

**THE CONSTITUTION
OF THE
GRADUATE STUDENT
COUNCIL
OF
CLAREMONT GRADUATE
UNIVERSITY**

Table of Contents:

~The Graduate Student Council Constitution:

Preamble.....	3
Article 1. The Graduate Student Council: Title.....	3
Article 2. Mission Statement, Vision Statement, Diversity, Equity, and Inclusion Policies.....	3
Article 3. The Graduate Student Council: Composition.....	5
Article 4. The Executive Board.....	6
Article 5. The Standing Membership: Term and Responsibilities.....	10
Article 6. Quorum, Meeting Procedures, and Advisors.....	11
Article 7. Committees of the Graduate Student Council.....	13
Article 8. Recess and Temporary Governance.....	16
Article 9. Apportionment, Election Procedure, and Election Arbitration.....	17
Article 10. Vacancies.....	21
Article 11. Restorative Justice Practices.....	22
Article 12. Amendment and Constitutional Review Protocol.....	27

The Constitution of the Graduate Student Council of Claremont Graduate University

Preamble

We, the students of Claremont Graduate University, do hereby establish and uphold the Constitution of the Graduate Student Council of Claremont Graduate University with the primary objectives of representing, defending, and advancing the rights, interests, and welfare of the diverse student body socially, politically, culturally, and academically. 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 protected in the proceeding Constitution.

Article 1. The Graduate Student Council: Title

Section 1.1: 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 as the “Council.” Claremont Graduate University will hereafter be referred to as “CGU.”

Article 2. Mission Statement, Vision Statement, and Diversity, Equity and Inclusion Policies

Section 2.1: Mission Statement

The GSC shall serve the interests of the student body and advocate on behalf of the students of CGU as a global leader in transformative graduate education. Since the input and viewpoints of all members of the student body play an integral role, the GSC shall make decisions by a majority vote of the quorum, unless otherwise specified in the literature of the GSC Constitution.

The GSC is committed to representing the perspectives of its diverse constituents with equality, integrity, respect, transparency, and open-mindedness in line with the CGU Mission Statement. The GSC strives to empower all students by advocating for practical solutions that enhance their quality of life and overall well-being. Through established partnerships with community stakeholders, GSC will foster an inclusive communal environment while engaging in a culture of connectivity through in-person and virtual modalities. The GSC, from this point forward, will operate through a horizontal organizational structure to stand by their philosophy of making the Council an inclusive, adaptable, safe, and collaborative space for all through a physical and virtual hybrid model of operation.

Section 2.2: Vision Statement

The vision of the GSC is to implement proactive and contemporarily relevant initiatives that will benefit their constituents by increasing the visibility of their interests, reinforcing graduate educational excellence, encouraging student engagement, and strengthening a sense of community. With this in mind, the GSC strives to be:

-Approachable: The GSC promotes a collaborative partnership and will serve as a liaison between students, administrators, faculty, staff, alumni, and community organizations. The GSC will be accessible and transparent with their non-partisan decision-making process.

-Empowering: The GSC will support and promote activities that will advance the cause of their students. The GSC will empower their students to be progressive leaders who encourage civic engagement, foster community involvement, and speak up for causes and issues they deeply care about.

-Reliable: The GSC strives to be the epitome of governing excellence by supporting respectable, dependable, and honest communication with their surrounding community. The GSC embraces the importance of providing well-rounded representation that adds value to the quality of the university and will enhance the student experience.

-Respectful: The GSC aspires to cultivate a cohesive environment that is safe and inclusive for every individual. The GSC values cultural competency and connectivity by creating content that will illuminate systemic struggles while developing innovative remedies to promote and support a myriad of identities.

-Visionary: The GSC embraces a progressive and anti-oppression future that contributes to the prosperity of the university while respecting the importance of its vibrant tradition. The GSC is dedicated to providing activities, workshops, forums, and professional development events, through both virtual and in-person platforms, that will lead to student achievements and partnerships across multiple disciplines.

Section 2.3: Diversity, Equity, and Inclusion Policy

As a student organization of CGU, the GSC upholds the university's transformational commitment to diversity, equity, and inclusion (DEI). The GSC equally strives to create a campus and virtual environment that fosters the diverse building of community amongst all students, faculty, and staff. The GSC embraces an inclusive approach to community and higher education that honors all ages, colors, cultural backgrounds, ethnicities, genders, gender identities, nationalities, dis/abilities, races, religions, sexual orientations, socio-economic statuses, veteran statuses, marital statuses, immigration statuses, political affiliations, and any other related category not listed. The GSC stands firm in their

collective belief that all persons, regardless of their individual identities, are valued for their immeasurable talents and contributions to this organization and university alike.

At the forefront of GSC lies its unwavering and heartfelt dedication to student affairs through equitable and inclusive practices. As an organization of CGU, the GSC shares the university's commitment to educational and intellectual success for all students by not only raising awareness of such social justice issues, but advocating on behalf of the student body to endorse DEI into the fabric of the GSC. The GSC unequivocally feels it has a social responsibility to stay informed on social, political, economic, and cultural issues out of mutual respect for the students and administration they serve. Furthermore, the GSC will constantly devise student success strategies by rectifying any visible inequities and opportunity gaps affecting their students, as well as calling attention to areas for improvement that are within the scope of the GSC's governance and authority. The GSC is proud to be engaged in the national dialogue surrounding such critically important issues of DEI in higher education, and the GSC will continue to be a tool of advocacy for all CGU students.

Article 3. The Graduate Student Council: Composition

Section 3.1: Composition

The GSC shall consist of two governing bodies with optional ad hoc positions:

3.1.A: The Executive Board: The Executive Board shall consist of executive officers including president, vice president, treasurer, and secretary.

3.1.B: The Standing Membership: The Standing Membership shall include student representatives and diversity representatives with voting privileges.

3.1.C: Ad hoc Positions: The Executive Board, upon their discretion, may hire two ad hoc paid workers at the beginning of their prospective terms. These positions can be work-study or can be directly paid from the GSC budget with approval from the Dean of Students Office.

1: Ad hoc positions can be appointed based on the needs of the current GSC. Such positions are designed to assist the Executive Board with carrying out their yearly responsibilities and student-centered mission. The ad hoc positions shall last the duration of the academic year they were hired or until their project is completed. Ad hoc roles fall under the Standing Membership and have the same voting privileges as the Council.

2: If there is a need for ad hoc student worker positions and the Executive Board does not fill them by the first GSC event of the year, the Dean of Students (or appointed designee) shall be sanctioned to fill the positions independent of the Executive Board.

3: The Executive Board shall work with the CGU Financial Aid Office and the Dean of Students Office to place necessary job ads and hire student workers if the Council sees a need for the GSC's overall functioning.

4: Ad hoc student worker positions shall be filled and removed with a majority vote of the Executive Board. If applicable, the Executive Board shall notify the CGU Financial Aid Office and the Dean of Students Office of any changes within two business days in accordance with proper Human Resources protocol.

5: Ad hoc student workers shall not work more than twenty hours per week.

6: The Executive Board will collaborate with the Dean of Students Office to ensure all ad hoc student workers are working the hours reported on their time-sheets.

Article 4. The Executive Board

Section 4.1: The Executive Board shall operate on a horizontal responsibility structure. The Executive Board consists of a president, vice president, treasurer, and secretary.

4.1.A: All members of the GSC Executive Board shall be currently enrolled students at CGU in good academic and disciplinary standing. The new Executive Board shall assume the 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. All Executive Board members are required to attend various trainings during the summer before their term.

Section 4.2: Executive officers shall be eligible to vote on all relevant matters before the GSC. All powers not explicitly assigned in the GSC Constitution are designated to the Council's jurisdiction.

Section 4.3: The President shall:

4.3.A: Preside at all meetings of the GSC. The president, in collaboration with the Executive Board, shall be responsible for ensuring that the meetings are conducted in a fair and efficient manner as outlined by Robert's Rule of Order, which governs the parliamentary conduct of the meetings. The voting members of the GSC may overrule any particular decision of the president (or designee) in this regard by a majority vote.

4.3.B: Set final approval of the agenda three days prior to the GSC meetings.

4.3.C: Appoint members to external and internal committees with necessary approval from the Executive Board.

4.3.D: Appoint diversity representatives with necessary approval from the Executive Board.

4.3.E: Serve as the main spokesperson and representative for the Council and Executive Board.

4.3.F: Request, as necessary, reports from any member, officer, team member, or committee associated with the GSC.

4.3.G: Call special meetings, outside of the Council meetings and Executive Board meetings, when deemed necessary.

4.3.H: Work with the treasurer to ensure that proper budgetary procedures are followed and are consistent with CGU and the GSC policies.

4.3.I: Serve on university committees and/or appoint a designee to serve on the committees.

4.3.J: Act in the best interests of the Standing Membership when their immediate approval cannot be obtained, subject to provisions of Article 8 in this Constitution.

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

4.3.L: Be responsible for assessing updates to the GSC Constitution, with input from the Executive Board and internal committees, that shall be distributed to all new incoming students at CGU each semester. Additional clarification can be found under Article 12 of this Constitution.

4.3.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 as a CGU student.

Section 4.4: The Vice President shall:

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

4.4.B: Collaborate with the president in the execution of duties of the entire GSC office in accordance with the GSC's collaborative framework.

4.4.C: Act in the best interests of the Standing Membership when their immediate

approval cannot be obtained, subject to provisions of Article 8 in this Constitution.

4.4.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.

4.4.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 as a CGU student.

Section 4.5: The Treasurer shall:

4.5.A: Prepare a balanced budget, with advice from the Executive Board, to present to the Standing Membership and Executive Board for ratification at the beginning of each academic year.

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

4.5.C: Notify the GSC of its financial status and incidental expenditures, not included in the original budget, at the next possible meeting for executive approval.

4.5.D: Inform the GSC of any preliminary transfer of funds necessitated by the overruns of budget limits pending their approval. Any GSC funds that are utilized by the GSC program or service for advertisement shall be required to acknowledge the GSC's sponsorship of the event.

4.5.E: Execute dispersal of expenditures of the GSC funds consistent with all university procedures, this Constitution, and the directives of the accepted yearly budget. All requisitions for purchases must be pre-approved by the GSC President and the Dean of Students or a Dean of Students designee.

4.5.F: Chair the GSC Budget Committee.

4.5.G: Assist the Executive Board in the execution of their duties of the GSC office when called upon.

4.5.H: Act in the best interests of the Standing Membership when their immediate approval cannot be obtained, subject to provisions of Article 8 in this Constitution.

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

4.5.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 as a CGU student.

Section 4.6: The Secretary shall:

4.6.A: Prepare detailed minutes of all meetings of the Standing Membership and Executive Board.

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

4.6.C: Distribute documents to the GSC members and committees that are perceived as relevant to the GSC's overall functioning.

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

4.6.E: Notify members of meeting times and other notices at the direction of the Executive Board.

4.6.F: Oversee the GSC electronic publicity and communicatory correspondences.

4.6.G: Assist the Executive Board in their execution of the duties of the GSC office.

4.6.H: Act in the best interests of the Standing Membership when their immediate approval cannot be obtained, subject to provisions of Article 8 in this Constitution.

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

4.6.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 as a student at CGU.

Section 4.7: GSC Stipends

4.7.A: All Executive Board members will receive an annual stipend in accordance with university policy. All stipends will be equally apportioned across the positions of president, vice president, treasurer, and secretary in accordance with the GSC's lateral structure.

4.7.B: Stipends may be withheld for lack of attendance, violation of the GSC and university policy, and/or when an Executive Board member is removed from office.

4.7.C: The Council may vote with a majority to remove an Executive Board member's stipend.

4.7.D: In the event of a vacancy in the Executive Board, the stipend will be distributed based on the percentage of days served.

Article 5. The Standing Membership: Term and Responsibilities

Section 5.1: The Standing Membership shall consist of GSC student representatives and appointed diversity representatives.

Section 5.2: Student representatives shall be seated for a term of one year, from June 1st to May 31st of the following year.

Section 5.3: Diversity representatives shall be seated for a term of one year, from June 1st to May 31st of the following year.

Section 5.4: A student representative or diversity representative in the standing membership shall only be unseated by a recall as outlined in Article 11 of this Constitution.

Section 5.5: The Standing Membership shall be obligated to fulfill the following responsibilities:

5.5.A: Attend all GSC meetings and all GSC-related functions during the academic year they are currently enrolled in. In the name of inclusivity and accessibility, individual meetings with the Executive Board can be requested if an individual has scheduling conflicts with meetings and events. Each member is granted two unexcused absences, meaning a member does not need to notify the Executive Board of their absence for up to two meetings. However, once the two allotted unexcused absences are utilized, the member must notify the Executive Board of any excused absences, meaning an absence that is scheduled in advance. If such attendance requirements are not upheld, an individual may be subject to recall as stated in Article 11 of this Constitution.

5.5.B: The student representatives and diversity representatives shall vote on all measures consistent with Section 5.8 of this Article.

5.5.C: Communicate with respective school's constituents to inform them of any upcoming GSC activities that will be hosted in-person and/or virtually.

5.5.D: Represent the interests of all constituents of the GSC.

5.5.E: Serve on GSC committees as appointed by the Executive Board.

Section 5.6: Two appointed diversity representatives shall be obligated to fulfill the following responsibilities:

5.6.A: Shall represent all diversity-based student associations and bring any recommendations or concerns to the Council to support the GSC's DEI initiative.

5.6.B: Shall be required to sit on at least one internal committee.

5.6.C: By the first meeting of each month, each student representative and diversity representative shall come prepared to present an oral report to the council. The GSC student representatives should share any communications they have had with the Dean of their school and/or any other relevant party. The oral report can also detail upcoming events, programming, as well as any other areas of communal interest from the school.

Section 5.7: The Standing Membership is eligible for office by the following criteria:

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

5.7.B: Student representatives must not have previously served as a student representatives of the GSC for more than four years, including partial academic years.

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

Section 5.8: The voting privileges of all student representatives:

5.8.A: All student representatives and diversity representatives shall be eligible to vote on all matters before the GSC.

Article 6. Quorum, Meeting Procedures, and Advisors

Section 6.1: A quorum of the GSC shall consist of one-half of the current GSC members, plus one. If quorum is not met, a Council meeting can commence by a majority vote by the Standing Membership.

Section 6.2: Scheduling of Council Meetings:

6.2.A: The Executive Board shall call bi-monthly meetings of the Council. The GSC will publicize the meeting agendas, times, locations, and dates on the GSC

website, social media pages, 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 honored and met, as well as approved by the Executive Board.

6.2.B: Special meetings of the Council may be called to consider a specific matter or urgent 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 6.3: Conduct of Council Meetings

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

6.3.B: The current edition of Robert's Rules of Order shall serve as the principal meeting procedure of the GSC, notwithstanding other provisions of this Constitution.

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

6.3.C: The CGU Dean of Students, or their designee, will serve as the GSC Advisor and will be available for general consultation on procedural policies, GSC conduct, and constitutional clarifications.

Section 6.4: Absentee Voting

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

6.4.B: An absentee vote shall 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 discretion of the Executive Board.

6.4.C: Absent members do not benefit from deliberations that occur in session; therefore, judicious use of absentee voting is encouraged. The Executive Board may place non-election and constitutional measures on the agenda for which absentee votes shall not be accepted and only votes casted in session shall be counted.

Article 7. Committees of the Graduate Student Council

Section 7.1: General Guidelines

7.1.A: The Executive Board shall form the following Standing Committees: Budget Committee, Constitution Committee, Annual Projects Committee, Election Committee, and a Student Affairs Committee.

7.1.B: The Executive Board may establish ad hoc committees on an as-needed basis in accordance with the current needs of the GSC.

7.1.C: All committees shall meet, in-person or virtually, on an as-needed basis. The chairs shall provide the Council with updated reports at the GSC general meetings.

7.1.D: Executive Officers or student representatives shall chair a standing committee, with the exception of the Elections Committee due to conflicts of interests. The treasurer shall be required to chair the Budget Committee.

7.1.E: The Council shall announce the chairpersons of each committee at the following GSC meeting.

7.1.F: Each committee shall elect a committee co-director to aid the committee chair as needed, shall preside over meetings as requested, or if the committee chair is absent.

7.1.G: The chairpersons of ad hoc committees shall be appointed by a majority vote of the Council.

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

7.1.I: Committees established by the Council must operate under the GSC Constitution.

7.1.J: Committees shall report on their activities to the Council on a regular basis. They must inform the Executive Board of current developments, maintain pertinent documentation, and handle the responsibilities of distributing said documentation to the proper channels for student access and proper communication with the CGU student body.

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

7.1.L: All Council members are eligible to serve on internal and external committees at their discretion and request.

7.1.M: Members must communicate their interest in serving on an internal or external committee when a vacancy appears.

The GSC shall form committees that must include but are not limited to the following:

Section 7.2: A Budget Committee that shall help the treasurer and the Executive Board prepare the budget and disperse funds at their request, execute the Travel and Material Awards (TMA), and advise the GSC on all vital financial matters.

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

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

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

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

7.2.E: The Budget Committee shall maintain accounts for the Council, as well as receive and expend funds as endorsed by the Council. The committee is also charged with setting funding guidelines and other miscellaneous priorities.

7.2.F: The Budget Committee shall plan and execute the Travel and Material Awards (TMA) for the Council.

7.2.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.

7.2.H: The treasurer shall be responsible for chairing the Budget Committee.

7.2.I: The committee is expected to share a monthly budget report and all committee updates at GSC general meetings.

Section 7.3: A Constitution Committee that shall uphold the GSC Constitution. They shall keep all documents up-to-date and ratify on an as-needed basis.

7.3.A: The Constitution Committee shall be responsible for ensuring that all Constitutional obligations are met and executed.

7.3.B: The Constitution Committee shall be responsible for reviewing and

presenting to the Council all proposed amendments of the Constitution.

7.3.C: A committee chair shall be appointed by the Council.

7.3.D: 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.

7.3.E: The committee is expected to share updates of all committee matters at GSC general meetings.

Section 7.4: An Election Committee that shall plan and execute all elections of the GSC.

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

7.4.B: The Election Committee shall publish the elections timeline and regulations to all students during the first week of the spring semester.

7.4.C: The Election Committee shall create any elections-related communications for the Executive Board to distribute to the CGU student body.

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

7.4.E: The committee is expected to share updates of all committee matters at GSC general meetings.

Section 7.5: A Student Affairs Committee that shall plan and execute social and academic-related events for communal outreach, as well as diversity, equity, and inclusion-related support.

7.5.A: The Student Affairs Committee shall promote events and resources that are beneficial to the student body. This could mean collaborating, co-sponsoring or promoting events and initiatives organized by CGU offices and student-led organizations.

7.5.B: The Student Affairs Committee shall supervise the running of the GSC office and serve as an outlet for communal outreach. 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 with updated hours posted on the GSC website and/or social media pages.

7.5.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.

7.5.D: The committee is expected to share updates of all committee matters at GSC general meetings.

Section 7.6: An Annual Projects Committee shall plan events that center around the current GSC theme and initiatives set at the beginning of the academic year.

7.6.A: The Annual Projects Committee shall plan and execute major projects or events and initiatives in line with the GSC goals for the current year.

7.6.B: The Annual Projects Committee should collaborate with other student-led organizations to co-sponsor events and initiatives

7.6.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.

7.6.D: The committee is expected to share updates of all committee matters at GSC general meetings.

Section 7.7: Ad hoc committees may be created by a majority vote of the Council as deemed necessary.

7.7.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 a majority vote of the Council or upon their completion of GSC duties.

7.7.B: Ad hoc committees should be created for the purpose of executing a specific goal or project of the GSC. If members of the Council want to propose an ad hoc committee, they can share their proposal at a GSC general meeting.

7.7.C: An executive officer reserves the right to act as chairperson of the committee if such duties are not being met by the acting chairperson.

7.7.D: Every ad hoc committee is expected to share updates of all committee matters at GSC general meetings.

Article 8. Recess and Temporary Governance

Section 8.1: The Executive Board shall have the authority to act on the behalf of the GSC if the GSC is in recess or adjourned. They shall follow the ensuing procedure:

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

8.1.B: A recess decision shall be reported to the GSC at the earliest opportunity, and shall be subject to ratification at the next meeting 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 a majority vote of this exercise at the earliest possible time.

Section 8.3: If the Executive Board fails to ratify the president's decisions made while in recess, the order that was made shall not pass and/or be implemented.

Article 9. Apportionment, Election Procedure, and Election Arbitration

Section 9.1: Student representatives shall be apportioned by the following procedure:

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

9.1.B: The Dean of Students Office will verify if all candidates are in good academic and disciplinary standing.

9.1.C: School student representatives will be apportioned for every one-hundred students based on the previous year's census, rounded to the nearest one-hundredth, as provided by CGU.

9.1.D: Following the election of the Executive Board, an updated student representative apportionment plan shall be adopted as binding for the following academic year, based on the full-time equivalent (FTE) before the end of the spring semester.

Section 9.2: Student representatives shall be seated by the following procedure:

9.2.A: Nominations for student representatives shall be opened by April 10th 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, student representative nominations shall be closed by simple majority vote of the GSC, and a 250-word candidate written statement shall be accessible to the student body upon publication.

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 student 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. Candidates will be immediately contacted and notified of the election outcome.

9.2.F: Vacancies shall be filled in compliance with Article 10 of this Constitution.

Section 9.3: The following procedure shall seat diversity representatives:

9.3.A: Diversity representatives shall be appointed by the Executive Board and confirmed by a majority vote.

Section 9.4: Chief officers shall be seated by the following procedure:

9.4.A: Chief officers, if needed, shall be appointed by the Executive Board and confirmed by a majority vote.

9.4.B: The Council has the power to ask for their resignation at any time and initiate a recall process.

Section 9.5: Executive Officers shall be seated by the following procedure:

9.5.A: Candidates considering any GSC Executive Board position must attend at least three GSC-related events for the current academic year they are enrolled in, or currently serve on the GSC as an Executive Board member or a student representative. If the prospective candidate does not meet either requirement, they must obtain two signatures from GSC Executive Board members *and* five signatures from CGU students to confirm their candidacy to run for office.

9.5.B: Elections to fill the positions of president, vice president, treasurer, and secretary shall be open to all students enrolled at CGU.

9.5.C: The Election Committee chair shall preside over election proceedings and cannot run for any executive office. If there is a vacancy for the Election Committee chair position at any point during the academic year, the position shall be replaced with a majority vote from the Executive Board.

9.5.D: 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 and at least sixty days before the end of the spring semester.

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

9.5.F: If no student is running for a position, protocol states that there shall not be write-ins on the executive officer ballots. Additional clarification can be referenced under Article 10 of the Constitution regarding protocol to fill positions after executive officer elections have concluded.

9.5.G: 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 appropriate documentation in accordance with announced deadlines will not be placed on the ballot.

9.5.H: An individual may be a candidate running for more than one office; however, he or she may accept election to serve in only one of the Executive Board roles offered to them.

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

9.5.J: 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. The meeting can be held in an in-person and/or virtual format.

9.5.K: The election meeting's purpose is to facilitate a time for students to hear thoughts 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.

9.5.L: Each candidate will have time for a speech and time to answer questions from students during the forum.

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 the opportunity to answer any additional questions.

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

9.5.M: All candidate shall have the same amount of time for a speech and a questions and 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. The time allotted with be based on the number of candidates and time available for the GSC election meeting.

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

9.5.N: If multiple officer positions are up for election, the order of presentations shall be: president, vice president, secretary, and then treasurer.

9.5.O: No candidates running for the same position may remain in the room during another candidate's speech. They must leave the room to prevent any unfair advantage until the candidate gives their speech. If conducted in a virtual format, the candidates cannot be logged online at the same time during their opponent's speech.

9.5.P: An audio or video recording of the event may be published to CGU Students with prior approval from each candidate. Any recordings shall be removed from all social media and public records after the election concludes.

9.5.Q: Candidates may put up fliers on campus in accordance with 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 permitted. No fliers shall be defamatory. If applicable, fliers may be promoted virtually. All promotional material must be removed four hours before the day of the election.

9.5.R: All campaign materials, both in-person and virtual, must comply with university policy.

9.5.S: Voting shall occur online and will be announced via email. All CGU students may participate in the voting process. When the polls close, the Election Committee chair and a university administrator must verify the tentative results.

9.5.T: 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.

1: In cases of a tie within the popular vote, the decision will be decided by a majority vote of the GSC Executive Board and student representatives.

9.5.U: Additional clarification can be referenced under Article 10 of this Constitution regarding necessary protocol to fill a position after executive officer elections are completed. This includes cases relating to positions that are vacant once elections have closed and/or candidates who have not submitted relevant paperwork by the prior deadline.

Section 9.6: To report a violation by a candidate of in-person and/or online election guidelines per CGU policy, a report must immediately be emailed to the Election committee chair and the Dean of Students at Deanof.Students@cgu.edu.

9.6.A: The Election Committee chair and the Dean of Students shall review the report within two business days.

Section 9.7: If no violation is found, the candidate shall be allowed to continue the election campaign process.

Article 10. Vacancies

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

10.1.A: A student representative from 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 student representative is available, the Executive Board will invite the specified Academic Dean to collaborate on a potential replacement. The Standing Membership, at the next regular GSC meeting, shall appoint the nominee from the student body of the respective constituency.

Section 10.2: In the event of vacancies in an executive office:

10.2.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 the vacancy is marked as 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.

10.2.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 a suitable replacement is confirmed.

2: Nominations shall be opened at the next meeting to the CGU student body and the Standing Membership to vote on prospective nominees. A majority vote by the Standing Membership is required for the nominee to be marked confirmed.

Section 10.3: In the event no one is elected as an executive officer for any or all positions by June 1st:

10.3.A: The Dean of Students or designee will appoint an ad hoc emergency Executive Board who will oversee the operations of the GSC until the elections for the Executive Board can be administered.

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

Article 11. Restorative Justice Practices

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 recall form and obtaining the signature of at least five members of the elected 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.

1: The Executive Board shall review the petition to determine if the form was completed correctly. If the Executive Board deem the form to be incomplete, they shall inform the petitioner and allow the petitioner to resubmit their petition.

2: If the Executive Board consider the form to be complete, a copy of the petition shall then be sent by a member of the Executive Board to the member being recalled, the petitioner, and the 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 arbitration process.

11.1.C: Any CGU student can motion to recall a GSC member by completing a recall 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.

1: The Executive Board shall review the petition to determine if the form has been completed correctly. If the Executive Board deems the form to be incomplete, they shall inform the petitioner and allow the member to resubmit their petition.

2: If the Executive Board deemed the form to be complete, a copy of the petition shall be sent by a member of the Executive Board to the member being recalled, the petitioner, and the 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 arbitration process.

11.1.D: A member of the Executive Board is then responsible for sending the recall form, allegation, and supporting evidence to the entire 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 arbitration process may commence an emergency meeting.

11.1.F: If the motion for recall is for the president, the vice president will then immediately be given the power to run the meeting until the arbitration process has concluded. As soon as the meeting is open, and quorum confirmed, the presiding officer shall read the petition.

1: In the event that the president or vice president cannot serve as presiding officer for any unforeseen reason, another member of the Executive Board or a Dean of Students designee shall be the presiding officer for the duration of the arbitration 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 are complete, the presiding officer shall call for a deliberation among the Council. The Council shall have up to sixty minutes for deliberation. After the Council deliberates, the presiding officer shall call for voting by a secret ballot.

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

11.1.J: The member being recalled and the recall petitioner may not vote on this individual motion.

11.1.K: The presiding officer and the Dean of Students shall count the ballots.

1: The Council shall nominate a member of the Executive Board 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 a majority voting in favor of the recall:

1: The relevant seat is immediately declared vacant. Additional clarification can be referenced under Article 10 of this Constitution.

2: The recalled member may not serve on the GSC Executive Board during the next academic school year.

Section 11.2: General Recall Appeal and 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 appeal form, along with documentation of procedural error(s) or new evidence, to the Executive Board and the Dean of Students.

11.2.D: The presiding officer and the Dean of Students will review the appeal to see if it meets the criteria for procedural error or new evidence and will then notify the recalled member and Executive Board within two business days of making a decision.

11.2.E: A member of the Executive Board is responsible for notifying the Council on the status of the appeal and providing the appropriate documentations. 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 and a presiding officer.

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 an emergency Council 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 petition.

11.2.H: The recalled member shall have up to thirty minutes to provide an explanation of the appeal. After the thirty minute presentation, the presiding officer shall call for a deliberation amongst the Council. The Council shall have up to sixty minutes for deliberation. After the Council's deliberation, 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 before other business is completed.

11.2.J: The member in question may not vote on the motion.

11.2.K: The presiding officer and the Dean of Students shall count the ballots.

1: The Council shall nominate a member of the Executive Board 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 restored. If the vacancy has already been filled, the replacement will receive any stipend deemed necessary for their time served, and their service will not count toward any term limits for future candidacy.

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.

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 fifteen minutes after the designated meeting time shall be considered “tardy.” The accumulation of two unexcused tardies will be considered as one unexcused absence. Students will receive a notification alerting them to being marked as tardy. Additional clarification regarding unexcused and excused absences can be referenced under Article 5 of this Constitution.

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

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

11.3.E: 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 for the next meeting. If there is no meeting scheduled within fourteen days of the reinstatement request, the presiding officer of the arbitration process may call an emergency Council meeting. The Council shall hold a vote by secret ballot to decide on the 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 the 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 rights and responsibilities restored.

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.

Section 11.5: Resignations

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

Article 12. Amendment and Constitutional Review Protocol

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

Section 12.1: The GSC Executive Board stands by the GSC's collaborative philosophy and may conduct an annual review process where the Constitutional document is assessed for its veracity and authenticity in relation to serving the needs of the GSC, CGU, and the student body.

Section 12.1.A: The annual review process will allow the GSC Executive Board to decide, by a simple majority vote, if a Constitutional Committee is necessary for the proposed academic school year in question.

Section 12.2: If the GSC Executive Board decides that changes must be made to the Constitutional document, the Council shall be presented with proposed changes at a regularly scheduled meeting. By a simple majority vote, the GSC may approve proposed modifications for publication to the student body.

Section 12.3: The CGU student body shall be given at least one week to offer comments regarding the proposed alterations. All final changes made to the Constitution must be reviewed by the Dean of Student Office in collaboration with the Council. After final approval from the Dean of Students Office and the GSC Executive Board, the published changes shall be brought before the GSC for final ratification.