

CONSTITUTION
AND
BY-LAWS
OF THE
GRADUATE STUDENT COUNCIL
OF
CLAREMONT GRADUATE UNIVERSITY

Table of Contents

Constitution

Article 1. Preamble	3
Article 2. The Graduate Student Council: Title and Composition	3
Article 3. Mission Statement, Vision Statement, and Diversity Policy	3
Article 4. The Standing Membership: Term and Responsibilities.....	4
Article 5. The Executive Board	6
Article 6. Committees of the Graduate Student Council	9
Article 7. Quorum, Meeting Procedures, and Advisors.....	10
Article 8. Recess Governance and the Prerogative Power.....	10
Article 9. Apportionment and Elections	11
Article 10. Vacancies	13
Article 11. Recall & Reinstatement.....	14
Article 12. Amendment Procedure	18

By-Laws

Article 1. General Guidelines	19
Article 2. Appointments.....	19
Article 3. Stipends.....	19
Article 4. Council.....	20
Article 5. Council Committees	21
Article 6. Election Procedures for GSC Officers.....	25
Article 7. Election Adjudication & Sanctions	27
Article 8. Work-Study Students.....	28

Constitution of the Graduate Student Council

Claremont Graduate University

Article 1. Preamble

We, the students of Claremont Graduate University, do hereby establish the constitution of the Graduate Student Council with the primary objective of representing and defending the welfare of the student body. The Graduate Student Council upholds that all students by virtue of their registration at Claremont Graduate University shall be members of the student body and henceforth be granted the privileges of this constitution.

Article 2. The Graduate Student Council: Title and Composition

Section 2.1: Title

The organization established and governed by this constitution shall be referred to as the Graduate Student Council, hereafter referred to as the GSC or the Council. Claremont Graduate University will hereafter be referred to as CGU.

Section 2.2: Composition

The GSC shall consist of two governing bodies:

2.2.A: The Executive Board: The executive board shall consist of executive officers and chief officers.

1: The Executive Officers: The executive officers shall include a president, vice president, treasurer, and secretary.

2: The Chief Officers: The chief officers shall include a chief of staff and chief strategy officer.

2.2.B: The Standing Membership: The standing membership shall include representatives and delegates with voting privileges. The standing membership shall also include two appointed diversity representatives with voting privileges.

Article 3. Mission Statement, Vision Statement, and Diversity Policy

Section 3.1: Mission Statement

The CGU GSC is committed to representing the perspectives of our diverse constituents with equality, integrity, respect, and transparency. The GSC strives to empower our students by advocating for pragmatic solutions that enhances their quality of life and general well-being. Through established partnerships with community stakeholders, GSC will foster an inclusive community environment while engaging in a culture of connectivity.

Section 3.2: Diversity Policy

The GSC strives to create a campus environment that fosters the building of community among all students, faculty, and staff. The GSC does not discriminate on any condition including but not limited to: age, color, cultural background, ethnicity, gender identity, national origin, ability, race, religion, sexual orientation, socioeconomic status, or veteran status, marital status, immigration status, political affiliation, or any other protected category. The GSC is committed to the belief that all persons, regardless of their individual characteristics, are valued for their talents and contributions.

Section 3.3: Vision Statement

The vision of the GSC is to implement proactive initiatives that will benefit our constituents by increasing the visibility of their interests, reinforcing graduate education excellence, encouraging student engagement, and strengthening the sense of community. We strive to be:

Approachable— The GSC promotes a collaborative partnership and will serve as the liaison between students, administrators, faculty, staff, alumni, and community organizations. We will be accessible, altruistic, and transparent with the decision-making process.

Empowering— The GSC will support activities that will advance the cause of our students. We will be emboldening our students to be progressive leaders who encourages civic engagement and community involvement.

Reliable— The GSC strives to be the epitome of governing excellence by supporting respectable, dependable, and honest communication with our community. We embrace the importance of providing representation that adds value to the quality of the university and will enhance the experience through contemporary communication methods.

Respectful— The GSC aspires to cultivate a cohesive environment that is safe and inclusive for everyone. We value cultural competency and connectivity by creating content that will illuminate group struggles while developing innovative remedies.

Visionary— The GSC embraces a progressive future that contributes to the prosperity of our university while respecting the importance of our vibrant tradition. We will be dedicated to providing activities, workshops, forums, and professional development events that will lead to student achievements and partnerships across disciplines.

Article 4. The Standing Membership: Term and Responsibilities

Section 4.1: The standing membership shall consist of representatives, delegates, and appointed diversity representatives.

Section 4.2: Representatives shall be seated for a term of one year, from June 1 to May 31 of the following year.

Section 4.3: Delegates shall be seated for a term of one year, from election to May 31 of the following year.

Section 4.4: Diversity representatives shall be seated for a term of one year, from June 1 to May 31 of the following year.

Section 4.5: A representative, delegate, or diversity representatives in the standing membership shall only be unseated by a recall as outlined in Article 11.

Section 4.6: The standing membership shall be obligated to fulfill the following responsibilities:

4.6.A: Attend meetings and functions of the GSC.

4.6.B: The representatives, delegates, and diversity representatives shall vote on all measures consistent with Section 4.9 of this Article.

4.6.C: Communicate with respective school's constituents to inform them of the GSC's activities.

4.6.D: Represent the interests of the constituents the GSC.

4.6.E: Serve on GSC committees as appointed by the GSC president.

Section 4.7: Two appointed diversity representatives shall be obligated to fulfill the following responsibilities:

4.7.A: Shall represent all diversity-based student associations and bring any recommendations or concerns to the GSC Council.

4.7.B: Shall be required to sit on an internal committee.

Section 4.8: The standing membership is eligible for office by the following criteria:

4.8.A: Be currently enrolled as a CGU student in good academic and disciplinary standing.

4.8.B: Representatives must not have previously served as a representative of the GSC for more than four years, including partial years.

4.8.C: Delegates must not have previously served as a delegate of the GSC for more than four years, including partial years.

4.8.D: Diversity representatives must not have previously served as a diversity representative of the GSC for more than four years, including partial years.

Section 4.9: The voting privileges of representatives and delegates:

4.9.A: Representatives shall be eligible to vote on all matters before the GSC.

4.9.B: Delegates and diversity representatives are eligible to vote on all matters with the exceptions of Constitutional amendments and executive board election ties.

Article 5. The Executive Board

Section 5.1: The executive board shall consist of a president, vice president, treasurer, secretary, chief of staff, and chief strategy officer.

5.1.A: The new executive board of GSC shall be currently enrolled students at CGU in good academic and disciplinary standing. The new executive board shall assume GSC duties subsequent to being sworn-in at the inauguration ceremony for newly elected members. The previous executive board shall assist with the transition period.

Section 5.2: Executive officers shall be eligible to vote on all matters before the GSC. Chief officers shall be eligible to vote on all matters with the exceptions of Constitutional amendments and executive board election ties.

Section 5.3: The president shall:

5.3.A: Preside at all meetings of the GSC.

5.3.B: Set final approval of the agenda two days prior to the GSC meetings.

5.3.C: Appoint members to external and internal committees.

5.3.D: Appointment of the chief officers and the diversity representatives with approval of the executive board.

5.3.E: Serve as the main spokesperson and representative for the GSC.

5.3.F: Request, as necessary, reports from any member, officer, or committee of the GSC.

5.3.G: Call special meetings, outside of the GSC council meetings and executive board meetings, when necessary.

5.3.H: Ensure that proper budgetary procedures are followed consistent with university and GSC policies.

5.3.I: Serve on university committees or appoint a designee to serve on the committees.

5.3.J: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

5.3.K: Possess those authorities incidental to the position of president as outlined by Robert's Rules of Order, notwithstanding other provisions of this Constitution.

5.3.L: Be responsible for updating the GSC Student Handout, with input from the executive board, that shall be given to all new incoming students at CGU each semester (See Handbook Article 12).

5.3.M: Shall be subject to term limits of no more than two consecutive academic years as president and shall only serve as an executive officer for a cumulative total of four years during their tenure at CGU.

Section 5.4: Vice president shall:

5.4.A: Preside at all meetings in absence of the president or when requested by the president.

5.4.B: Assist the president in the execution of duties of the office.

5.4.C: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

5.4.D: Possess those authorities incidental to the position of vice president as outlined by Robert's Rules of Order, notwithstanding other provisions of this Constitution.

5.4.E: Subject to term limits of no more than two consecutive academic years as vice president and shall only serve as an executive officer for a cumulative total of four years during their tenure at CGU.

Section 5.5: The treasurer shall:

5.5.A: Prepare a balanced budget, with the advice of the president, to present to the standing membership and executive board for ratification at the beginning of each academic year.

5.5.B: Prepare monthly financial reports of expenditures and income to present to the GSC for oversight.

5.5.C: Notify the GSC of its financial status and incidental expenditures not included in the original budget at the next possible meeting for ratification.

5.5.D: Inform the GSC of the transfer of funds necessitated by the overruns of budget limits pending their approval.

5.5.E: Execute dispersal of expenditures of GSC funds consistent with university procedure, this Constitution, and the directives of the approved yearly budget.

5.5.F: Chair the GSC Budget Committee.

5.5.G: Assist the president in the execution of the duties of the office.

5.5.H: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

5.5.I: Possess those authorities incidental to the position of treasurer as outlined by Robert's Rules of Order, notwithstanding other provisions of this Constitution.

5.5.J: Shall be subject to term limits of no more than two consecutive academic years as treasurer and shall only serve as an executive officer for a cumulative total of four years during their tenure at CGU.

Section 5.6: The secretary shall:

5.6.A: Prepare detailed minutes of all meetings of the standing membership and executive board.

5.6.B: Maintain a current roster with contact information and committee assignments of all GSC members.

5.6.C: Distribute documents relevant to the GSC's operation to its members and committees.

5.6.D: Conduct all correspondence in concert with the president's function as main spokesperson and representative of GSC, notwithstanding other provisions of this Constitution.

5.6.E: Notify members of meeting times and other notices at the direction of the president.

5.6.F: Oversee all GSC electronic publicity.

5.6.G: Assist the president in the execution of the duties of the office.

5.6.H: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

5.6.I: Possess those authorities incidental to the position of secretary as outlined by Robert's Rules of Order, notwithstanding other provisions of this Constitution.

5.6.J: Subject to term limits of no more than two consecutive academic years as secretary and shall only serve as an executive officer for a cumulative total of four years during their tenure at CGU.

Section 5.7: The chief of staff shall:

5.7.A: Provide historical background, research, reports, and advice as needed.

5.7.B: Assist the Election Committee chair with GSC elections.

5.7.C: Assist the secretary in the execution of the duties of the office as needed.

5.7.D: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

Section 5.8: The chief strategy officer shall:

5.8.A: Assist the president in the execution of the Council's long-term goals and projects as needed.

5.8.B: Assist the president in the execution of the duties of the office as needed.

5.8.C: Act in the best interests of the standing membership when their immediate approval cannot be obtained, subject to provisions of Article 8.

Article 6. Committees of the Graduate Student Council

The GSC shall have committees that must include but are not limited to:

Section 6.1: An Annual Projects Committee that shall handle all student advocacy issues and other annual projects as necessary.

Section 6.2: A Budget Committee that shall help the treasurer and the president prepare the budget and disperse funds at their request, plan and execute the travel awards, approve expenditures up to \$500 of unbudgeted expenses, and advise the GSC on financial matters.

Section 6.3: A Constitution Committee that shall uphold the GSC Constitution, By-laws, and Handbook and shall keep the documents up-to-date.

Section 6.4: An Election Committee that shall plan and execute all elections of the GSC.

6.4.A: The election timeline shall be published during the first week of the spring semester.

Section 6.5: A Student Affairs Committee that shall plan and execute social and academic events.

Section 6.6: Ad hoc committees may be created by a majority vote of the council as determined appropriate.

Article 7. Quorum, Meeting Procedures, and Advisors

Section 7.1: A quorum of the GSC shall consist of one-half of the current GSC members, plus one.

Section 7.2: Scheduling of Council Meetings:

7.2.A: The president shall call bi-monthly meetings of the Council.

7.2.B: Special meetings of the Council may be called to consider a special item or items of business, by the following means: The president, two members of the executive board, four council members, or petition of any ten graduate students with majority approval from the executive board.

Section 7.3: Conduct of Council Meetings

7.3.A: Every Council meeting must allow time for open floor.

7.3.B: The current edition of Robert's Rules of Order shall serve as the meeting procedure and organization Handbook of the GSC, notwithstanding other provisions of this Constitution. Additional standards for meeting procedure can be found in the GSC Handbook, Article 10.

1. A copy of the current edition of Robert's Rules of Order shall be made available at all meetings for clarification of procedural discrepancies.

7.3.C: The CGU dean of students or council justice will serve as advisors available for general consultation on procedural matters and GSC constitutional interpretations.

Article 8. Recess Governance and the Prerogative Power

Section 8.1: The executive board shall have the authority to act while the GSC is in recess or adjourned on their behalf by the following procedure:

8.1.A: The president shall propose a course of action to the executive board. A majority vote of these members is required. Minutes or other documentation shall be recorded.

8.1.B: This recess decision shall be reported to the GSC at the earliest opportunity, and at the next meeting shall be subject to ratification by majority vote prior to conducting other business.

Section 8.2: The president may act alone only in those circumstances where the procedure outlined in Section 8.1 of this article cannot be followed due to time constraints or inability to convene the executive board. The president shall report in writing to the Council the reasons for the actions and shall be subject to immediate ratification by majority vote of this exercise at the earliest possible time.

Section 8.3: If the Council fails to ratify the president's decisions made while in recess, the order made shall not pass or be implemented.

Article 9. Apportionment and Elections

Section 9.1: Representatives and delegates shall be apportioned by the following procedure:

9.1.A: Each school of the Claremont Graduate University shall have two representatives upon their recognition by the university.

9.1.B: School delegates will be apportioned for every 100 students based on previous year's census, rounded to the nearest 100, as provided by CGU.

9.1.C: Following the election of the executive board, an updated delegate apportionment plan shall be adopted as binding for the following academic year and updated in the Handbook, based on the FTE for the year, before the end of the spring semester.

Section 9.2: Representatives shall be seated by the following procedure:

9.2.A: Nominations for representatives shall be opened by April 10 of the academic year at a regularly scheduled meeting and shall be submitted to the Election Committee chair.

9.2.B: At the next regularly scheduled meeting, representative nominations shall be closed by simple majority vote of the GSC, and 250-word statements from the candidates shall be presented for publication to the student body.

9.2.C: Names will be published to the student body for popular voting with a 250-word candidate statement and notice of sponsorship if it is granted.

9.2.D: Voting for school representatives shall be limited to their respective schools.

9.2.E: Popular voting shall remain open for one week after which the executive board shall accept the results of the election and notify candidates of the outcome.

9.2.F: Vacancies shall be filled consistent with Article 10.

Section 9.3: Delegates shall be seated by the following procedure:

9.3.A: Nominations for delegates shall be opened on the first day of class of the fall semester and announced through all modes of communication available. Nominations shall be submitted to the Election Committee chair.

9.3.B: By the end of the first regularly scheduled meeting, nominations shall be closed by simple majority vote of the GSC, and written statements of 250 words

from the candidates shall be presented for publication to the student body.

9.3.C: Names will be published to the student body for popular voting with a 250-word candidate statement and notice of sponsorship if it is granted.

9.3.D: Voting for delegates shall be limited to their respective schools.

9.3.E: Popular voting shall remain open for one week after which the executive board shall accept the results of the election and notify candidates of the outcome.

9.3.F: Vacancies shall be filled consistent with Article 10.

Section 9.4: The following procedure shall seat diversity representatives:

9.4.A: Diversity representatives shall be appointed by the president and confirmed by a majority vote of the Council.

Section 9.5: Chief officers shall be seated by the following procedure:

9.5.A: Chief officers shall be appointed by the president and confirmed by a majority vote of the Council.

9.5.B: The president shall have the power to ask for their resignation at any time, as well as being subject to regular recall processes.

Section 9.6: Executive officers shall be seated by the following procedure:

9.6.A: Elections to fill the positions of president, vice president, treasurer, and secretary shall be open to all students enrolled in CGU.

9.6.B: Voting will be available online to all students.

9.6.C: The votes shall be counted according to the popular vote in which the candidate with the most votes shall win.

9.6.D: In cases of a tie within the popular vote, the decision will be decided by a majority vote of the executive officers and representatives within the GSC.

9.6.E: Candidates for the president of the GSC must either attend 50% of the open GSC meetings for the current academic year, or currently serves on the GSC as an executive board member, representative, or delegate. Alternatively, students who do not meet these requirements may also qualify for eligibility by attending every meeting in the spring semester following the announcements of GSC elections in January. This requirement must be published to the student body at the beginning of the fall and spring semesters or it is void.

9.6.F: For election procedures refer to Article 6 of the By-laws.

9.6.G: Vacancies shall be filled consistent with Article 10.

Article 10. Vacancies

Section 10.1: In the event of a vacancy of a representative:

10.1.A: A delegate, of the same school, shall assume the duties and powers of the acting representative when nominated by the executive board, pending majority vote of the standing membership.

10.1.B: If no delegates are available, the standing membership at the next regular meeting shall appoint a nominee from the student body of the respective constituency.

Section 10.2: In the event of a vacancy of a delegate:

10.2.A: Delegates shall be drawn from the student body of the respective school. The standing membership at the next regular meeting shall nominate a candidate who will be appointed pending majority vote of the standing membership.

Section 10.3: In the event of vacancies in an executive office:

10.3.A: In the event of a vacancy of the president:

1: The vice president shall immediately assume the duties of the president and operate consistent with the procedure outlined in Section 10.3.B of this Article, until such time as the vacancy is filled.

2: This provision does not preclude the vice president from candidacy for the vacancy, but the Election Committee chair must preside over the election.

10.3.B: In the event of a vacancy of the vice president, treasurer, or secretary:

1: The president, with majority approval from the executive board, will appoint an interim acting vice president, treasurer, or secretary to fulfill the duties of the vacant office until an appropriate replacement is confirmed.

2: Nominations shall be opened at the next meeting to the student body and the standing membership shall vote on nominees. A majority vote by the standing membership is required for the nominee to be confirmed.

Section 10.4: In the event no one is elected as an executive officer by June 1:

10.4.A: The dean of students or designee will appoint an ad hoc emergency executive board (AEEC) who will oversee the operations of the GSC until such time that elections for the executive board can be administered. Priority will be

given to the prior year's council members.

10.4.B: Eligible members will include students continuing at CGU the following year, who are not barred from serving on the executive board and are in good academic and disciplinary standing.

Article 11. Recall & Reinstatement

Section 11.1: Recall Procedures

11.1.A: Any member of the GSC who fails to meet the duties of their position may be recalled.

11.1.B: Any member of the GSC can motion to recall a member by completing a Resolution of Charges form and obtaining the signature of at least five members of the council supporting the recall petition. Upon completion of the form and obtaining the proper signatures, the petitioner shall email the form, along with the allegation and supporting evidence, to the executive board and council justice.

1: The council justice and executive board shall review the petition to determine if the form was completed correctly. If the council justice and executive board deemed the form to not be complete, the council justice shall inform the petitioner and allow the petitioner to resubmit the petition.

2: If the council justice and executive board deemed the form to be complete, a copy of the petition shall be sent by the council justice or a member of the executive board to the member being recalled, petitioner, and CGU dean of students within two business days. Henceforth, the member being recalled shall be placed on an interim administrative leave and shall have all responsibilities and authorities suspended for the duration of the adjudication process.

11.1.C: Any CGU student can motion to recall a GSC member by completing a Resolution of Charges form and obtaining the signature of at least ten CGU students supporting the recall petition. Upon completion of the form and obtaining the proper signatures, the petitioner shall email the form, along with the allegation and supporting evidence, to the executive board and council justice.

1: The council justice and executive board shall review the petition to determine if the form was completed correctly. If the council justice and executive board deemed the form to not be complete, the council justice shall inform the petitioner and allow the member to resubmit the petition.

2: If the council justice and executive board deemed the form to be complete, a copy of the petition shall be sent by the council justice or a member of the executive board to the member being recalled,

petitioner, and CGU dean of students within two business days. Henceforth, the member being recalled shall be placed on an interim administrative leave and shall have all responsibilities and authorities suspended for the duration of the adjudication process.

11.1.D: The council justice or a member of the executive board is responsible for sending the Resolution of Charges form, allegation, and supporting evidence to the entire GSC Council within two business days of approving the recall petition.

11.1.E: The recall will be the first order of business at the next Council meeting that is scheduled. If there is no meeting scheduled within fourteen days after the resolution was approved, the presiding officer of the adjudication process may call an emergency meeting.

11.1.F: If the motion for recall is for the president, the vice president will immediately be given the power to run the meeting until the adjudication process is completed. As soon as the meeting is open, and quorum confirmed, the presiding officer shall read the Resolution of Charges.

1: In the event that the president or vice president cannot serve as presiding officer for any reasons, the council justice shall be the presiding officer for the duration of the adjudication process.

11.1.G: The recall petitioner shall have up to thirty minutes to present the allegation and supporting evidence to the Council.

11.1.H: The accused member shall have up to thirty minutes to respond to the charges. After the presentations, the presiding officer shall call for a deliberation among the Council. The Council shall have up to sixty minutes for deliberation. After the deliberation by the Council, the presiding officer shall call for voting by secret ballot.

11.1.I: The Council will vote on the motion for recall before the meeting can be adjourned or other business is completed.

11.1.J: The member being recalled, recall petitioner, and council justice may not vote on this motion.

11.1.K: The presiding officer, council justice, and dean of students shall count the ballots.

1. If the council justice is unable to participate in the counting of the ballots or another reviewer is needed, the GSC Council shall nominate and approve a member in attendance to be a ballot counter. A majority vote is required for the nominee to be confirmed.

11.1.L: If a motion to remove a member of the GSC is presented and passes with two-thirds voting in favor of the recall:

1: The relevant seat is immediately declared vacant (see Constitution Article 10).

2: The recalled member may not serve on the GSC executive board during the next academic year.

Section 11.2: General Recall Appeal & Reinstatement

11.2.A: The recalled member may appeal to the Council for reinstatement.

11.2.B: Appeals may only be made on the charge of procedural error or based on new evidence found after the recall.

11.2.C: Appeals based on procedural error must be submitted within ten business days of being recalled. The member who was recalled must submit the Resolution of Appeal form, along with documentation of procedural error(s) or new evidence, to the executive board, council justice, and dean of students.

11.2.D: The presiding officer, council justice, and dean of students will review the appeal to see if it meets the criteria for procedural error or new evidence and will notify the recalled member and executive board within two business days of making the decision.

11.2.E: The council justice or a member of the executive board is responsible for notifying the GSC Council on the status of the appeal and providing the appropriate documentations. The council justice or a member of the executive board shall notify the Council within two business days after receiving the decision of the appeal by the dean of students, presiding officer, and council justice.

11.2.F: The appeal will be the first order of business at the next Council meeting that is scheduled. If there is no meeting scheduled within fourteen days after the appeal was approved, the presiding officer may call for an emergency meeting.

11.2.G: As soon as the meeting is open, and quorum confirmed, the presiding officer shall review the rules of an appeal and then read the Resolution of Appeal.

11.2.H: The recalled member shall have up to thirty minutes to provide an explanation of the appeal. After the thirty minutes presentation, the presiding officer shall call for a deliberation among the Council. The Council shall have up to sixty minutes for deliberation. After the deliberation by the Council, the presiding officer shall call for voting by secret ballot.

11.2.I: The Council will vote on the motion for recall before the meeting can be adjourned or other business is completed.

11.2.J: The member in question and council justice may not vote on this motion.

11.2.K: The presiding officer, council justice, and dean of students shall count the ballots.

1. If the council justice is unable to participate in the counting of the ballots or another reviewer is needed, the GSC Council shall nominate and approve a member in attendance to be a ballot counter. A majority vote is required for the nominee to be confirmed.

11.2.L: If an appeal is presented and passes with two-thirds voting in favor of the reinstatement:

1: The member shall be reinstated to the Council in their original position with all its rights and responsibilities. If the vacancy has already been filled, the replacement will receive any stipend as applicable for time served, and their service will not count toward any term limits.

2: The reinstated member shall be eligible to serve on the GSC executive board during the next academic year.

11.2.M: If an appeal is presented and fails to pass:

1: The recall of the member stands.

2: No further appeals may be brought to the Council on the matter, nor can the matter be grieved per university procedures.

3: The GSC is an independent governing body and the decision to recall a member shall not be infringed upon by other governing bodies, including Claremont Graduate University administration, faculty, or staff.

Section 11.3: Attendance Based Recall

11.3.A: Any member of the GSC shall have a maximum of two allowed unexcused absences per semester.

11.3.B: Any member of the GSC who arrives 15 minutes after the designated meeting time shall be considered tardy. The accumulation of two unexcused tardies will be considered one unexcused absence.

11.3.C: When any member of the GSC has met, or exceeded two unexcused absences, a recall shall be initiated.

11.3.D: The relevant seat shall be immediately declared vacant upon completion of the adjudication process.

11.3.E: The council justice or a member of the executive board is responsible for notifying the recalled member of their removal from the GSC within ten business days.

Section 11.4: Attendance Based Reinstatement

11.4.A: If the removed member wishes to be considered for reinstatement, the reinstatement shall be added as the first order of business to the agenda of the next meeting. If there is no meeting scheduled within fourteen days of the reinstatement request, the presiding officer of the adjudication process may call an emergency meeting. The Council shall hold a vote by secret ballot to decide on reinstatement of that individual to their former position.

11.4.B: The member in question, if present, may speak in their defense for up to thirty minutes, but is not eligible to vote on this motion.

11.4.C: For the member to be reinstated, at least a two-thirds vote in favor of reinstatement is necessary.

11.4.D: If a reinstatement is presented and passes with two-thirds voting in favor of the reinstatement, the member shall be reinstated to the Council in their original position with all its rights and responsibilities.

11.4.E: If an appeal is presented and fails to pass, the recall of the member stands, and no further appeals or grievances may be brought to the Council on the matter, nor can the matter be grieved per University procedures. The GSC is an independent governing body and the decision to recall a member shall not be infringed upon by other governing bodies, including Claremont Graduate University administration, faculty, or staff.

Section 11.5: Resignations

11.5.A: Council members may voluntarily resign at any time for any reason. Resignations shall be submitted in writing to the president or secretary of the GSC.

Article 12. Amendment Procedure

This Constitution shall be subject to amendment in whole, or in part, by the following procedure:

Section 12.1: The GSC shall be presented with proposed changes at a regularly scheduled meeting. By a simple majority vote, the GSC may approve proposed changes for publication to the student body.

Section 12.2: The public shall be given at least one week to make comments regarding the proposed changes. At the next regularly scheduled meeting, the published changes shall be brought before the GSC for final adoption. A three-fourths majority vote is necessary to adopt changes, and changes will become effective immediately after the adoption.

By-Laws of the Graduate Student Council Claremont Graduate University

Article 1. General Guidelines

Section 1.1: The Graduate Student Council ("GSC" or "Council") shall serve the interests and advocate on behalf of the students of Claremont Graduate University (CGU). Because the input and viewpoints of all members of the student body are important, the GSC shall make decisions by majority vote, unless otherwise specified in the GSC Constitution or By-Laws.

Section 1.2: No council member, acting in an official capacity, shall endorse or introduce any events or conduct any business unless authorized by the Council.

Section 1.3: Any GSC funds that are utilized by the GSC program or service for advertisement shall be required to acknowledge GSC sponsorship of the event. Specifically, any reference to the GSC program or service in the advertisement must be prefaced with "GSC."

Article 2. Appointments

Section 2.1: All GSC officials, elected or appointed, attending any conference paid for by GSC funds shall attend all scheduled events. Officials shall additionally be required to present an informational report to the GSC Council regarding the events and information learned at the conference. The aforementioned presentations must be completed within ten business days of the representative(s) return to the university. The selection of all representatives for any conference paid for by GSC funds shall be determined by the executive officer overseeing the event.

Section 2.2: Internal and external appointments will be made by the GSC president. These appointments include those deemed necessary and appropriate.

Section 2.3: Any individual who serves in an official consulting capacity to any GSC program and service must, on an annual basis, be approved by a simple majority vote of the Council.

Article 3. Stipends

Section 3.1: All executive board members will receive an annual stipend in accordance with university policy.

Section 3.2: Stipends may be withheld for lack of attendance, violation of GSC and university policy, and if removed from office.

Section 3.3: The Council may vote with a two-thirds majority to remove an executive board member's stipend with the highest-ranking executive officer's approval. If it is the

president, then the vice president's approval is required.

Section 3.4: In the event of a vacancy in the executive board, the stipend will be distributed based on the percentage of days served.

Article 4. Council

Section 4.1: Rules of Order

4.1.A: The president shall be responsible for ensuring that the meetings are conducted in a fair and efficient manner. The voting members of the GSC may overrule any particular decision of the president (or designee) in this regard by a two-thirds vote.

Section 4.2: Operating Guidelines

4.2.A: Meetings: The Council shall meet bimonthly during the regular academic year, unless otherwise announced.

4.2.B: Amending By-laws: These By-laws governing the Council shall not be changed by actions of anybody other than the Council. Amendments to these By-laws require a two-thirds vote of the members present and voting at the Council meeting where these amendments are considered.

4.2.C: Council reports: By the first meeting of each month, each representative must be prepared to present an oral report to the council. The report should detail issues within their school or department.

4.2.D: Public notice of meetings: The GSC Council will publicize the meeting agendas, times, locations, and dates on the GSC website and email all students at least two business days prior to the scheduled meeting. Any other ideas for advertising the Council meetings are encouraged, as long as the above requirements are met.

4.2.E: Absentee Voting:

1: A voting member of the Council who cannot attend a vote can submit an absentee ballot in writing (physical or electronic copy) to the secretary at any time prior to the vote. The secretary shall then count this vote in determining the outcome.

2: An absentee vote should express the clear and specific intention of the member, as motions may be amended in session prior to voting. Interpretation of absentee ballots, including if they still pertain to an amended motion, is at the sole discretion of the secretary and council justice.

3: Absent members do not benefit from deliberations that occur in session,

therefore, judicious use of absentee voting is encouraged. The executive board may place measures on the agenda for which absentee votes shall not be accepted and only votes cast in session shall be counted.

Section 4.3: Incidental Powers of the Council

4.3.A: All powers not explicitly described in the GSC Constitution, By-laws, or Handbook are reserved to the Council.

4.3.B: The GSC Council shall be responsible for ratifying the GSC budget, pursuant to the GSC Constitution. The budget shall be balanced. It shall pass by a simple majority vote and any changes thereto shall be carried out in identical fashion.

Section 4.4: Finances

4.4.A: All funding appropriated by the GSC Council must be requisitioned through the GSC accounting process and approved by the president and treasurer.

4.4.B: The president and treasurer must approve all requisitions exceeding \$500.00. In the president's absence, approval will follow the chain of command.

Section 4.5: Funding

4.5.A: GSC may fund items or events that contribute to the functioning of a student club or organization within the framework of the organization's mission unless otherwise stated by the GSC Constitution and By-laws.

4.5.B: The GSC by a two-thirds vote may revoke previously allocated funds if used against university policy or used improperly (funding being used for things other than what it was requested for). If funds are used improperly, reimbursement is forfeited.

Article 5. Council Committees

Section 5.1: General Guideline

5.1.A: The Council may establish committees to pursue specific goals of the Council, which shall be known as standing committees.

5.1.B: The Council shall have the following standing committees: Budget Committee, Constitution Committee, Annual Projects Committee, Election Committee, and Student Affairs Committee.

5.1.C: All committees shall meet as needed. The chairs shall provide the Council with reports on a regular basis.

5.1.D: Executive officers shall each chair a standing committee, except the

Elections Committee. The treasurer shall chair the Budget Committee.

5.1.E: The executive officers shall announce which committees they will lead during the first Council meeting of the fall semester.

5.1.F: Each committee shall elect a committee director to aid the committee chair as needed and shall preside over meetings as requested or if the committee chair is absent.

5.1.G: The chairpersons of ad hoc committees shall be appointed by the president and approved by a majority vote of Council membership.

5.1.H: Chairpersons or committee directors shall call and preside over all meetings.

5.1.I: Committees established by the Council must operate under the Council Constitution, By-laws, and Handbook.

5.1.J: Committees shall report on their activities to the Council on a regular basis, inform the executive board of current developments, maintain pertinent documentation, and handle the responsibilities of distributing publicly or otherwise communicating with the graduate student body.

Section 5.2: Budget Committee

5.2.A: The Budget Committee shall be responsible for ensuring that the GSC maintains a balanced budget.

5.2.B: The Council at the first meeting of the fall semester shall appoint the Budget Committee members.

5.2.C: The Budget Committee shall recommend to the Council a budget resolution before October 1 of the academic year.

5.2.D: The Council, before its adoption, may amend the budget resolution with a majority vote. After the budget has been adopted, the budget may be amended with a two-thirds vote.

5.2.E: The Budget Committee shall recommend to the Council expenditure levels of grants to CGU organizations. It shall also maintain accounts for the Council and receive and expend funds as authorized by the Council. The committee is also charged with setting funding guidelines and priorities.

5.2.F: The Budget Committee shall plan and execute the travel & material awards for the Council.

5.2.G: The Budget Committee shall keep a digital and hard copy of all meeting minutes for the Council to view and shall ensure it is passed on to the next chair

of the committee.

5.2.H: The treasurer shall chair the Budget Committee.

Section 5.3: Constitution Committee

5.3.A: The Constitution Committee shall be responsible for ensuring that all Constitutional, By-laws, and Handbook obligations are met.

5.3.B: The Constitution Committee shall be responsible for reviewing and presenting to the Council all proposed amendments to the Constitution, By-laws, and Handbook.

5.3.C: The council justice shall sit on the Constitution Committee.

1: The council justice shall be elected by a majority vote of Council membership during the first meeting of the year.

2: The council justice cannot be a member of the executive board.

3: The council justice's interpretation of the GSC processes and governing documents can be overruled by a motion and two-thirds vote by the Council.

4: The council justice may be recalled pursuant to the recall procedures in Article 11 of this Constitution.

5: The council justice shall rule on any question or concern regarding the Constitution, By-laws, and Handbook.

5.3.D: The Council shall keep a Handbook with all relevant process, rules, and guidelines not included in the Constitution or By-laws.

1: The GSC Handbook shall be changed by a two-thirds vote of the Constitution Committee and the president.

2: The Council and committees shall abide by all of the process, rules, and guidelines within the Handbook.

5.3.E: The Constitution Committee shall keep a digital and hard copy of all meeting minutes for the Council to view and shall ensure it is passed on to the next chair of the committee.

5.3.F. Election procedures are defined in Article 6 of the By-laws.

Section 5.4: Election Committee

5.4.A: The Election Committee shall plan and execute elections of the GSC.

5.4.B: Publish the election timeline and regulations to all students during the first week of the spring semester.

5.4.C: The Election Committee chair shall be elected the first meeting of the fall semester by the Council and shall be ineligible to run for an executive office position during their term.

Section 5.5: Student Affairs Committee

5.5.A: The Student Affairs Committee shall be responsible for coordinating all social functions sponsored by the Council and shall initiate functions that the Council deems to be beneficial to the student body.

5.5.B: The Student Affairs Committee shall supervise the running of the GSC office. The committee will oversee the booking of the GSC office, ensure that it is stocked with needed supplies, and is open on a regular schedule which is posted on the GSC website.

5.5.C: The Student Affairs Committee shall keep a digital and hard copy of all meeting minutes for the Council to view and shall ensure it is passed on to the next chair of the committee.

Section 5.6: Annual Projects Committee

5.6.A: The Annual Projects Committee shall handle all student advocacy issues.

5.6.B: The Annual Projects Committee shall also plan and execute annual projects that the Council approves by majority vote, like student graduation gifts, the graduation student speaker search, and volunteer Competition.

5.6.C: The Annual Projects Committee shall keep a digital and hard copy of all meeting minutes for the Council to view and shall ensure it is passed on to the next chair of the committee.

Section 5.7: Ad Hoc Committees

5.7.A: The Council may establish ad hoc committees at any time by majority vote of the Council. Ad hoc committees shall have the same legitimacy of standing committees but may be disbanded by majority vote of the Council or upon completion of duties.

5.7.B: The executive officer reserves the right to act as chairperson of the committee if those duties are not being met by the acting chairperson.

Section 5.8: The Council shall have the power to appoint council members or students-at-large to internal Council and university committees.

Section 5.9: All council members are eligible to serve on internal and external

committees.

Section 5.10: Members must communicate their interest in serving on an internal or external committee when a vacancy occurs.

Article 6. Election Procedures for GSC Officers

Section 6.1: The Election Committee chair shall preside over election proceedings and cannot run for executive office. If there is a vacancy in the Election Committee chair position for any reason, the position shall be replaced with a majority vote of the executive board.

Section 6.2: The date, time, and location of the executive officer election meeting shall be announced with the call for candidates, at least sixty days before the end of the spring semester. Elections and the election meeting shall be held at least thirty days before the end of the spring semester. The call for candidates shall occur at least thirty days before the election (at least sixty days before the end of the spring semester).

Section 6.3: The deadline for candidate paperwork shall be fifteen days after the call for candidates' announcement deadline and at least fifteen days before the election meeting is held.

Section 6.4: There shall not be any write-ins on the executive officer ballots. Even if there is no one running for the position. Refer to Constitutional Article 10 to fill the position after the executive officer elections are over.

Section 6.5: All CGU students in good academic and disciplinary standing are eligible to run for office. Each candidate is required to submit a 250-word statement and a one-page résumé to the student body. Candidates can withdraw from the race at any time. Candidates who fail to submit nominations and/or documentation in accordance with announced deadlines will not be placed on the ballot.

Section 6.6: An individual may be a candidate for more than one office; however, he or she may accept election to serve in only one executive board role.

Section 6.7: At least one week before the election, the GSC shall host an election meeting that is open to all CGU students.

6.7.A: The election meeting shall be facilitated and moderated by the Election Committee chair. The Election Committee chair shall, if they prefer, ask a university administrator, faculty member, or GSC member to moderate the questions and answers portion of the meeting.

6.7.B: The election meeting's purpose is to facilitate a time for students to hear speeches from the candidates, and to allow time for questions from student to the candidates. No other business, except for announcements, shall be conducted at the meeting.

6.7.C: Each candidate will have time for a speech and time to answer questions from students during the meeting.

1: If a candidate cannot attend the meeting, they shall have the opportunity for the Election Committee chair to read a speech in their absence but will not have a chance to answer questions.

2: Absentee speeches may not last longer than speeches by other candidates.

6.7.D: All candidate shall have the same amount of time for a speech and a questions & answers (Q&A) portion. The amount of time for speeches and Q&A shall be predetermined and announced at the start of the meeting by the Election Committee chair based on the number of candidates and time available for the election meeting.

1: If there is additional time at the end of the candidate speeches and Q&A, the moderator may open questions up to the entire panel of candidates.

6.7.E: If multiple officer positions are being elected, the order of presentations shall be: president, vice president, secretary, and then treasurer.

6.7.F: No candidates for the same position may remain in the room during another candidate's speech and must leave the room to prevent any unfair advantage, until the candidate gives their speech.

6.7.G: An audio or video recording of the event may be published to CGU students, but any recordings shall be removed from all social media and public records after the election.

Section 6.8: Candidates may put up fliers but have to stay within GSC and CGU regulations. Each flier shall be no larger than 8" x 11" and can only be placed on official bulletin boards in CGU buildings, excluding the library. Only one flier per bulletin board is allowed. No fliers shall be defamatory. All promotional material must be removed 4 hours before the day of the election.

Section 6.9: All campaign materials must comply with university policy.

Section 6.10: Voting shall occur online and announced via email, so all students may participate. When the polls close, the Election Committee chair and a university administrator must verify the results.

Section 6.11: The voting results shall be published within two business day of the polls closing. The report shall include the total number of votes and the percentage of votes each candidate received. The detailed results of the poll, including the number of votes for each candidate, shall be kept for GSC records in electronic and hard copy form for at least three years and shall be made available to any student if requested.

Section 6.12: In the case of a vacant position, including any positions that does not have a candidate submit the relevant paperwork by the deadline, refer to Constitutional Article 10 to fill the position after the executive officer elections are over.

Article 7. Election Adjudication & Sanctions

Section 7.1: To report a violation of the election guidelines by a candidate, a report should immediately be emailed, along with evidence of the violation, to the executive board, Election Committee chair, and council justice.

7.1.A. The executive board, Election Committee chair, and council justice shall review the report and send the information to the dean of students and candidate charged with the violation(s) within two business days.

7.1.B: The recall will be the first order of business at the next Council meeting that is scheduled. If there is no meeting scheduled within fourteen days after the report of the violation, the presiding officer may call an emergency meeting.

7.1.C. If the report of violation is on the president, the vice president will immediately be given the power to preside over the meeting until the completion of the hearing. As soon as the meeting is open, and quorum confirmed, the presiding officer shall read violation report.

1: In the event that the president or vice president cannot serve as presiding officer for any reasons, the council justice shall be the presiding officer for the duration of the violation hearing.

Section 7.2: The violation petitioner shall have up to thirty minutes to present the allegation and supporting evidence to the Council.

Section 7.3: The candidate in question shall have up to thirty minutes to reply to the accusations. After the presentations, the presiding officer shall call for a deliberation among the Council. The Council shall have up to sixty minutes for deliberation. After the deliberation by the Council, the presiding officer shall call for voting by secret ballot.

1: If the majority of the Council votes in agreement with the violations, the candidate shall be disqualified from the current election in any capacity.

2: If no violation was found, the candidate shall be allowed to continue the election campaign.

Section 7.4: All decisions regarding the violation of election guidelines are final and not subject to appeal or university grievance. The GSC is an independent governing body and the decision to recall a member shall not be infringed upon by other governing bodies, including Claremont Graduate University administration, faculty, or staff.

Article 8. Work-Study Students

Section 8.1: Work-Study Student Positions

8.1.A: The executive board shall be responsible for hiring two work-study positions to aid its operations by the first event the GSC hosts for the year.

8.1.B: If the executive board does not fill the work-study positions by the first GSC event of the year, the dean of students (or designee) shall be able to fill the positions independent of the executive board.

8.1.C: The executive board shall work with the CGU Financial Aid Office to place job ads and hire student workers.

8.1.D: Work-study positions shall be filled and removed with a majority vote of the executive board, who shall notify the CGU Financial Aid Office of any changes within two business days.

8.1.E: Work-study students shall not work more than twenty hours per week.

8.1.F: The executive board shall ensure that the work-study students are working the hours reported on their time-sheets.