the President, the Vice- President, the Dean of the Graduate College, majority of executive board, or upon the written request of ten or more members. The member that instated the meeting shall designate the time and place of any special meeting and shall notify all members of the GSA at least forty-eight (48) hours in advance with the time, place, and reason for the special meeting.

Clause 2 The President shall call special meetings of the GSA when requested by written petition from one-fifth (1/5) of all members of the GSA or when requested by the members of the GFAC.

Section C Conduct of Meetings

Clause 1 Regular meetings of the GSA general body shall be presided over by the Parliamentarian or its designee.

Clause 2 Regular meetings of the GSA shall be conducted in accordance with Robert's Rules of Order.

Section D Quorum

- Clause 1 No business shall be voted upon unless the President and the Vice-President and at least 50% plus one (1) of GSA senate are present which shall be defined as the simple majority vote.
- Clause 2 E-board must establish quorum by calculating 50% + 1 of attendance established in the first general assembly meeting of the academic year

Section E Voting

- Clause 1 Each member of the GSA senate shall have one (1) vote that signifies the vote of the graduate and mix Registered Student Organization as well as the department, program or area they represent.
- Clause 2 Regular motions presented at a meeting of the GSA shall require for passage an affirmative vote by a simple majority of the GSA Senate. No Business shall be voted upon, motioned for discussion, or bill passed in the absence of Quorum.

Section F Visitors

- Clause 1 Graduate students or other interested persons wishing to be placed on the agenda at the GSA meeting must briefly specify the nature of the agenda item that they wish to discuss to the President in writing at least two (2) weeks prior to the meeting of the GSA. In the event that this is not possible, the President, at their discretion, may opt to allow this individual to speak during the Announcements for the any other business (AOB) portion of the meeting of the GSA.

Section G Advisor

- Clause 1 GSA adviser is invited to attend all E-board meetings

ARTICLE VII: BUDGET OF THE GSA

Section A Review of the Budget

- Clause 1 The Executive Board shall review the finances of the GSA by March and present a financial report and a current budget for the academic year by the April meeting of the GSA.
- Clause 2 The newly elected Executive Board shall review the current budget, propose a new budget for the new fiscal year (July 1), and shall present the newly proposed budget to the general body for a vote on the adoption or denial of the budget.
- Clause 3 All funding requests, including RSO events and special awards and/or events, shall be sent to the GFAC.

Section B University Compliance

- Clause 1 The GSA shall not have an off-campus account.
- Clause 2 The GSA shall follow and be subjected to all University policies, procedures, and practices regarding student organization accounts and finances.
- Clause 3 Should the GSA become inactive and have funds in an off-campus bank account, all funds shall be absorbed by the Graduate College of Western Michigan University.

ARTICLE VIII: SELECTION OF OFFICERS

Section A General Selection Procedures

- Clause 1 The GSA will make an announcement for vacant position(s) by January 1st of each year for two-year appointments and February 15th of each year for one-year appointments. Applications for the vacant positions shall be submitted by the end of the month.

Clause 2

in the event that the president or vice president or parliamentarian is running for such position, the e-board meeting shall take charge of the hiring process.

- Clause 4 The search committee will recommend at least one (2) candidates for the nomination of the vacant position(s) to the general body, when applicable.
- Clause 5 Candidates for two-year appointments will make a ten (10) minute presentation to the general body at the next GSA meeting. Candidates for one-year appointments shall make a five (5) minute presentation to the general body during the next GSA meeting.
- Clause 6 A closed-door voting procedure, directed by the President or Vice-President, will be conducted by the general body, in which a simple majority vote of the GSA Senate shall be needed to pass.
- Clause 7 The GSA Senate must approve all candidates prior to taking office through a simple majority vote conducted at a regular meeting of the GSA.

Section B Selection of the GSA President

- Clause 1 The Selection Committee for the GSA President shall consist of the Vice-President, the Parliamentarian, the Dean of the Graduate College or designee, the Vice-President for Student Affairs or designee and at least three (3) voting members of the GSA.
- Clause 2 The Vice-President will coordinate the search for the President position. The position will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose a minimum of two (2) candidates (if possible) with whom to conduct interviews. After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the GSA.

Section C Selection of the GSA Vice-President

- Clause 1 The Selection Committee for the GSA Vice-President shall consist of the President, the Parliamentarian, the Dean of the Graduate College or designee, the Vice-President for Student Affairs or designee, and at least three (3) voting members of the GSA.
- Clause 2 The President will coordinate the search for the Vice-President position. The position will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose a minimum of (2) candidates (if possible) with whom to conduct interviews. After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the GSA general body.

Section D Selection of the Director and Editor of Hilltop Review

- Clause 1 The Selection Committee for the Director and Editor of Hilltop Review shall consist of the, President, Vice-President, the Parliamentarian, the Vice-President for Student Affairs or designee, and at least three (3) voting members of the GSA.
- Clause 2 The President and the Vice-President will coordinate the search for the Hilltop Review position. The position will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose a minimum of (2) candidates (if possible) with whom to conduct interviews.

After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the GSA general body.

Section E Selection of the GSA Executive Board;

i.e. those who will serve as Parliamentarian, Director of Advocacy and Legislative Affairs, Director of Public Relations, Director of Events, Director of Professional Development, Director of Outreach, or Director of Administration.

Clause 1 The minimum of the Selection Committee for the GSA Executive Board shall be the President, the Vice-President, the Parliamentarian, the Vice President for Student Affairs or designee and at least three (3) voting members.

Clause 2 The President and the Vice-President will coordinate the search for the board members mentioned in this section. The positions will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose a minimum of (2) candidates with whom to conduct interviews. After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the GSA general body.

Section F Reelection of Two (2) Year Appointments

Clause 1 The President and Vice-President seeking re- election must go through the general application process.

Clause 2 The President and Vice-President shall be eligible to serve two (2) consecutive terms, for a total of four (4) years of service.

ARTICLE IX: RECALL AND TERMINATION OF ANY OFFICERS

Section A

Clause 1 An officer may be recalled and terminated if the officer has failed to fulfill the duties specified in this constitution, has a conflict of interest due to outside employment or an academic commitment, has failed to maintain registered graduate student status, or has violated the standards outlined in the University Policies and Regulations.

Clause 2 A member of the E-board may propose to recall a position at GSA assembly meetings.

Section B Any GSA Senator may initiate the recall procedures. The procedures are as follows:

Clause 1 The members of the Executive Board shall be presented with a written petition citing the reasons for the initiation of the recall procedures and needs a simple majority vote of the members of the GSA Executive Board to proceed.

Clause 2 The Parliamentarian shall notify the individual concerned with the grievances within the next ten (10) business days after the petition has been filed. The individual against whom the grievance has been filed must submit a written defense within ten (10) business days after being notified in order to have the opportunity to defend themselves. This written defense would be distributed by the Parliamentarian to all members of the GSA Executive Board.

Clause 3 A recall election shall be conducted at the next Executive Board meeting, which cannot be in less than five (working days) after the officer in question has filed their defense of the GSA. The individual in question shall be given an opportunity to verbally defend themselves at this meeting.

Clause 4 A deliberation without the presence of the officer in question will take place and, if a simple majority vote of the Executive Board present support to the recall of the officer in question, the

office shall then be declared vacant.

Clause 5 In the event of an emergency or the resignation or termination of an officer, the Parliamentarian and the Executive Board will assume the authority to make any necessary decisions in the absence of the GSA President and Vice-President.

Clause 6 In the event that a member or officer resigns or is removed, they shall be excluded from all duties of its position. In the event that an office is declared vacant, the remaining members of the Executive Board may appoint an interim replacement until the next regular meeting, at which time a replacement will be elected by a simple majority vote of the GSA Senate to serve any unfinished remainder of that officer's term.

ARTICLE X: COMMITTEES OF THE GSA

Section A General Conduct of Committees of the GSA

Clause 1 The standing sub-committees of the GSA shall include the Graduate Financial Allocation Committee (GFAC), Event Committee (EC), The Hilltop Review Editorial Board (THREB), and the Constitutional Committee. Additional Ad-Hoc may be included for the necessary sustainability of the GSA.

Clause 2 The committees of the GSA Executive Board shall have the right to submit proposals or resolutions to the GSA Executive Board for action, but at no time shall a committee act on behalf of the GSA Executive Board without the expressed approval of the GSA Executive Board. Approval of the GSA shall be given by a simple majority vote of its senate.

Clause 2 All standing and ad hoc committees of the GSA shall operate in accordance with the procedures set forth in Robert's Rules of Order.

Section B Graduate Financial Allocation Committee (GFAC)

Clause 1 The purpose of the GFAC shall be to distribute portions of the Student Assessment Fee (SAF) for graduate students allocated to the GSA and all funding request for graduate student function. The GFAC shall distribute these funds to graduate RSOs, Mixed RSOs, individual graduate students and sponsoring groups that enrich the academic, cultural, social, and professional experiences of the graduate student community.

Clause 2 The membership of the GFAC shall be composed of the GSA Vice-President, the Parliamentarian, the Director of Legislative Affairs, and three (3) GSA members. Individuals shall become a member of the GFAC on a volunteer basis.

Clause 3 The Committee shall reach a decision to fund, partially fund, fund under certain condition(s) or completely deny the funding request of an RSO or any other applicant.

Clause 4 The Vice-President shall preside over the meeting and act as a non-voting member.

Section C The Event Committee (EC)

Clause 1 The purpose of the Event Committee (EC) shall be to plan and coordinate all events approved by the GSA Executive Board and general body.

Clause 2 The membership of the EC shall be composed of at least five (5) voting members of the GSA. Individuals shall become a member of the EC on a volunteer basis.

Clause 3 The EC shall create and maintain a budget, with the guidance of the GFAC Chairperson, for any event. The EC shall propose a budget for all events to the GSA Executive Board for approval.

Clause 4 The meetings of the EC shall occur on an at-needed basis of the discretion of the Director of Event.

Section D The Hilltop Review Editorial Board (THREB)

Clause 1 The purpose of The Hilltop Review Editorial Board (THREB) shall be to coordinate the publication of The Hilltop Review.

Clause 2 The membership of the THREB shall be at least four (4) members of the GSA. The Chairperson of the THREB shall be The Director and Editor of Hilltop Review. Individuals shall become a member of the THREB on a volunteer basis.

Clause 3 The meetings of the THREB shall occur on an at-needed basis at the discretion of The Director and Editor of Hilltop Review.

Section E The Constitutional Committee

Clause 1 The purpose of the Constitutional Committee shall be to review the governing documents for the GSA and GFAC.

Clause 2 The membership of the Constitutional Committee shall be composed of the GSA President, GSA Vice-President, the Director of Legislative Affairs, and at least three (3) members of the GSA general body. The Chairperson of the Constitutional Committee shall be the Parliamentarian. Individual members shall become members of the Constitutional Committee on a volunteer basis.

Clause 3 The meetings of the Constitutional Committee shall occur on an as-needed basis at the discretion of the Parliamentarian.

Section F Standing and Ad Hoc Committees

Clause 1 Standing subcommittees shall be ongoing committees designed to perform specific functions identified by the GSA; these specific functions shall be designated in writing by the President of the GSA.

Clause 2 The creation and dissolution of additional standing subcommittees other than those set forth in this constitution shall require approval at a meeting of the GSA Senate by a simple majority vote.

Clause 3 Ad hoc committees shall be temporary committees designed to address special issues identified by the GSA. The specific issue the ad hoc committee is charged with addressing shall be specified in writing by the President of the GSA.

Clause 4 The creation and dissolution of ad hoc committees shall require approval at a meeting of the GSA Senate by a simple majority vote of those members present. It is intended that all ad hoc committees be dissolved upon the completion of their charge.

ARTICLE XI: GRADUATE COLLEGE AMBASSADORS

Section A Selection of Ambassadors

Clause 1 The Dean of the Graduate College will coordinate the search for the Graduate Ambassador positions. The position will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose candidates with whom to conduct interviews. After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the Dean of the Graduate College.

Section B General Duties of the Ambassadors

Clause 1 The ambassadors shall be assigned duties by the Graduate College.

Clause 2 All other duties and responsibilities shall be described by the Dean of the Graduate College or designee.

Clause 3 The ambassadors shall represent the Graduate College in a professional manner at all times.

Clause 4 The ambassadors shall search out and attend or participate in events sponsored by the University, Departments, their respective Colleges, RSOs in their respective Colleges, and the Graduate College.

Clause 5 The ambassadors shall know the student groups in their respective Colleges and attend at least one meeting of each to introduce themselves and let them know what the Graduate College is doing to improve service to graduate students.

Clause 6 The ambassadors shall be persistent with college and departmental personnel about intention/availability for such purposes as giving prospective students tours of campus, attending meetings, meeting formally or informally with students in departments, groups or colleges, meeting formally or informally with administrators and/or faculty to introduce yourself and let them know you are available to help in specific ways.

Clause 7 The ambassadors shall set up and widely publicize office hours.

Clause 8 The ambassadors shall attend meetings, events, and recruiting opportunities as requested by Graduate College.

Clause 9 Ambassadors shall attend GSA meetings and act as Senators of the graduate students from the areas they represent.

ARTICLE XII: FACULTY SENATE REPRESENTATIVES

Section A Information Technology Council Representative

Clause 1 The Information Technology Council Representative shall attend a Council meeting once per month.

Clause 2 The Information Technology Council Representative shall voice graduate students' ideas, needs and concern to council.

Clause 3 The Information Technology Council Representative shall report to the Executive Board and the membership actions taken that will affect graduate students.

Clause 4 The Information Technology Council Representative shall attend GFAC allocation and GSA regular meetings once per month.

Clause 5 The Information Technology Council Representative shall perform Ambassadors duties for area assigned.

Section B Faculty Senate Planning and Finance Council Representative

Clause 1 The Faculty Senate Planning and Finance Council Representative shall attend a Council meeting once per month.

Clause 2 The Faculty Senate Planning and Finance Council Representative shall voice graduate students' ideas, needs and concern to the Council.

Clause 3 The Faculty Senate Planning and Finance Council Representative shall report to the E-Board and the membership actions taken that will affect graduate students.

Clause 4 The Faculty Senate Planning and Finance Council Representative shall attend GFAC allocation and GSA regular meetings once per month.

Clause 5 The Faculty Senate Planning and Finance Council Representative shall perform Ambassador duties for the area assigned.

Section C Faculty Senate Graduate Studies Council Representative

Clause 1 The Faculty Senate Graduate Studies Council Representative shall attend a Council meeting once per month.

Clause 2 The Faculty Senate Graduate Studies Council Representative shall voice graduate students' ideas, needs and concern to Council.

Clause 3 The Faculty Senate Graduate Studies Council Representative shall report to the E- Board and the general assembly actions taken that will affect graduate students.

Clause 4 The Faculty Senate Graduate Studies Council Representative shall attend GFAC allocation and general GSA meetings once per month.

Clause 5 The Faculty Senate Graduate Studies Council Representative shall perform Ambassadors duties for area assigned.

Section D Faculty Senate Research Polices Council Representative

Clause 1 The Faculty Senate Research Polices Council Representative shall attend a Council meeting once per month.

Clause 2 The Faculty Senate Research Polices Council Representative shall voice graduate students' ideas, needs and concern to council.

Clause 3 The Faculty Senate Research Polices Council Representative shall report to the E- Board and the membership actions taken that will affect graduate students.

Clause 4 The Faculty Senate Research Polices Council Representative shall attend GFAC allocation and general GSA meetings once per month.

Clause 5 The Faculty Senate Research Polices Council Representative shall perform Ambassadors duties for the area assigned.

Section E Faculty Senate International Education Council Representative

- Clause 1 The Faculty Senate International Education Council Representative shall attend a Council meeting once per month.
- Clause 2 The Faculty Senate International Education Council Representative shall voice graduate students' ideas, needs and concern to council.
- Clause 3 The Faculty Senate International Education Council Representative shall report to the E-Board and the membership actions taken that will affect graduate students.
- Clause 4 The Faculty Senate International Education Council Representative shall attend GFAC allocation and general GSA meetings once per month.
- Clause 5 The Faculty Senate International Education Council Representative shall perform Ambassadors duties for the area assigned.

Section F Student Media Board Representative

- Clause 1 The Student Media Board Representative shall attend a Council meeting once per month.
- Clause 2 The Student Media Board Representative shall voice graduate students' ideas, needs and concern to council.
- Clause 3 The Student Media Board Representative shall report to the E- Board and the membership actions taken that will affect graduate students.
- Clause 4 The Student Media Board Representative shall attend GFAC allocation and general GSA meetings once per month.
- Clause 5 The Student Media Board Representative shall perform Ambassadors duties for the area assigned.

ARTICLE XIII: FORMAL RELATIONSHIP WITH THE GRADUATE COLLEGE

Section A The GSA acknowledges the Dean of the Graduate College and/or the designee as an independent partner in concern for the welfare of graduate students and graduate education at Western Michigan University.

Section B The Dean of the Graduate College or a designee from the Office of the Graduate College is encouraged to attend meetings of the GSA in order to maintain a collaborative working relationship with the GSA and in order to act as an advisor upon the request of the GSA.

Section C The officers of the GSA are encouraged to maintain close cordial relationships with the Dean of the Graduate College and/or designees in order to help further the causes championed by the GSA on behalf of the graduate student body.

ARTICLE XIV: AMENDMENTS

Section A Amendments to the GSA Constitution or the GFAC Guidelines can be proposed only by the President, the Vice-President or any GSA Senator.

Section B The proposed amendment may be submitted to the President and the Parliamentarian at any time, but there must be at least two (2) weeks between the submission and the meeting at which it will be considered.

Section C The Parliamentarian shall distribute copies of the proposed amendment to the GSA Senate at least seven (7) days prior the meeting in which the amendment in question will be discussed.

Section D Any amendment to the GFAC Guidelines or the GSA Constitution shall require approval at a meeting of the GSA by a simple majority vote of the Senate.

Section E Any amendment to the GSA Constitution or the GFAC which receives approval, shall become effective immediately after the meeting at which it is adopted; unless, the motion to amend specifies a time frame after which the amendment shall take effect, or the GSA Senate decides on a different date.

ARTICLE XV: RATIFICATION

Section A The Constitution shall be distributed to the membership of the GSA at the same time as the next monthly meeting agenda before it can be considered for adoption.

Section B The ratification of the Constitution shall require approval at a regular meeting of the GSA by a simple majority vote of the GSA Senate.

Section C The Constitution shall become effective upon ratification. All officers and members of the GSA shall remain in office after ratification, until their respective terms have been completed.