

Graduate Student Council (M/C 330)
The University of Illinois at Chicago
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Graduate Student Council Constitution

Last Amended April 12, 2019
Last Reviewed September 5, 2019

Article I. Registration and Name

This organization shall register with the Campus Organizations Office each year and meet the stipulations required by that office. The name of this organization shall be the Graduate Student Council (GSC).

Article II. Purpose

The purpose of the GSC shall be:

1. to sponsor academic and social activities for graduate students,
2. to subsidize graduate students who travel to present original work at professional meetings and conferences,
3. to consider issues of concern affecting graduate students, and
4. to promote the interests of graduate students through contact with the University of Illinois at Chicago (UIC) administration.

Article III. Constituency

The GSC shall represent any graduate student in good standing, currently enrolled in the Graduate College at UIC.

Article IV. Representatives and Alternate Representatives

Each department of the Graduate College shall provide the GSC with one representative and one alternate representative. Both the representative and alternate representative shall serve term of one academic year.

Section 1. Representative Eligibility

To be eligible to be a representative or an alternate representative, the graduate student must meet the following criteria:

- a. The graduate student must be enrolled for at least one-half the minimum term hours required for full time status OR the graduate student may be enrolled for less than one-half the minimum term hours required for full-time status during the term of their graduation or during the period they are formally enrolled to complete a thesis, dissertation, internship, or the equivalent.
- b. A graduate student on official off-term may serve as representative or an alternate representative, provided they meet the minimum requirements prior to beginning their official off-term.

Section 2. Selection of Representatives

Representatives and alternate representatives shall be elected or appointed each year under the supervision of each department's Director of Graduate Studies in a manner such that the outcome reflects the consensus or majority view of the department's graduate students.

Section 3. Duties of Representatives

Representatives shall be required to attend all regular meetings and to publicize the activities of the GSC and distribute the minutes of every GSC meetings to the graduate students and faculty of their respective departments (e.g. email listserv, bulletin, social media page). Representatives shall also be responsible for soliciting concerns or issues from their constituents to be brought to the attention of the GSC.

Section 4. Replacement of Representatives and Alternate Representatives

Should a representative fail to complete their term, the alternate representative shall assume the position of

representative. The Director of Graduate Studies of their department shall be responsible for appointing or electing a replacement alternate representative in a manner consistent with Article IV, Section 2 of the GSC Constitution. Failure to complete a term shall be defined as:

- a. the representative is unable to fulfill their term due to graduation, personal, or academic reasons.
- b. the representative fails to meet the criteria stated in Article IV, Section 1 of the GSC Constitution.
- c. the representative allows the seat to be declared inactive (given two absences from regular GSC meetings) or vacant (three absences from regular GSC meetings).

Section 5. Duties of Alternate Representatives

Alternate representatives shall be required to fulfill all the duties of representatives as stated in Article IV, Section 3 in the event that the representative is unable to fulfill their duties.

Section 6. Membership

It is the policy of the University of Illinois at Chicago to not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Section 7. Absence

It may be possible for a departmental representative to make up for a monthly meeting absence by participating in the GSC activities for an equivalent amount of hours, up to the discretion of the GSC officers. This cannot occur for more than three absences per year.

Article V. Executive Committee Members

Any representative and/or graduate students, in good standing, can be involved in organizing GSC activities as part of the GSC Executive committee.

Section 1. Representative Eligibility

Any graduate student is eligible to serve in the executive committee.

Section 2. Duties of Executive Committee

Executive committee members shall aid GSC in organizing, facilitating, and executing GSC events and activities. Executive Committee may attend regular meetings and shall attend GSC Executive Committee meetings. Executive Committee members may also participate in GSC subcommittees.

Section 3. Inactive Executive Committee members

- a. the executive is considered inactive, given three consecutive absences from Executive Committee meetings, or vacant, four consecutive absences from Executive Committee meetings.
- b. the executive is considered inactive, given absence of collaboration in organization of at least two consecutive GSC events.

Section 4. Membership

It is the policy of the University of Illinois at Chicago to not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Article VI. Officers

The GSC shall have four officers: President, Vice President, Treasurer, and Secretary. The officers shall serve a one-year term, from July 1 to June 30.

Section 1. Duties of Officers

- a. President: the President shall call and preside over meetings and perform any other necessary administrative duties.
- b. Vice President: the Vice President shall act when necessary for the President, and shall be responsible for the GSC annual newsletter.
- c. Treasurer: the Treasurer shall conduct the organization's financial business and present an annual budget for approval by the GSC representatives.
- d. Secretary: the Secretary shall record and compile the minutes from all GSC meetings and make them available to all GSC representatives and other inquiries.

Section 2. Eligibility for Officers

To be a candidate for a GSC officer, the graduate student must:

- a. meet all the requirements for being a GSC representative as stated in Article IV, Section 1 of the GSC constitution.
- b. meet the qualification for office and intend to be enrolled at UIC for the entire term of their office.
- c. have served as a GSC representative or GSC executive committee member for at least one year prior to election.

Section 2.1. Eligibility for President

To be a candidate for a GSC president, the graduate student must:

meet all the requirements for being a GSC officer as state in Section 2.

comply with at least ONE of the following criteria:

- i. Nominee must have been a GSC executive committee member and a GSC representative for at least one year.
- ii. Nominee must have previous leadership experience.

Section 3. Election of Officers

Elections for GSC officers shall be held yearly at the April meeting of the spring academic term.

Section 4. Election Procedure

- a. All active GSC representatives and Executive Committee members may vote in the elections.

- b. Nominations for GSC officers must be cast before the meeting of the election.
- c. Voting shall be by anonymous written ballot and tabulated by objective third party tellers selected prior to the election to determine the elected GSC officers.
- d. The candidates will be elected by GSC representatives and executive committee members who are present at the voting meeting.
- e. The candidate will be elected by a majority of votes.
- f. Should there be a tie in an election, the nominees will be prompted with an additional question and will be put to a re-vote.
- g. Should there be more than two candidates for a position, the top two candidates determined by the initial vote will automatically go into a run-off for the final decision. The run-off will follow the tie procedure: the nominees will be prompted with an additional question and will be put to a re-vote.

Section 5. Replacement of Officers

Should an officer fail to complete their term due to resignation, or failure to meet eligibility requirements as stated in Article IV, Section 1 of the GSC constitution, the remaining officers shall appoint a replacement from among the departmental representatives or executive committee members. This appointment must then be approved at a regular meeting by a vote of 50% +1 of the active GSC representatives in attendance.

Section 6. Removal of Officers

Should an officer fail to perform their duties due to incompetence or neglect, the officer may be removed from office at a regular meeting by a vote of 3/4 +1 of the active GSC representatives in attendance.

Section 7. Officer Stipends

Officer stipends, as appropriated by the annual budget, shall be approved at the end of each academic term by a vote of 50% +1 of the active GSC representatives in attendance.

Article VII. Advisors

The GSC shall have at least one advisor who shall be selected by the officers from among the full-time faculty of the Graduate College. Teaching assistants, academic professionals, and staff are not eligible.

Article VIII. Regular Meetings

Regular meetings of the GSC shall be held four times per semester. Meetings shall be conducted according to Robert's Rules of Order.

Section 1. Quorum

A quorum shall consist of 50% +1 of the officers and 33% +1 of the GSC representatives. Inactive or vacant positions shall not be used in determination of quorum.

Section 2. Special Meetings

Special meetings may be called at any time by the President provided that the officers and representatives have 14 days' notice of such meetings.

Section 3. Meeting Agendas

Part A: The GSC Secretary shall prepare and distribute to all GSC members a copy of meeting agenda so that the agenda will arrive in each member's possession no fewer than 5 business days prior to each upcoming meeting. Any supporting documents for issues that are to be voted on should be attached to the GSC members' copy of the agenda. Individual members may have germane memos, items for GSC vote, or announcements included in the agenda by asking the secretary to include them. Distribution of the agenda will be through either the GSC listserve or UIC campus mail. The agenda shall briefly describe the nature of all business that reasonably is expected to come up for discussion and or a vote; it shall describe briefly the reports from GSC officers and committee chairs expected to present reports; it should provide an opportunity for members to make announcements, and propose discussion items, and the agenda should provide an opportunity for comments from interested faculty, staff or graduate students who might attend a GSC meeting. A copy of the agenda shall be furnished in advance of GSC meetings to the news media with the UIC community as their principal audience.

Part B: In advance of any meeting of any committee of the GSC, Committee Chairs shall provide to the GSC membership the time, place and a brief description of the substance of any meetings.

Article IX. Executive Committee Meetings

Executive Committee meetings of the GSC shall be held at least four times per year. Executive Committee members and Officers are required to attend these meeting to plan the organization of GSC events.

Article X. Committees

Section 1. Financial Committee

The travel committee shall consist of the Treasurer and Secretary and shall be responsible for administering requests from students for funds to help subsidize the cost of travel to the conference and supporting graduate students projects.

Section 2. Entertainment Committee

The entertainment committee shall have as its chairperson one of the GSC officers as its chairperson and consist of any active GSC representatives or GSC executive committee member who volunteer. This committee shall be responsible for organizing GSC sponsored social events.

Section 3. Academic Committees

The academic committee shall have as its chairperson one of the GSC officers and consist of any active GSC representatives or GSC executive committee members who volunteer. This committee shall be responsible for organizing GSC sponsored academic events, involving graduate students.

Section 4. Volunteering Committees

The volunteering committee shall have as its chairperson one of the GSC officers and/or any active GSC representatives and/or GSC executive committee members who volunteer. This committee shall be responsible for organizing GSC sponsored volunteering events, involving graduate students.

Section 5. Additional Committees

The officers may establish such additional committees and ad hoc committees as they deem necessary.

Article XI. Funds

The President and Treasurer are financially responsible. These officers will be the only members allowed to access the COF account. The advisor may not be the third officer. All funds raised on campus MUST be deposited into the organization's on-campus Chicago Organization Fund account.

Article XII. Amendments

Amendments to the constitution must be presented to the GSC representatives at least thirty days in advance of the regular meeting at which the amendment is to be considered. The constitution may be amended at any regular meeting and must be approved by a vote of 3/4 +1 of the active GSC representatives in attendance.