



AMERICAN UNIVERSITY  

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W A S H I N G T O N , D C

# Graduate Leadership Council Bylaws

Established and Ratified:  
April 30, 2019

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## **ARTICLE I: THE COUNCIL**

### *Section 1: Positions*

The Graduate Leadership Council, hereinafter Council, shall be led by Executive Board of the following positions: President, Vice President, Director of Finance, Director of Communications, Director of Programming, and Director of Clubs & Campus Relations. The Council is also joined by the College of Arts and Sciences, Graduate Business Association (Kogod School of Business), School of Communication, School of International Service, and School of Public Affairs.

### *Section 2: Duties & Responsibilities*

**The President** shall be responsible for representing the views and concerns of the Graduate Community to the University administration, and for leading efforts to improve student life and resolve student grievances. They will:

- i. Serve as a liaison between the five Graduate Student Councils, hereinafter Student Councils, and Administration of American University.
- ii. Work with the members of the council to pass and uphold an unanimously agreed to “Shared Vision” for the academic year.
- iii. Work with the Director of Finance and the other members of the council to develop a budget both for the GLC and the individual councils.
- iv. Appoint representatives to serve as the official graduate student representative on university committees when needed.
- v. Meet with the Center for Student Involvement Council Advisor no less than once every two weeks to report on their activities.
- vi. Maintain a positive working relationship with the American University Student Government, the Student Bar Association, American University Club Council, American University Staff Council, and graduate student organizations.
- vii. Partner with the Office of Graduate Studies to conduct Graduate Needs Assessment every other year to ensure that the needs of graduate students are identified.

**The Vice President** shall as the secretary overseeing the internal management and operations, including its finances, property, information technology, communications, publicity, and services. They will:

- i. Support operations of Council including but not limited to logistics, retreats, team building activities, and transition period.
- ii. Schedule and preside over Council meetings and/or conference calls to be held monthly (once a month), throughout the academic year and keep minutes.
- iii. Assume the duties of the President in his/her absence with his/her express written consent.
- iv. Update the Graduate Leadership Council calendar and maintain regular communication with the five school Presidents regarding their events to be added to the calendar.
- v. Appoint university committee representatives with the President and maintain communication with those representatives.
- vi. Assume any additional duties expressly assigned by the President including serving as the official graduate representative on certain boards and committees
- vii. Maintain the Graduate Leadership Council’s constitution, including updating appropriate sections of the document when amendments and/or referenda are passed.
  - a. They will also be responsible for working with the Director of Communication to ensure that the constitution is made publicly available on the Council’s website.

**The Director of Finance** serve as the comptroller overseeing all debits, credits, revenues to the council and compliance of financial policies. They will:

- i. Work with the President and the other members of the council to allocate initial funding to the individual councils via the budget process described in the governing documents.
- ii. Keep financial records of all income and expenditures in a method that is in accordance with American University's financial guidelines and generally accepted accounting practices.
- iii. Apportion and freeze funds to the Graduate Student Councils in coordination with the Center for Student Involvement.
- iv. Preside as chair of the Travel Grants Committee, and work with the Director of Communications to lead the travel grant process.
- v. Communicate the Center for Student Involvement's spending request deadlines to the Council.
- vi. Serve as the official graduate representative to the following boards, committees and offices:
  - a. Office of Vice President of Finance
  - b. University Budget Committee
  - c. Board of Trustees Finance Committee
  - d. Student Library Endowment
- vii. Submit a financial report to the outgoing and incoming Council's and the Center for Student Involvement at the end of the year.

**The Director of Communication** shall be responsible for the communications portfolio including web communications, social media, and print assets. They will:

- i. Maintain regular communication with the Graduate Community on behalf of the President via platforms including but not limited to e-mail, social media, and newsletters.
- ii. Send monthly "Newsletters from the GLC" detailing important news, upcoming events, and opportunities for involvement.
- iii. Periodically reviewing and updating the content on the website.
- iv. Periodically reviewing and updating the content on the Facebook, Twitter, and other forms of social media daily. This includes status updates, events, and photos.
- v. Coordinate the Council's strategic marketing efforts, including the design, production and distribution of all publicity, advertising, marketing and branding materials.
- vi. Work with the Vice President to ensure that the Council's website and online publicity tools are consistent with the organization's advertising, marketing and branding efforts.

**The Director of Programming** shall be responsible for all events, programs, activities for the entire graduate community including but not limited to social, personal, and professional development opportunities. They will:

- i. Responsible for overseeing and coordinating all the event planning for the council for the entire Graduate Community.
- ii. Manage and oversee of the work the Events Coordinator in planning events, programs, and activities.
- iii. Work with the Director of Clubs & Campus Relations to organize the Graduate Student Involvement Fair with all graduate-level organizations at the beginning of the academic year.
- iv. Organize a Townhall to graduate students to meet the Council, learning about upcoming events, and share their concerns.
- v. Organize at least one university-wide social event, community service, and professional development event per semester.
- vi. Serve as a liaison for joint programming and communication for various entities on campus including but not limited to:
  - a. Student Bar Association (SBA)
  - b. American University Undergraduate Student Government (AUSG)
  - c. Kennedy Political Union (KPU)

- d. Office of Graduate Studies & Research
- e. University Library
- f. Academic Support and Advising Center (ASAC)
- g. Career Development
- h. Office of Merit Awards
- i. Office of Campus Life

**The Events Coordinator** shall be responsible for supporting the Director of Programming on all events, programs, activities for the entire graduate community including but not limited to social, personal, and professional development opportunities. They will:

- i. Responsible for overseeing and coordinating all the event planning for the council for the entire Graduate Community
- ii. Manage the processing of financial requests including but not limited to reviewing venue contracts and completing purchase orders
- iii. Create event plans, coordinate logistics, and event registrations during events
- iv. Work with the Director of Communications to develop and execute an events promotions plan
- v. Serve as a liaison for joint programming and communication for various entities on campus including but not limited to:
  - a. Student Bar Association (SBA)
  - b. American University Undergraduate Student Government (AUSG)
  - c. Kennedy Political Union (KPU)
  - d. Office of Graduate Studies & Research
  - e. University Library
  - f. Academic Support and Advising Center (ASAC)
  - g. Career Development
  - h. Office of Merit Awards
  - i. Office of Campus Life

**The Director of Clubs & Campus Relations** shall be responsible for overseeing graduate level clubs and organizations and serving as the primary contact for affinity-based program in the community. They will:

- i. Responsible for executing and managing the policies and affairs governing Council recognized clubs and organizations.
- ii. Serve as a resource for all students seek membership of a club or organization.
- iii. Work with the Director of Finance to assist organizations obtain funding and adhere to fiscal policies.
- iv. Work with the Director of Programming to organize the Graduate Student Involvement Fair with all graduate-level organizations at the beginning of the academic year.
- v. Responsible for the appointment of Constituent Liaisons at the discretion of the President.
  - a. Manage the affairs of the liaisons and provide monthly updates to the Council in these respective constituencies.
- vi. Serve as the liaison for cross-collaboration for club creation and programming and between the following entities:
  - a. Student Bar Association (SBA)
  - b. American University Undergraduate Student Government (AUSG)
- vii. Serve as the liaison for cross-collaboration for affinity group graduations. These groups include but are not limited to:
  - a. Black Graduation
  - b. Latinx Graduation

- c. Asian-Pacific Islander Graduation
- d. Lavender Graduation (LGBTQ+)

**The Graduate Student Council President** shall be responsible for representing the views and concerns of their school to the Council, and for leading efforts to improve student life and resolve student grievances. They will:

- i. Attend regularly scheduled meetings, sponsored events, and activities.
- ii. Coordinate logistics for community-wide events with the Director of Programming.
- iii. Coordinate strategic communication efforts for community-wide incidents with the Director of Communications.
- iv. Collaborate with the Director of Clubs & Campus Relations to create community-wide clubs and participate in affinity group programs.
- v. Adopt and implement fiscal policies set by the Director of Finance and Center for Student Involvement.

*Section 3: University-wide Committees*

The President and Vice President reserves the authority to appoint members of the Council to various university-wide committees. Appointments will serve as representatives of the Council and Graduate Community expressing their concerns and advocating for their interests. They will be required to provide monthly reports to the President and Vice President on their committee work.

The University-wide Committees include but are not limited to:

- a. Transportation-Advisory Committee, University Safety & Security Services
- b. Graduate Curriculum Committee, Faculty Senate
- c. Information Services, Faculty Senate
- d. Academic Budget & Benefits, Faculty Senate
- e. Diversity and Inclusion, Faculty Senate
- f. Athletics & Recreation Coordinating Committee, Athletics & Recreation
- g. President's Council on Diversity & Inclusion Student Advisory Committee, Office of the President
- h. Student Philanthropy Council, Office of Development & Alumni Relations
- i. Board of Trustees Sub-Committees\*
- j. University Budget Committee\*\*

\*Convened twice an academic year

\*\*Convened at the end of each biannual budget year

**ARTICLE II: Meetings**

The Council or their representatives shall be convened by the President for regular monthly meetings throughout the academic year.

The Vice President shall schedule regular meetings at a time and location so that the Council must attend in person or by approval of the President remotely by conference call. All parties are strongly urged to attend in person or through representative to help foster strong and productive meetings.

The President may invite American University trustees, faculty, staff, administration, student leadership to brief the Council on pressing issues or observe the proceedings of regularly scheduled meetings as they see fit.

Official minutes shall be taken at each meeting by the Vice President. Minutes shall be sent to the Council and Center for Student Involvement within seven (7) business days of the conclusion of the

meeting. Minutes from regularly scheduled meetings shall also be made publicly available on the website seven (7) business days of the conclusion of the meeting.

The Director of Finance shall present an up-to-date and forward-looking budget, detailing the current financial position of the Council and all of its anticipated expenses for the semester at each regularly scheduled meeting.

In between regularly scheduled meetings, the President and Vice President may conduct Council business online, when appropriate. The President and Vice President may set the response and time frame parameters for action on issues as they see fit and may call votes by e-mail when and if applicable. Business conducted online or by e-mail shall be subject to the same majority and abstention provisions as meetings conducted in person. If voting members do not partake in official online business within the timeframe parameters placed by the president, they may be subject to censure.

- i. Official business is defined as matters of compelling interest to the Graduate Community that warrants attention and action from the Council. Official business may be brought forward by a Council member, student, faculty, staff, administrator, or other community members.
- ii. Censure shall be a recommendation for removal or freezing of assets in accordance with their position.

The President or Vice President may cancel a regularly scheduled meeting with 24 hours notice. The cancelled meeting shall be rescheduled and shall occur no later than seven (7) days following the original meeting date.

Regularly scheduled meetings may only be conducted in the presence of a quorum of the Council, which shall be defined as the smallest whole number of Executive Board members and Student Council Presidents or their proxies that exceeds fifty percent.

## **ARTICLE III: ATTENDANCE REQUIREMENTS AND REGULATIONS**

### *Section 1: Notice of Absence*

Any member of the Council, who is required to attend meetings, must inform the Vice President at least 48 hours in advance, and the Vice President must approve of their absence. If a notice of absence is given less than 48 hours before the start of the meeting, then the party may be subject to censure by the Vice President or forgiven due to uncontrollable or unforeseen circumstances at the Vice President's discretion.

### *Section 2: Absences Maximum*

All council members' absences must be tallied and recorded by the Vice President and ensure that the absence is noted in the meeting minutes. Any individual with two absences or more during a semester must be brought up for removal.

### *Section 3: Proxy Privileges*

Absent Student Council President shall be required to identify a proxy from their Student Council to attend the meeting in their place. The absent President shall notify the Vice President who will serve as the proxy for the regularly scheduled meeting or special session, at least 24 hours prior. The Executive Board shall not have proxy privileges.

## **ARTICLE IV: MEETING STRUCTURE**

The regularly scheduled meetings shall be governed by Robert's Rules of Order with the Vice President serving as Parliamentarian. The structure of the meeting agenda shall be the following:

- i. Call to Order
- ii. Approval of Minutes
- iii. Old Business\*
- iv. President's Report
- v. Vice President's Report
- vi. Director of Finance's Report
- vii. Director of Communication's Report
- viii. Director of Programming's Report
- ix. Director of Clubs & Campus Relations' Report
  - a. Constituent Liaison Reports
- x. College of Arts and Sciences Graduate Student Council Report
- xi. Graduate Business Association (Kogod School of Business) Report
- xii. School of Communication Graduate Student Council Report
- xiii. School of International Service Graduate Student Council Report
- xiv. School of Public Affairs Graduate Student Council Report
- xv. Committee Reports\*\*
- xvi. New Business
- xvii. Adjournment

\*Old business includes business tabled from the previous scheduled meeting that must be deliberated upon before the conclusion of the next meeting.

\*\*Committee reports are progress updates on the standing committees with Graduate student representation.

## **ARTICLE V: FINANCIAL ACCOUNTS**

### *Section 1. Student Activities Fees*

The Graduate Leadership Council Fund (hereafter as "the Fund") shall consist of total mandatory student activities fees, incurred by all graduate students who pay a \$30.00 student activities fee per semester during fall and spring registration.

The Fund shall be stewarded by the Graduate Leadership Council to be used to benefit all currently enrolled graduate students in the College of Arts and Sciences, the Kogod School of Business, the School of Communication, the School of International Service, the School of Public Affairs.

The Graduate Leadership Council shall administer funds using two main accounts registered with the Center for Student Involvement, namely Administrative Account and Reserve Account.

### *Section 2: Administrative Account*

The mandatory student activities fees collected, in both fall and spring semesters, from currently enrolled graduate students shall be transferred to the Graduate Leadership Council Administrative Account by no later than the last day to add/ drop for each semester.

The Graduate Leadership Council Administrative Account shall consist of financial accounts of all Graduate Student Councils and all graduate student organizations officially recognized by the Graduate Leadership Council and by the Center for Student Involvement.

To meet the needs of programming efforts at the onset of academic years, the Graduate Leadership Council shall project a budget based on the total student activities fees collected and realized in the previous academic year and allocate funds to each five Graduate Student Council based on the enrollment breakdown also realized in the previous academic year.

The Center for Student Involvement shall be responsible for releasing the total amount of student activities fees and the enrollment breakdown from the previous academic year to the incoming Graduate Leadership Council at the Graduate Leadership Council Summer Retreat and, in writing to the President, the Director of Finance and the Graduate Student Council Presidents, no later than the last week of August.

The Center for Student Involvement shall release the total student activities fees collected and enrollment breakdowns of the current academic year to the President and the Director of Finance in writing by October 1, unless all parties mutually agree in advance on a later date due to circumstances.

The Center for Student Involvement shall also be responsible for releasing the total budget summaries based on realized enrollments and the remaining balances in the reserve account for the past three academic years to the incoming Graduate Leadership Council at the Graduate Leadership Council Summer Retreat and, in writing to the President and the Director of Finance, no later than the last week of August.

The President, in consultation with the Director of Finance, shall manage budgeted Administrative account funds, in compliance with the policies and procedures enumerated in Article VII.

### *Section 3: Reserves Account*

The Graduate Leadership Council Reserve Account shall consist of unspent funds in the Graduate Leadership Administrative Account, including its sub-accounts enumerated in Article VI. Section 2B., from past academic years.

The Graduate Leadership Council Reserve Account must maintain a minimum balance of \$20,000 as a safety net to meet programming needs in the case that unforeseeable circumstances arise.

If the balance of the Graduate Leadership Council Reserve Account exceeds \$20,000, the Graduate Leadership Council may allocate the excess funds to address specific priorities and funding requests following a majority vote of the Graduate Leadership Council.

If the balance of the Graduate Leadership Council Reserve Account exceeds \$20,000 and under reasonable circumstances, the Graduate Leadership Council may temporarily allocate the excess funds to sponsor funding requests by Graduate Student Councils and Graduate Clubs following a majority vote and on the strict condition that the funds will be deposited back to the reserve account within a date agreed upon by all parties in advance.

The voting procedure regarding funding requests or funding specific priorities, outlined in subsections (C) and (D) shall follow the same financial request guidelines, enumerated in Article VIII.

## **ARTICLE VI. Administrative Account Budget Allocation**

### *Section 1: Student Support Payments*

Fifteen percent of the total administrative account budget, released by the Center for Student Involvement, will be used for student support payments, as enumerated by the SA Guidelines of Mandatory Student Activities Fees.

Upon a majority vote of the council, Graduate Leadership Council may contract work to outside persons to complete tasks beneficial to the graduate student body. Payments for contract work will be taken from the administrative account and not from the 15% of the total administrative account budget.

Each council member and each liaison shall receive a student support payment in accordance with the following pay schedule.

Position	Percentage (%)	Position	Percentage (%)	Position	Percentage (%)
President	1.8	GSC-CAS	1.0	Liaison	0.25
Vice President	1.6	GSC-KOGOD	1.0	Liaison	0.25
Finance	1.6	GSC-SIS	1.0	Liaison	0.25
Programming	1.15	GSC-CAS	1.0	Liaison	0.25
Events	0.25	GSC-SOC	1.0		
Communications	1.4				
Clubs	1.2				
<b>Exec Total</b>	<b>9.0</b>	<b>GSC Total</b>	<b>5.0</b>	<b>Liaison Total</b>	<b>1.0</b>

Student support payments shall be paid out in half and twice during the academic year. The paperwork for student support payments shall be completed and processed at the midpoint of each semester in accordance with the Center for Student Involvement and the University Human Resource procedures.

The midpoint of fall semester shall be determined as the last week of October and the mid-point of spring semester shall be determined as the week before Spring Break.

For council members and liaisons who are officially elected or appointed to the Graduate Leadership Council before the midpoint of a semester shall receive the full amount of student support payment for that semester.

For council members and liaisons who are officially elected or appointed to the Graduate Leadership Council after the midpoint of a semester shall receive fifty percent of the full amount of student support payment for that semester.

### *Section 2: Allocation of Funds to Graduate Student Councils*

Sixty percent of the administrative account budget, net of the student support payments outlined in Section 1, shall be allocated to the Graduate Student Councils of College of Arts and Sciences, the Kogod School of Business, the School of Communication, the School of International Service and the School of Public Affairs.

Allocations to each five Graduate Student Council shall be based upon the enrollment breakdown, released by the Center for Student Involvement according to the procedure outlined in Article VI, Section 2C. These figures shall be calculated by the Office of the University Provost and shall be shared with the President and the Director of Finance via the Center for Student Involvement to determine the official financial allocations to the graduate schools.

Enrollment breakdown by academic departments shall be released by the Center for Student Involvement in the case of College of Arts and Sciences Graduate Student Council.

The total amount of the allocation funds and enrollment breakdown for each Graduate Student Council shall be communicated via the Center for Student Involvement in consultation with the President and the Director of Finance by no later than the last week of August, as outlined in Article VI Section 2D.

*Section 3: Allocation of Funds to Graduate Clubs Recognized by the Graduate Leadership Council*

Five percent of the administrative account budget, net of the student support payments outlined in Section 1, shall be allocated equally to the Graduate Clubs officially recognized by the Graduate Leadership Council.

In the case that a Graduate Club require more than the funds allocated in subsection (A), they shall follow the same funding request procedure outlined in Article VIII.

The total amount of the allocation funds for each Liaison and for each Graduate Club shall be communicated via the Director of Finance in consultation with the President by no later than the last week of August, as outlined in Article VI Section 2D.

*Section 4: Graduate Leadership Council Executive Office Budget*

The remaining thirty five percent of the administrative account budget (referred hereafter as “Executive Office Budget”) shall be allocated to: Graduate Leadership Council signature events and other programming needs including the programming by the Graduate Leadership Liaisons; co-sponsorship of events with other graduate and undergraduate student organizations, academic departments, university offices and outside organizations; supplies and administrative costs necessary for operation during the academic year and during the summer following the upcoming transition period; and any additional expenses the Graduate Leadership Council deems fit.

The Graduate Leadership Council shall also consider, from the Executive Office Budget, discretionary allocation of funds based on the funding requests from Graduate Student Councils, Graduate Leadership Council Liaisons and Graduate Clubs recognized by the Graduate Leadership Council. The procedure for the Funding Allocation Requests is outlined in Article VIII.

In the case of depletion of the Executive Office Budget and in the presence of excess funds in the reserve account, as outlined in Article VI Section 3C, the Graduate Leadership Council shall withdraw funds from the reserve account to cover expenses outlined in subsection (A) and to sponsor funding requests outlined in subsection (B) upon a majority vote of the council in accordance with the funding request process enumerated in Article VIII.

*Section 5: Executive Office Budget Allocation for Summer Operations*

As part of the Executive Office Budget outlined in Section 4A, the Graduate Leadership Council shall budget \$5,000 for the summer expenses and programming that will be incurred by their successors following the transition period in April.

The incoming President shall be responsible for operating the Graduate Leadership Council administrative account, within the outlined \$5,000, from May 1 of the academic year he/she is elected through the first day of the fall semester.

Administrative Account spending restrictions detailed in Section 8 shall be in force during summer operations of the Graduate Leadership Council.

As part of the President’s report during the first meeting of the fall semester, he/she shall update the Graduate Leadership Council about overall progress on the summer priorities. The update shall include metrics of completion for summer priorities and a budget detailing summer expenditure.

*Section 6: Administrative Account Budget: Approval, Progress and Accountability*

Each Graduate Student Council and Graduate Clubs officially recognized by the Graduate Leadership Council receiving allocation funds from the administrative account, outlined in Section 2 and Section 3, must adhere to the following dates and deadlines throughout the academic year.

Sep 21	Annual Budget Proposals are due to the Director of Finance
Sep 21	Application for GLC Funding Allocation Request opens
Oct 1	GLC Annual Budget Proposal must be approved by a majority vote at the first meeting of the fall semester and no later than Oct 1
Jan 1	Spending report for each active account under the GLC administrative account is submitted via the Center for Student Involvement to the Director of Finance
Mar 1	GLC Budget Progress Report due to the Director of Finance
Mar 7	The President, the Vice President and the Director of Finance will review budget progress reports and will recall unspent funds according to the procedure outlined in Section 7.
Apr 1	Application for GLC Funding Allocation Request closes
Apr 10	End-of-the-Year Budget Spending Report is due to the Director of Finance
Apr 15	End-of-the-Year Budget Spending Report is presented to the Center for Student Involvement, the outgoing and the incoming Council at the last meeting or via online communication

GLC Annual Budget Proposal, outlined in Section 6, requires each Graduate Student Council and Graduate Club submit projected budget plan for departmental/ club allocations, capacity development, programming and co-sponsorship based on the total budget they received by the last week of August.

GLC Budget Progress refers to spending that have taken place until the date required and include projected budget plan based on the remainder of the budget balance.

In the case that a Graduate Student Council or a graduate organization that has an active account under the GLC administrative account is inactive and has more than half of their fund unspent by March 1, the GLC President and the Director of Finance shall communicate to the Center for Student Involvement to recall unspent funds and may conduct reallocation of funds to active organizations based in Funding Allocation Requests.

*Section 7. Administrative Account Spending Restrictions and Regulations*

All transactions and sponsorship of events using the funds from the administrative account shall follow the guidelines outlined by the SA Mandatory Student Activities Fees Guideline.

The President, Vice President, and the Director of Finance shall be the only positions allowed to sign Student Activities financial forms regarding transactions from the Executive Office Budget.

All transactions initiated by the President and the Director of Finance above \$1,200 shall be considered as Financial Proposals and thus require a majority vote of the council and follow the same voting procedure enumerated in Article VIII. Section 2.

## **ARTICLE VII. Funding Allocation Request: Procedure and Timeline**

### *Section 1. Funding Allocation Requests*

Graduate Student Council Presidents, Graduate Leadership Council Liaisons and Presidents of Graduate Clubs under the Graduate Leadership Council shall be able to request additional funding allocation from the Graduate Leadership Council Executive Office Budget and, if applicable, the Graduate Leadership Council Reserve Account to support specific programs that are beneficial to their constituencies and to the entire graduate student community.

For all funding requests, Liaisons or the Presidents of Graduate Student Councils and Graduate Clubs shall submit an online application on the Graduate Leadership Council webpage detailing the event and its purpose along with Graduate Leadership Council Funding Allocation Request Form, Itemized Costs and current Budget Spending Report at least 30 days prior to the event for review. The online application process shall be communicated via the Director of Finance at the first meeting of fall semester and, in writing to all Presidents and all Liaisons, no later than October 1.

President and the Director of Finance will notify, within 5 business days, the Graduate Student Council President, the Graduate Club President, the Liaison or a member of their executive board whom they designate to confirm the completeness of their financial request application and inquire additional information if needed. The Graduate Student Council President, the Graduate Club President, the Liaison or a member of their executive board has 3 business days, unless otherwise agreed upon, to submit the inquired additional information.

Upon the completion of the financial request application, the President and the Director of Finance will approve to advance the funding allocation request for a vote by the Graduate Leadership Council at their following monthly scheduled meeting. In the case of urgency of the request, the vote can take place virtually as described in Section 2.

If the request is approved by a majority vote, the Director of Finance shall communicate the decision to all parties including the Center for Student Involvement and issue transfer of funds in accordance with the Center for Student Involvement procedure, within 3 business days.

If the request is denied, the voting members of the Council must cite specific reasons. The President and the Director of Finance shall communicate those reasons, in writing, to the requester within 3 business days.

The decision can be appealed with modifications, using the same funding allocation request online application outlined in Section 1B, to the Graduate Student Council at the next regularly scheduled meeting.

### *Section 2. Voting on Funding Allocation Requests and Financial Proposals by the President*

To receive a majority vote, the President, in consultation with the Director of Finance, must notify the council about the nature of the transaction, how the proposed transaction will benefit specific

constituencies and the entire graduate student community, the amount of the transaction and any other material information that will allow a council member to make an informed decision.

In the case that voting takes place virtually, the council shall have up to 72 hours to review the information provided by the President and reply in writing to all voting members and the Director of Finance indicating their decision.

If a majority vote is received: for Funding Allocation Requests, the procedure shall follow according to Section 1E; for Financial Proposal by the President, the procedure should follow according to Article VII. Section 7 B-C.

If a majority vote is not received: for Funding Allocation Requests, the procedure shall follow according to Section 1F-G; for Financial Proposal by the President, the proposed spending initiative shall not occur.

*Section 3: Annual Graduate Leadership Council Administrative Account Closure*

All financial accounts under the Graduate Leadership Council Administrative Account including financial accounts of Graduate Student Councils and of Graduate Clubs registered with the Center for Student Involvement shall be closed at the end of each academic year. On that day, all remaining funds in each account shall be transferred to the Graduate Leadership Council Reserve Account.

Graduate Student Councils or Graduate Clubs shall not transfer the remaining balance in their accounts to academic departments or individual schools at the end of the academic year.

## **ARTICLE VIII. Executive Board Selection Process**

*Section 1: Eligibility for Office*

The Vice President shall serve as the Elections Commissioner and will work the Center for Student Involvement to establish the elections process and assess candidate eligibility. The outgoing Executive Board shall review applications, conduct interviews, and provide recommendations to all voting members of the Graduate Leadership Council.

Following all scheduled interviews, all voting members of the Graduate Leadership Council shall vote either at a specially scheduled meeting or by e-mail.

*Section 2: Selection of the Executive Board*

To be considered for office, candidates shall submit an application to Graduate Leadership Council at an agreed upon time with the rest of the Council to coordinate with GSC elections.

Confirmation that the candidate can serve an entire term and will not be serving as an officer on a Graduate Student Council during the academic year that they are seeking office on the Graduate Leadership Council.

The Vice President shall send each candidate's information to the Graduate Leadership Council's Center for Student Involvement advisor so he/she can verify that candidates are eligible for office and in good academic and disciplinary standing.

Once candidates are deemed eligible for office by the Graduate Leadership Council's Center for Student Involvement advisor, the Vice President shall distribute their applications to the outgoing Council for review. The outgoing Council shall review the applications, and conduct interviews with select candidates.

Following all schedule interviews, the Graduate Leadership Council shall vote either at a specially scheduled meeting or by e-mail. The outgoing President shall preside over the special session and lead a discussion about the merits of each candidate relative to other candidates that interviewed for the President position. A 2/3 majority vote of the GLC voting member shall be required to appoint an interviewed candidate to the President position.

If more than one candidate receives a 2/3 vote, all other candidates who did not receive the 2/3 vote shall be eliminated from consideration. The outgoing President shall lead a discussion about the merits of the remaining candidates. At the conclusion of the discussion, another vote shall be taken.

If a 2/3 vote is received for a single candidate, the President shall notify the candidate about the vote. The selected candidate shall have a period of 48 hours to accept or decline the appointment.

Newly elected Graduate Student Councils shall begin serving on the Graduate Leadership Council concurrently with the newly appointed Council members.

### *Section 3: Vacancies in Office*

If either the President or Director of Finance positions are not filled through the initial application process, the previous Council, in coordination with the Graduate Leadership Council advisor, shall determine an appropriate course of action.

If the President vacates or is removed from office during the academic year, the Vice President shall assume the position of President, subject to confirmation from a majority of Graduate Student Council Presidents. If a majority vote is received, he/she may choose to select an individual to serve in the open Vice President position. The selection must meet all of the eligibility criteria.

If the Director of Finance vacates or is removed from his/her office during the academic year, the President shall select an individual to serve in the open position. The President's selection must meet all of the eligibility criteria and must be approved by a majority of Graduate Student Council Presidents.

If the Vice President vacates or is removed from his/her office during the academic year, the President shall select an individual to serve in the open position. The President's selection must meet all of the eligibility criteria and must be approved by a majority of Graduate Student Council Presidents.

If a majority vote is not received for the President's selection of a new Vice President or Director of Finance assuming the role of President following his/her removal from office or resignation, the Graduate Student Council Presidents, in coordination with the Graduate Leadership Council's advisor shall determine an appropriate course of action to fill the position.

If the Director of Programming vacates or is removed from his/her office during the academic year, the President shall take on the responsibilities until an individual is found to serve in the open position. The President's selection must meet all of the eligibility criteria and must be approved by a majority of Graduate Student Council Presidents.

If the Director of Programming vacates or is removed from his/her office during the academic year, the President shall take on the responsibilities until an individual is found to serve in the open

position. The President's selection must meet all of the eligibility criteria and must be approved by a majority of Graduate Student Council Presidents.

If the Events Coordinator vacates or is removed from his/her office during the academic year, the Director of Programming shall take on the responsibilities until an individual is found to serve in the open position. The President's selection must meet all of the eligibility criteria and must be approved by a majority of Graduate Student Council Presidents.

If the Director of Clubs & Campus Relations vacates or is removed from his/her office during the academic year, the President shall take on the responsibilities until an individual is found to serve in the open position. The President's selection must meet all of the eligibility criteria and must be approved by a majority of Graduate Student Council Presidents.

Should a vacancy be filled, his/her term in office shall conclude on April 30th of that academic year.

#### *Section 4: Removal from Office Procedure*

The person against whom the charges are brought shall be immediately notified of the time and place of his/her hearing by the President. The person against whom the charges are brought must be present at the hearing.

If charges are brought against the President, he/she shall not preside over his/her hearing. The Vice President shall preside over the hearing instead.

Upon convening the hearing, the Graduate Leadership Council shall hear the charges for removal formally. Both the person being charged, and the issuer of the charges shall be granted time to address the charges and provide evidence, including witnesses, to the Graduate Leadership Council.

At any time, Graduate Student Council Presidents shall be permitted to ask questions to either the person being charged or the issuer of the charges.

The period of time delegated to the person being charged or the issuer the charges will be limited to 20 minutes each. These periods can be ended by a majority vote of the Graduate Student Council Presidents.

After the person being charged and the issuer of the charges finish presenting their cases, the Graduate Leadership Council shall engage in a period of discussion. The period of discussion shall last for a period of time determined by the voting members. The person being charged, and the issuer of the charges may be present during the period of discussion but may not participate in it.

At the close of this period, a vote shall automatically be taken. A two-thirds vote of the voting members shall be required to remove the chairperson being charged from office.

If the issuer of the charges is a Graduate Student Council President, he/she shall not be allowed to vote in removal from office proceedings.

#### *Section 5: Transition Period*

In April, the outgoing Council and their newly appointed/elected successors will participate in transition meetings. The goal of these meetings is to share institutional knowledge about the Graduate Leadership Council as an entity with the incoming Executive Board and Graduate Student

Council Presidents. The outgoing President shall be responsible for coordinating the transition meetings.

The incoming President shall be responsible for scheduling at least one meeting with the outgoing and incoming Councils to learn about the school's characteristics, needs and issues. The incoming President shall be responsible for scheduling at least one meeting with the Graduate Leadership Council advisor.

The incoming Director of Finance shall be responsible for scheduling at least one meeting with the Graduate Leadership Council advisor.

During the transition period, the newly appointed Executive Board and the incoming Graduate Student Council shall be invited to observe all Graduate Leadership Council meetings and shall be copied on all relevant Graduate Leadership Council correspondence.

During the transition period, the outgoing Council shall remain responsible for the day-to-day operations of the Graduate Leadership Council.

## **ARTICLE IX. SUMMER TRANSITION**

The President shall be responsible for operating the Council during their term, including from May 1 of the academic year they were elected through the first day of the fall semester.

The Council's transition period shall be conducted in April to include newly-elected Graduate Student Council Presidents and the newly appointed Executive Board as well as the existing Graduate Leadership Council to ensure a proper transition. The new Graduate Leadership Council will begin to shadow the current Council during the transition period to include observing one meeting and leading the last meeting of the semester with the goal of determining the Graduate Leadership Council's summer priorities.

Included with these priorities shall be an understanding of the graduate population's needs, formulating a calendar of events, creation of liaison positions, and creating committees (can be done on a rolling basis). Also, the Council must mark and record the necessary benchmarks in the Strategic Plan to include amending the strategic plan every four years using the fifth year as year one in the new strategic plan. This will ensure the further development and capacity building of the Graduate Leadership Council.

## **ARTICLE X. NEEDS ASSESSMENT**

The Council must conduct an assessment of the graduate student population every other year in order to develop proper programming, agenda, and advocacy priorities. The Council will collaborate with the Office of Institutional Research & Assessment on the Campus Climate Survey to conduct the assessment. Other mixed methods of data collecting such as a town hall, survey's, tabling, focus groups, or other method approved by the Council's voting members, and may be conducted by the Graduate Student Councils or the Council. Once a means to the needs analysis is decided then a committee shall be appointed to facilitate and analyze the data.

## **ARTICLE XI: REFERENDUM**

The Vice President shall be responsible for coordinating the referendum's publicity and administrative efforts. Information about the referendum issues shall be posted on the Graduate

Leadership Council's website and communicated to the graduate student body at least two weeks prior to voting.

The President shall convene a public, special session of the Graduate Leadership Council for students to learn about the referendum at least one week prior to voting.

All graduate students in the College of Arts and Sciences, the Kogod School of Business, the School of Communications, the School of International Service and the School of Public Affairs shall be allowed to cast one vote for or against the referendum.

Twenty percent of the eligible graduate students must participate in the referendum for it to be considered valid. Should the twenty percent threshold not be reached, the proposed amendment shall not be considered by the Graduate Leadership Council for one calendar year.

Should the twenty percent threshold be reached, the proposed amendment, new constitution, or new framework shall be considered passed if a majority of voters vote in favor of the action under consideration.