

Constitution of the Arts & Sciences Graduate Student Union

(Amended 4/14/11)

PREAMBLE

The Arts & Sciences Graduate Student Union (hereafter referred to as A&S GSU) shall provide official channels for the administration of arts and sciences graduate student affairs and of the budget allotted by the Student Government Association (SGA). The A&S GSU shall provide the following through council meetings:

- A forum of communication between arts and sciences graduate student populations.
- An opportunity to participate in the formation and revision of budgetary and administrative policies.
- Open communication with the Officers of the University's Graduate Student Council (GSC) who represent the A&S GSU at SGA Student Senate Meetings.
- A means to educate graduate students of their rights, responsibilities, and privileges.
- A reservoir of interested students for appointment to University committees.
- Opportunities to attend and participate in departmental curriculum committee meetings.

ARTICLE I: MEMBERSHIP

1. The membership of the A&S GSU shall consist of all nonprofessional graduate students in good standing enrolled in a University-recognized post-baccalaureate program within the College of Arts and Sciences.

2. The A&S GSU shall not discriminate against members for any reason mentioned in the University of Louisville's Diversity Vision Statement or Non-Discrimination Statement, unless otherwise required by law.

3. Each semester one representative from each department within the College of Arts and Sciences is required to attend. If a representative is unable to attend, an alternate graduate student from that department may attend as a proxy.

4. The voting membership of the A&S GSU shall consist of no less than the President, Vice-President, Secretary, Information Officer, and one representative from Natural Sciences, Social Sciences, and Humanities. These seven elected members comprise the executive voting members, and shall be required to attend monthly meetings. Any other member may also attend and all departments are afforded one vote on monthly decisions.

5. No one person may serve as the representative for more than one academic department.

6. The duties of the representatives shall be as follows:
 - a) To accurately represent the constituents of their respective departments.
 - b) To attend all A&S GSU meetings in person or via proxy.
 - c) To communicate regularly with the GSC in such a manner as the President shall direct.
 - d) To disseminate information to their respective departments.

ARTICLE II: AUTHORITY

The A&S GSU shall have no authority to direct the internal affairs of the departments from which the members come, other than such affairs as relate to this constitution and its by-laws.

ARTICLE III: ORGANIZATION

1. The A&S GSU shall govern and be elected by the A&S GSU.
2. The A&S GSU Executive Council shall consist of four officers: President, Vice President, Secretary, and Information Officer. In addition there shall be three representatives, one from each of the three general areas covered by the College of Arts and Sciences; Natural Sciences, Social Sciences, and Humanities. One officer may serve as a Senator of the SGA Student Senate and may attend, in person or via proxy, all SGA Senate meetings.
3. The duties of the President shall be as follows:
 - i. To serve as the official spokesperson and a primary means of contact for the A&S GSU.
 - ii. To schedule, preside, or appoint someone to preside over all A&S GSU meetings.
 - iii. To deliver a report on the activity of the A&S GSU to the SGA when directed to do so.
 - iv. To act as liaison between the A&S GSU and the University Administration.
 - v. To prepare the annual budget in conjunction with and for review by the Executive Council no more than two weeks prior to the budget deadline of the SGA.
 - vi. To serve as the A&S GSU's representative on the Graduate Council.
4. If the President is unable to fulfill his or her duties, the Vice-President shall act as President until such time as the President can resume his or her duties, or a new election may be held to replace the President.

5. The duties of the Vice President shall be as follows:

- i. To assume the duties of the President when necessary.
- ii. To assist with the planning of the meeting agendas of the A&S GSU.
- iii. To assist with the preparation of the annual budget.
- iv. To ensure that all current committees, both internal and external, have any needed resources.
- v. To ensure that all current committees, both internal and external, are properly staffed.
- vi. To serve as chair of the Constitution and Elections committee of the GSU.

6. The duties of the Secretary shall be as follows:

- i. To act as Controller of the Budget and as Signatory.
- ii. To keep the agendas and attendance records of all official A&S GSU meetings.

7. The duties of the Information Officer shall be as follows:

- i. To establish a means of communication with the representatives on the GSC.
- ii. To maintain an e-mail list for the A&S GSU.
- iii. To Manage the A&S GSU web site, and be responsible for all publicity for the group.

8. The duties of the Representatives from Natural Sciences, Social Sciences, and Humanities shall be to assume duties as needed by the A&S GSU including but not limited to serving as proxies for the executive officers when necessary as well as attending Executive Council meetings, and will vote on all matters along with the officers mentioned above.

9. Removal of Officers

- i. An officer may be removed from office if he or she fails to uphold his or her responsibilities. This may include, but is not limited to, failure to attend meetings of the A&S GSU and the failure to fulfill the duties of his or her office as defined in this Constitution.
- ii. In order to remove an officer, a written letter must be submitted to the Executive Council. The officer in question shall be notified by the Executive Council within twenty-four hours of the receipt of the letter submitted to the Executive Council. A hearing shall be held at the

next regular A&S GSU meeting held at least two weeks subsequent to the receipt of the letter by the Executive Council, at which time the officer shall present his/her defense. The officer shall be removed from office by a three-fourths majority vote of the Representatives present after a quorum has been established. Quorum status will be reaffirmed before the vote occurs.

10. The A&S GSU shall form and maintain the following Ad Hoc committees as needed, which shall perform such duties as the by-laws shall prescribe: Constitution and Elections Committee, Event Committee, and Information Committee.

11. Ad Hoc committees shall be created at the discretion of the Executive Council.

12. Representatives to such external committees, councils, or other organizations that require representatives from the A&S GSU, shall be elected by the A&S GSU. When necessary the Executive Council may appoint committee members who will then be affirmed by the A&S GSU at the next meeting.

ARTICLE IV: ELECTIONS

1. Eligibility:

- a) All candidates for positions on the Executive Council shall be Members of the A&S GSU for at least one academic semester.
- b) The candidates for President and Vice President shall have been active A&S GSU representatives for at least one academic semester.
- c) All committee chairs shall be representatives on the A&S GSU.

2. Nominations for the Executive Council, committee chairs, and external representatives may be accepted at the March meeting of the A&S GSU; nominations may also be accepted at the April meeting. Annual elections shall be held at the April A&S GSU meeting.

3. All elected officials shall serve until the date of the Spring commencement ceremony.

4. All elected officials shall transition the officers for the next academic year beginning with the April elections. The newly elected officers will officially take office beginning the day following the Spring commencement ceremony.

5. In case of a vacancy in any elected position, an election to fill the position shall be held at the next regularly scheduled meeting of the A&S GSU.

6. Elected officials shall be re-elected no more than one time to the same position and no more than three total consecutive years on the executive board. In case no one is eligible to serve according to the requirements set forth in this Constitution or no one who is eligible desires to serve, the requirements may be waived upon a two-thirds vote of those A&S GSU members present

once a quorum has been established. Any A&S GSU member may then run for the office for which the requirements were suspended. If an officer is elected under these circumstances, the said officer shall have full authority as described in Article III.

All members of the Executive Council may serve as representatives of their respective departments.

ARTICLE V: MEETINGS

1. A&S GSU Meetings

- a) Regular meetings of the A&S GSU shall be held once each month in which classes are held during the fall and spring academic semesters.
- b) The President shall call a special meeting upon receipt of a petition signed by at least one fourth of the Representatives to the A&S GSU.
- c) Any and all meetings of the A&S GSU and A&S GSU Committees, with or without a quorum present, shall be open. Any part of a meeting that involves the discussion of the appointment, discipline, or dismissal of an individual member may be closed to the public. Only representatives of the A&S GSU shall be entitled to vote.
- d) Representatives of the A&S GSU shall be notified of meetings at least one week in advance. The Executive Council of the A&S GSU shall notify directors of graduate study of all departments eligible to send representatives before the first meeting of the fall semester.

2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the A&S GSU in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the A&S GSU may adopt.

ARTICLE VI: VOTING

1. Each department representative shall have one vote, but the President shall only vote in case of a tie.
2. A quorum shall consist of one half of the representatives from all departments that are not currently ineligible.
3. A simple majority vote of those present shall prevail in all matters unless otherwise stated herein.

ARTICLE VII: AMENDMENTS TO THIS CONSTITUTION AND BY-LAWS

1. Any representative may submit in writing to the Executive Council an amendment to this Constitution and by-laws. The proposed amendment shall be submitted to the Vice-President at least seven (7) days before a scheduled A&S GSU meeting.
2. The proposed amendment shall be debated and a vote held at the next regular A&S GSU meeting. The amendment shall be approved by a three-fourths majority of the Representatives present after a quorum has been established.

BY-LAWS OF THE A&S GRADUATE STUDENT UNION

1. Ineligible Departments:

- a) A department that lacks representation at more than one meeting in one academic semester shall be deemed ineligible and shall lose access to the budget or travel funds in any way for the following semester. The A&S GSU Executive Council shall send notification of such status to the Representative of the ineligible department and to its Chair.
- b) Following attendance of a representative at all but one A&S GSU meeting during the ineligible semester of the department, the department shall be restored to active status.
- c) A reinstated department shall have the right to vote and have access to the budget and travel funds upon reinstatement.

2. Allocation of Funds

- a) Any funds granted to the A&S GSU will be disbursed as the representatives of the A&S GSU see fit.
- b) A written request for any funds must be submitted to the Secretary of the A&S GSU at least two weeks prior to the next official A&S GSU meeting.
- c) The voting representatives present at the meeting will then decide whether to allow the funds requested to be disbursed.

3. Duties of the Ad Hoc Committees of the A&S GSU

- a) The duties of the Constitution and Elections Committee are as follows:
 - i. To ensure that the A&S GSU remains in compliance with this Constitution.
 - ii. To accept nominations, as necessary, for all elected positions and verify the eligibility of the nominees.
 - iii. To establish procedures for conducting elections affirmed by the A&S GSU.
- b) The duties of the Event Committee shall be as follows:
 - i. To plan such events as the A&S GSU may conduct.
 - ii. To appoint a representative to serve on the SGA House of Representatives and the Student Activities Board when such an appointment is required or requested.