

### **Section 4.3: The GSC 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.

Tips for campaigning:

- Select up to 3 topics to build a platform on and make an action plan on how you will address these topics.
- Meet with your school dean and present platform. Ask them to promote your candidacy.
- Connect with other students and ask them about concerns or issues affecting them.
- Create posters and get approval from the Dean of Student's office to post them around campus.
- Make a short pitch about your candidacy at the beginning of class with your professor's permission.

Abridged President responsibilities:

- Advance and advocate for CGU student needs across the CGU community.
- Maintain a strong relationship with CGU administration, CGU Alumni Association, and campus partners.
- Create reports and present during the Board of Trustee meetings and committee meetings four times a year.
- Participate in Commencement.
- Plan signature GSC events such as Ignite the Light, Pass the Torch, and Alumni Fireside chat among others.
- Plan and lead regular GSC Executive Board Meetings and general meetings.

**Section 4.4: The GSC 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.

Tips for campaigning:

- Assemble a team that represents various sectors of the student population (Full time employee/part time student, Part time employee/full time student, international student, etc. This will create a diverse perspective within your team.
- Share your candidacy amongst friends so there is a word-of-mouth support

- Create eye catching promotion materials (even if you don't have competition because it will promote your name across campus).
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- Abridged Vice President responsibilities:
- Be in the in-house Robert's Rule of Order
- Communicate with professional staff members and develop a good relationship with administration
- Assist with the representatives and legislative body
- Assist with administrative duties (booking rooms, buying food, reconciling receipts with treasurer)
- Participate in commencement committees or selection committees
- Develop strategic changes within GSC / organization (Constitution, timelines, continuity)

**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.

Tips for campaigning:

- Define your vision and goals clearly.
- Understand the concerns and interests of your fellow students.
- Build a dedicated campaign team.
- Utilize social media and traditional platforms for communication.
- Create engaging campaign materials with catchy slogans and visuals.
- Be authentic and genuine in your interactions.
- Engage with voters through one-on-one conversations and events.
- Highlight your past accomplishments and leadership experiences.
- Maintain a positive attitude and refrain from negative tactics.
- Follow election rules and regulations diligently.

Abridged Treasurer responsibilities:

- Oversee the organization's finances, including income, expenses, and budget allocations.
- Manage funds for travel, material awards, and other support provided to members or external parties.
- Attend events, meetings, and committees on behalf of the organization, including university-wide events and those related to finance or student affairs.
- Update and maintain the organization's website with accurate and relevant information, including announcements and event details.

**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 GSC correspondence over email and GSC publicity over the official GSC website, social media, and printed materials.

4.6.G: Manage and organize the GSC office, keeping inventory of GSC materials and resources.

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.

Tips for campaigning:

- Craft a robust About Me statement to introduce yourself to the Student Body and make the case as to why you'd be the best person for the role
- Familiarize yourself with Wordpress, Canva, and Robert's Rules of Order to prepare for the Secretary Role
- Talk to students you want to advocate for and identify what their needs are

Abridged Secretary responsibilities:

- Be responsible for GSC communications internally, and externally towards student body and administration
  - Email – compose emails to send to all-students with announcements and reminders
  - Social Media – promote upcoming events and outreach digital CGU community
  - Website – keep GSC webpages up to date with correct information; edit and redesign webpages
  - Posters – make promotional GSC flyers for outreach and reminders
- Keep detailed minutes of General Meetings
- Assist in putting on and organizing GSC events

**Section 5.6: Diversity Representatives shall:**

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 detail upcoming events, programming, and any other areas of communal interest from the school.

Sit on CGU'S Diversity, Equity and Inclusion Committee and report back to the Executive Board and Standing Membership. Share student concerns and perspectives to both the DEI Committee and the Graduate Student Council, and strategize ways to address and resolve these concerns with the best interest of afflicted students.

Tips for campaigning:

- Ask your professors if you can make a short pitch for your classmates to vote for you at the beginning of class.
- Get to know other students in your school, ask them what issues are affecting them and how you can advocate for them.
- Create a campaign around specific changes or goals you have related to DEIJ issues.

Abridged Diversity Representatives responsibilities:

- Attend CGU's Diversity, Equity and Inclusion Committee and report back to the GSC Executive board and general membership.
- Become familiarized with CGU DEI policies and strategic plan.
- Learn about DEIJ concerns on campus and advocate for changes within GSC, representing minority student communities.

**Section 9.1: School representatives shall:**

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.

Meet biweekly or monthly with the Dean of their respective school and report back any updates to the Executive Board and Standing Membership.

Be the main point of contact for school related questions and concerns.

Host office hours to build community within their school.

Tips for campaigning:

- Ask your professors if you can make a short pitch for members of your school to vote for you at the beginning of class.
- Get to know other students in your school and ask them to vote for you.
- Create a campaign around specific changes or goals you have for your school.

Abridged School Representative responsibilities:

- Build a relationship with your school's dean and its team of administrators.
- Get to know student clubs that are related to your school's mission.
- Advocate for the interests of students in your school; promote school events to the general CGU community.
- Attend school events and promote GSC initiatives.
- Update GSC standing membership with school initiatives.