

Graduate Student Council Constitution  
Last Amended July 1, 2007

**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 a representative and an alternate representative. Both the representative and alternate representative shall serve a one year term, from September 1 to August 31.

*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 in good academic standing as defined by the Graduate College
- b. 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 his/her graduation or during the period he/she is formally enrolled to complete a thesis, dissertation, internship, or the equivalent.
- c. a graduate student on official off-term may serve as representative or an alternate representative, provided he/she meets the minimum requirements prior to beginning his/her 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 to graduate students and faculty of their respective departments. 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 his/her term, the alternate representative shall assume the position of representative and the Director of Graduate Studies of his/her 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 his/her 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, two consecutive unexcused absences from regular GSC meetings, or vacant, three consecutive 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 his/her duties.

**Article V. 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 his/her office.
- c. have served as a GSC representative for one year prior to election.

*Section 3. Election of Officers*

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

*Section 4. Election Procedure*

All active GSC representatives may vote in the elections. Nominations for GSC officers shall be given during the last regular meeting of the spring academic term. Voting shall be by secret ballot and tabulated by tellers selected prior to the election to determine the new GSC officers.

*Section 5. Replacement of Officers*

Should an officer fail to complete his/her 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. 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 his/her 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 VI. 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 VII. Meetings**

Regular meetings of the GSC shall be held at least once an academic term, excluding summer term, and no fewer than four times per year, at a time and place determined by the officers. 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 VIII. Committees**

### *Section 1. Travel 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.

### *Section 2. Entertainment Committee*

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

### *Section 3. Additional Committees*

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

## **Article IX. Funds**

The Treasurer shall be the primary officer, and all funds shall be handled by the treasurer in accordance with UIC regulations.

## **Article X. 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.