



Constitution

Article I- NAME

Section 1- The name of this Board shall be the Graduate Student Association Board of Shippensburg University, hereafter referred to as GSAB.

Article II- PURPOSE

Section 1- The purpose of GSAB shall be to serve as the primary programming board at way for the SU graduate students to:

- A. Provide leadership opportunities for students such as committees campus wide
- B. Work together with the administration and faculty
- C. Participate in events with other graduate students including community service events as well as socials and / or trips
- D. Create and maintain a supportive campus environment for graduate students

Section 2- The mission of GSAB shall be: To provide graduate students with activities, a place to unite with other graduate students, and the opportunity to express their views about campus-wide decisions.

Section 3- The vision of GSAB shall be: To become a more involved student group across campus and get graduate students more involved with the campus, community, and their fellow classmates.

Article III- MEMBERSHIP

Section 1- The membership of GSAB consist of an Executive Board, Representatives, and General Membership

- A. The Executive Board shall consist of the President, Executive Vice President, Vice President for Public Relations and Vice President for Finance
- B. The representatives shall consist of the students who represent GSAB on campus-wide committees
- C. General Membership is comprised of any member who participates in GSAB events and meetings

Article IV- ELIGIBILITY REQUIREMENTS and RESPONSIBILITIES for EXECUTIVE BOARD MEMBERS, REPRESENTATIVES and GENERAL MEMBERS

Section 1- Responsibilities of the President shall be to:

- Be currently enrolled in a graduate program at Shippensburg University
- Serve as the team leader for which GSAB is a part of & attend any and all events
- Appoint GSAB representatives to available university-wide committees
- Plan and facilitate all GSAB meetings, and yearly organization retreat

- Oversee financial & organizational operations and executive board members
- Serve as the primary role in planning and implementation of all socials, meet & greets, trips, and co-sponsored events for GSAB and the graduate student body as a whole
- Represent GSAB on at least one of the available university-wide committees
- Develop and maintain an active working relationship with graduate admissions
- Communicate regularly with academic deans to gain an understanding of their student's needs

Section 2- Responsibilities of the Executive Vice President shall be to:

- Be currently enrolled in a graduate program at Shippensburg University
- Serve as the next in line for all events that the GSAB President cannot attend, including GSAB meetings, socials, on-campus events, etc.
- Assist with the planning of all GSAB meetings, and yearly organization retreat
- Assist with the planning & implementation of all socials, meet & greets, trips, co-sponsored events for GSAB and graduate students as a whole
- Take minutes at each GSAB meeting, highlighting key points that were discussed
- Post meeting minutes on GSAB webpage
- Represent GSAB on at least one of the available university-wide committees

Section 3- Responsibilities of the Vice President for Public Relations shall be to:

- Be currently enrolled in a graduate program at Shippensburg University
- Serve as the primary coordinator for all social media, this included but is not limited to: promoting events, posting pictures, posting information about meetings, etc.
- Creating and distributing all marketing fliers.
- Assist with the planning & implementation of all socials, meet & greets, trips, co-sponsored events for GSAB and graduate students as whole
- Represent GSAB on at least one of the available university-wide committees

Section 4- Responsibilities of the Vice President for Finance shall be to:

- Be currently enrolled in a graduate program at Shippensburg University
- Assist President with keeping full track of the current GSAB budget
- Create a forecasted expenditure budget to serve as a guide to follow throughout the following academic year
- Fulfill any check requests or reimbursements that need to be made
- Assist with the planning & implementation of all socials, meet & greets, trips, co-sponsor events for GSAB and graduate students as a whole
- Represent GSAB on at least one of the available university-wide committees

Section 6- Responsibilities of the Committee Representatives shall be to:

- Be currently enrolled in a graduate program at Shippensburg University
- Attend any and all meetings for the committee that they represent
- Report back to the GSAB President with any news or discussion items that came from said meeting

Section 7- Requirements of General Members

- Be currently enrolled in a graduate program at Shippensburg University
- Attend one GSAB meeting and at least one GSAB event per semester

** All requirements are subject to adjustment according to student schedules through approval of the board*

Article VI- MEETINGS

Section 1- GSAB Meetings shall be held on a regular basis at a predetermined time. Specifics of meeting times will be determined by the current GSAB Exec board and sent out to all graduate students once decided.

Article VII- STANDARD OPERATIONS

Section 1- *Absences*: In the event that a GSAB Representative will be absent from a meeting on campus, it is recommended that they let the President know at least one day in advance, with the exception of emergencies, that way a substitute can be sent to the meeting.

Section 2- *Contact Information*: if an executive board member or representatives contact information or availability should change at any time, it is the responsibility of that person to let the President know ASAP.

Section 3- *Communication*: Provide a reliable method (email or cell phone) of communication so that the GSAB Executive Board, general members or the Advisors can get ahold of each other.

Article VIII- ELECTIONS

Section 1- Elections will be held at the last meeting during the spring semester to fill any open positions. Special elections will be held if an executive board member graduates or leaves the board.

- All current board members are permitted to stay in their position throughout their graduate student career, unless there is notable reason to dismiss. This would require a 2/3 (or 3/4- whichever is greater) vote of the GSAB executive board members.

Article VIII- REMOVAL of EXECUTIVE BOARD MEMBERS or REPRESENTATIVES

Section 1- Executive Board Members or Representatives may be removed at any time throughout their term if the rest of the board and members feel that they are not doing their assigned tasks. In the case that someone would wish to impeach an exec board member or representative, they would email the current president or executive vice president their request. This would be discussed in the next GSAB meeting and would require 2/3 vote of the attendees.

- In the event that a GSAB executive board member steps down from their position, a new election process will take place immediately.

Article X- AMENDMENTS to the CONSTITUTION

Section 1- If any graduate student would like to recommend modifications or changes to the constitution, this can be done by emailing the President recommendations to be reviewed. Discussion on the proposal amendments or changes would be discussed in the next GSAB meeting and would require a 2/3 vote for attendees.