

**THE BYLAWS OF THE GRADUATE STUDENT ASSOCIATION  
WEST CHESTER UNIVERSITY OF PENNSYLVANIA**

Proposed: August 2018  
Adopted: September 2018

Article I: NAME

Section A:

The name of this organization shall be the Graduate Student Association.

Article II: PURPOSE

Section A:

The purpose of this organization is:

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 Association Executive Board.
2. The elected officers of the Graduate Student Executive Board shall be: President, Vice President, Treasurer, Secretary and two (2) Program Coordinators.
3. The President shall be awarded a 9-credit Graduate Assistantship position.
4. The term of office for all officers of the Graduate Student Association shall be one (1) academic year.
5. 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.
6. 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.
7. Each graduate student organizations' president should remain in contact and report to the Graduate Student Association Executive Board.

## Article VI: OFFICERS AND DUTIES OF OFFICERS

### Section A: EXECUTIVE OFFICERS

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

- i. President
- ii. Vice President
- iii. Treasurer
- iv. Secretary
- v. Program Coordinator
- vi. Program Coordinator

### Section B: PRESIDENT

The duties of the President shall be:

- i. To chair all meetings.
- ii. To be a voting member
- iii. To plan, organize, and implement Graduate Student Association hosted events.
- iv. To respond to Graduate Student Association emails.
- v. To report to the Advisor of the Graduate Student Association.
- vi. To hold two (2) office hours per week.
- vii. To assist in developing an annual budget with Student Services, the Graduate Student Association, and the GSA Advisor.
- viii. To publicly represent the GSA at university events.

- ix. Attend Graduate Council and Graduate Exec meetings.
- x. To determine where graduate student representation is necessary on campus.
- xi. To serve as the liaison between the GSA and on-campus departments.
- xii. To assist the Vice President in overseeing Graduate Student Organizations.

#### Section C: VICE PRESIDENT

The duties of the Vice President shall be:

- i. To preside over meetings in the absence of the President.
- ii. Assist the Program Coordinator in organizing Graduate Student Association activities.
- iii. Assist in the coordination of Graduate Student Association committees.
- iv. To be a voting member of the Graduate Student Association.
- v. To respond to Graduate Student Association emails as needed.
- vi. To be a voting member of the Graduate Student Association.
- vii. To oversee Graduate Student Organizations.
- viii. To assist in planning, organizing, and implementing Graduate Student Association hosted events.

#### Section D: TRESURER

The duties of the Treasurer shall be:

- i. To assist in developing the budget and managing the monies of the Graduate Student Association.
- ii. To monitor all funding requests and reimbursements.
- iii. To be a voting member of the Graduate Student Association.
- iv. To preside over meeting in the absence of the President and Vice President.
- v. To assist in planning, organizing, and implementing Graduate Student Association hosted events.

#### Section E: SECRETARY

The duties of the Secretary shall be:

- i. To take and report all minutes from the Graduate Student Association meetings.
- ii. To be a voting member of the Graduate Student Association
- iii. To preside over meeting in the absence of the President and Vice President.
- iv. To assist in planning, organizing, and implementing Graduate Student Association hosted events.

#### Section F: PROGRAM COORDINATOR

The duties of the Program Coordinator(s) shall be:

- i. To be a voting member of the Graduate Student Association
- ii. To preside over meeting in the absence of the President and Vice President and Treasurer.
- iii. Assist in coordinating Graduate Student Association activities with the assistance of the executive board and committee members.
- iv. To assist in planning, organizing, and implementing Graduate Student Association hosted events.

#### Section G: EXPECTATIONS OF OFFICERS

All officers will have a minimum cumulative GPA of 3.0 at the time of election and through their term of office.

- i. Term of office shall be one (1) year, unless otherwise specified.
- ii. Attend all scheduled meetings.

### Article VII: ELECTIONS

#### Section A: ELECTION PROCESS

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

- i. Elections should be concluded by the second week of April.
- ii. One Program Coordinator shall not be elected.
- iii. Any positions left vacant after elections in the spring semester will follow the special elections procedure in the fall.

#### Section B: NOMINATIONS

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

#### Section C: REQUIREMENTS

- i. All Executive board positions, with the exception of President, can be filled by any current graduate student in good academic standing.
- ii. All Executive Board members must be degree-seeking students.
- iii. All candidates for president must have served at least one (1) full semester on the Graduate Student Association Executive Board.

#### Section D: SPECIAL ELECTIONS

- i. One Program Coordinator position will follow the above election procedures in the Fall semester of the academic year.
- ii. The fall-elected Program Coordinator shall be a first-year graduate student.

- iii. In the case that not all executive board positions are filled during the spring semester, special elections will take place for those positions in the fall semester.

#### Section E: VACANCIES

- i. Vacancies will be filled by current members of the Graduate Student Association through an election process.
- ii. 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:

- i. Verifiable nonfeasance, misfeasance or malfeasance of the duties of an officer or those duties as specified for that individual Office.
- ii. Failure to meet the qualifications for the office as specified.
- iii. Malfeasance of student funds.
- iv. Failure to attend the majority of meetings in one semester.

#### Section B:

- i. Any member in good standing of the Graduate Student Association may file written impeachment charges and submit them to the Graduate Student Association Advisor.
- ii. The Advisor will form an Ad Hoc Committee and select a chairperson for that committee.
- iii. 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.
- iv. The Committee will review the charges and give recommendations in writing to the accusers as to the validity of the charges within seven (7) day so convening to consider the charges.
- v. 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.
- vi. 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.

- vii. Neither the accusers, not 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. Secretary
  - e. Program Coordinator (1)
  - f. Program Coordinator (2)
- viii. 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 presented 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 a secret ballot, with two-thirds (2/3) of the members present voting in the affirmative necessary for removal.

## Article IX: MEETINGS

### Section A:

- i. Graduate Student Association Executive Board Meetings will be held at least once a month

### Section B:

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

### Section D:

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

## Article X: COMMITTEES

### Section A:

- i. The committees of the Graduate Student Association will be formed as deemed necessary by the Executive Officers.

### Section B:

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

Section C:

- i. 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

- i. Committee chairs will serve under officers of the Graduate Student Association Executive Board.

Section E: STANDING COMMITTEES

The following committees will be implemented each academic year

- i. Budget (chaired by Treasurer)
- ii. Programs (chaired by Program Coordinators)
- iii. Commencement (chaired by President)

Article XI: AMENDMENTS

Section A:

These bylaws may be amended as necessary by a 2/3 majority vote of Directors and Council officers in good standing, attending the meeting where amendments shall take place.

Section B:

The process of amending these bylaws shall be as follows:

- i. Amendments to these bylaws will be suggested by the officers of the Graduate Student Association
- ii. Amendments will be presented at the next Graduate Student Association executive board meeting. At this time, discussion will take place.
- iii. The language for amendment will be tabled for no less than one (1) week.
- iv. 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.