

THE BYLAWS OF THE GRADUATE STUDENT ASSOCIATION OF WEST CHESTER UNIVERSITY

Article I: NAME

Section A:

The name of the organization shall be the Graduate Student Association of West Chester University.

Article II: PURPOSE

Section A:

The Graduate Student Association of West Chester University is a representative body through which the graduate students express common concerns for the welfare of the student body, as well as for the continued progress and betterment of Graduate Studies at West Chester University.

Article III: FUNCTIONS

1. To serve as a mechanism for the selection of graduate student representatives to any and all representative University bodies.
2. To serve as a mechanism for the interaction among graduate students, faculty, and administration of the University.
3. To serve as a student forum for graduate policy and curriculum development.
4. To represent graduate students to the Graduate Council and the Curriculum and Academic Policies Council.
5. To recognize the needs of graduate students and to coordinate and assist in satisfying those needs as a representative coalition.
6. To represent and intercede for graduate students in any and all functions, programs, offices, and directorates of the University.

Article IV: MEMBERSHIP

Section A:

Any students who are granted graduate status and who are enrolled in graduate level classes at West Chester University shall automatically be members of the Graduate Student Association.

Section B:

Members in good standing shall be defined as any member that has paid in full Graduate Student (GSA) Fee.

Article V: ORGANIZATION

1. The governing body of the Graduate Student Association shall be the Graduate Student Council Executive Board.
2. The elected officers of the Graduate Student Executive Board shall be a President, a Vice President, a Treasurer, a Secretary and a Programs Coordinator.
3. The appointed positions on the Graduate Student Association Executive Board shall be an Assistant Programs Coordinator and a WCU in Philadelphia Campus Representative to serve as members of the Executive Board.
4. The President shall be awarded a half-time Graduate Assistantship position.
5. The term of office for all officers of the Graduate Student Association shall be one (1) academic year.
6. The Department Representative Council shall consist of representation from each academic department that offers graduate programming or courses and which enrolls at least ten (10) graduate students, as calculated at the end of the Fall registration period. Such departments shall have one (1) representative for fifty (50) students or fraction thereof.
7. Departments with less than ten (10) students shall be aligned with other smaller departments (Of similar interest and/or academic content, when possible), so that such alignments create constituencies of ten (10) or more students. Each constituency so embodied shall have one (1) representative.

Article VI: OFFICERS AND DUTIES OF OFFICERS

Section A:

The officers of the Graduate Student Association Executive Board shall be:

President
Vice President
Treasurer
Secretary
Programs Coordinator

Section B:

The duties of the President shall be:

- 1) To chair all meetings.
- 2) To be a voting member
- 3) To plan, organize, and implement Graduate Student Association hosted events.
- 4) To report to the Advisor of the Graduate Student Association.
- 5) To hold two (10) office hours per week.
- 6) To assist in allocating grant funding to graduate students of West Chester University.

- 7) To assist in developing an annual budget with Student Services, the Graduate Student Association, and the GSA Advisor.
- 8) Attend Graduate Council and the Curriculum and Academic Policies Council.
- 9) To determine, if necessary, to constitute a Marketing Committee each year, following Article XI, Section A.

Section C:

The duties of the Vice President shall be:

- 1) To preside over meetings in the absence of the President.
- 2) Assist the Programs Coordinator in organizing Graduate Student Association activities.
- 3) Assist in coordination of Graduate Student Association committees
- 4) To be a voting member of the Graduate Student Association.
- 5) Respond to Graduate Student Association emails as needed
- 6) To be a voting member of the Graduate Student Association.
- 7) To maintain current and past membership lists.
- 8) To assist in planning, organizing, and implementing Graduate Student Association hosted events.

Section D:

The duties of the Treasurer shall be:

- 1) To assist in developing the budget and managing the monies of the Graduate Student Association.
- 2) To be a voting member of the Graduate Student Association.
- 3) To preside over meetings in the absence of the President and Vice President.
- 4) To assist in planning, organizing, and implementing Graduate Student Association hosted events.

Section E:

The duties of the Secretary shall be:

- 1) To take and report all minutes from the Graduate Student Association meetings.
- 2) To be a voting member of the Graduate Student Association.
- 3) To preside over meetings in the absence of the President and Vice President.
- 4) To assist in planning, organizing, and implementing Graduate Student Association hosted events.

Section F:

The duties of the Programs Coordinator shall be:

- 1) To preside over meetings in the absence of the President, Vice President, and Treasurer.
- 2) Assist in coordinating Graduate Student Association activities with the assistance of the executive board and committee members.
- 3) To assist in planning, organizing, and implementing Graduate Student Association hosted events.

- 4) To be a voting member of the Graduate Student Association.

Section G:

All officers will be in good academic standing at the time of election and through their term of office.

Article VII: ELECTIONS

Section A:

The election process will take place every spring of every academic year.

- 1) Elections should be concluded by the second week of April.
- 2) Elections can be held through a survey apparatus such as D2L or Survey Monkey.

Section B:

Any member in good standing as defined in Article IV, may be nominated for office. Nominations must be made by members in good standing.

Section C:

There will be a minimum of one (1) week between nominations and election of officers. Voting will be done by secret ballot. Ballots will be counted by an uninvolved third party.

Section D:

All Executive Board positions, with the exception of President, can be filled by any current graduate student in good academic standing. All candidates for President must have already held a GSA position, either another Executive Board position or as a Department Representative.

Section E:

Vacancies will be filled by current members of the Graduate Student Association. Nominations will be made at the next regular meeting, or at an emergency meeting; the general election process outlined in these bylaws will be followed.

Article VIII: REMOVAL

Section A:

Any officer is eligible for removal/impeachment. An officer may be removed for one or more of the following reasons:

- 1) Verifiable nonfeasance, misfeasance or malfeasance of the duties of an officer or those duties as specified for that individual office.
- 2) Failure to meet the qualifications for the office as specified.
- 3) Malfeasance of student funds.
- 4) Failure to attend the majority of meetings in one semester.

Section B:

- 1) Any member in good standing of the Graduate Student Association may file written impeachment charges and submit them to the GSA Advisor.
- 2) The advisor will form an Ad Hoc Committee and select a chairperson for that committee.
- 3) The Committee will convene within seven (7) days of the receipt of the charges; any member of the Committee under impeachment charges will be excluded from this meeting.
- 4) The Committee will review the charges and give recommendations in writing to the accusers as to the validity of the charges within seven (7) days of convening to consider the charges.
- 5) After receiving these recommendations from the ad Hoc Committee it is the option of the accusers to proceed with or to drop the charges within seven (7) days of receiving the recommendations of the Ad Hoc Committee, the accusers will state their intentions in a letter to the Ad Hoc Committee.
- 6) The accused will be given a minimum of four (4) days notice, in writing, of the charges and when the impeachment proceedings will take place.
 - a. A special meeting will be called to have the impeachment trial.
- 7) Neither the accusers, nor the accused will preside at the trial; subject to that provision the following will be the rank for determining who will preside:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Programs Coordinator
- 8) The agenda for trial proceedings will be as follows:
 - a. Call to Order
 - b. Roll Call
 - c. Presentation of charges by the accusers; the accusers will appoint a spokesperson who will be permitted a maximum of seven (7) minutes speaking time to make the charges.
 - d. The accused will be permitted a maximum of seven (7) minutes speaking time to answer the charges.
 - e. At the conclusion of the debate, a vote will be taken by secret ballot, with two-thirds (2/3) of the members present voting in the affirmative necessary for removal.

Article IX: MEETINGS

Section A:

Graduate Student Association Executive Board meetings will be held **at least** once a month.

Section B:

Department Representative Council meetings will be held **at least** twice a semester.

Section C:

General Assembly meetings for all Graduate Student Association members will be held at least once a semester

Section D:

Quorum will be defined as 50% + 1 member for official business to take place.

Section E:

Meetings will be held using Parliamentary Procedures as adapted from Robert's Rules of Order, Newly Revised.

Article X: COMMITTEES

Section A:

Committees will be formed as is deemed necessary by the officers of the Graduate Student Association.

Section B:

All committees will have Ad Hoc status for one (1) year. If a committee is still in existence after one (1) year, it may be made into a standing committee by amending these by laws.

Section C:

The duties of any committees will be formally outlined by the officers of the Graduate Student Association at the time they recommend the formation of that committee.

Section D:

Committee chairs will be officers of the Graduate Student Association Executive Board.

Section D:

The following committees will be implemented each academic year

- Budget (To be Chaired by Treasurer)
 - To discuss how to effectively allocate and utilize the GSA Budget
- Programs (To Be Chaired by Programs Coordinator)
 - To discuss and plan upcoming GSA Events and Programs
- Commencement (To Be Chaired by President)
 - Will work with Graduate Studies to assist with planning/working Dec and May Commencement ceremonies
- Conference (To be Chaired by Vice-President)
 - Promote GSA Conference Reimbursement Service
 - Outreach and create at least one event where students can share what they learned at conferences

Article XI: AMENDMENTS

Section A:

These bylaws may be amended as necessary by a two-thirds (2/3) majority vote of members in good standing, attending the meeting where amendments shall take place.

Section B:

The process of amending these bylaws shall be as follows:

- 1) Amendments to these bylaws will be suggested by the officers of the Graduate Student Association
- 2) Amendments will be presented at the next Graduate Student Association meeting. At this time, discussion will take place.
- 3) The language for amendment will be tabled for no less than one (1) week.
- 4) After that period of no less than one (1) week, a vote by secret ballot will take place.

Article XII: ANTI-DISCRIMINATION STATEMENT

Section A:

The Graduate Student Association will not discriminate against sex, race, age, creed, color, sexual orientation, military status, socioeconomic status or individuals with disabilities.