



# GRADUATE STUDENT COUNCIL

**Stockton University**

**Constitution**

# GRADUATE STUDENT COUNCIL CONSTITUTION

## PREAMBLE

We, the graduate students of Stockton University, are diverse individuals with unique skills, experiences, and talents. We value this diversity as it enriches our lives and educational experiences. We are committed to our education, our professions, and the advancement of graduate students at the College. We also value the opportunity to meet and interact with fellow graduate students, faculty, administration, and alumni. We desire an organization that is committed, responsive, efficient, and engaging to carry out these desires and to act on our behalf in matters concerning our general welfare. Therefore, we create the Graduate Student Council of Stockton University and adopt the following articles to guide its actions.

## ARTICLE I

### Purpose

#### Section 1: Name

The official name of this organization shall be the Graduate Student Council (GSC) of Stockton University.

#### Section 2: Mission

The Graduate Student Council serves as the representative body of graduate students at Stockton University.

The purpose of this organization shall be to:

- Promote the welfare of all graduate and professional students and advocate for graduate student interests within the college community.
- Facilitate an open exchange of information and ideas among students, faculty/staff, the administration, and the Alumni Association.
- Increase communication among the various disciplines of study offered on Stockton's campus.
- Help increase and market awareness of the graduate programs among student, faculty and the local community.
- Support graduate-based student organizations.
- Organize social, recreational, service and professional development activities.
- Maintain effective operational procedures of the organization in accordance with the Council's constitution and the policy and procedures in the current Manual for Student Organizations from the Office of Student Development- found under Resources for Students at [www.stockton.edu/studentdevelopment](http://www.stockton.edu/studentdevelopment)

With the approval of the Director of Student Development, appropriate Graduate Student Council funds are set aside for graduate students by the Office of Student Development.

#### Section 3: Legislative Powers

All legislative powers herein granted will be vested in the Graduate Student Council.

## ARTICLE II Organization

### Section 1: Membership

Students shall be members of the Graduate Student Council as long as they are currently matriculated in a graduate program at Stockton University.

Graduate clubs are required to hand in a copy of the most up-to-date constitution and club roster to the Graduate Student Council within the first month of each semester.

### Section 2: Program Delegates

**Selection:** By the second meeting of each fall semester, matriculated graduate students in each graduate degree program at the College shall select two (2) students to act as Program Delegates. Students must be in good academic standing to serve as a Program Delegate. Two additional representatives may serve as alternates/proxies if one or both Delegates are not able to attend a meeting. Program Delegates must be active members of their respective program's club. Selection of Program Delegates must be decided within the members' respective clubs. If no club exists for a particular program, only one Delegate may be selected.

**Voting Privileges:** Each Program Delegate (two maximum per program) is eligible to vote on a Council matter if he/she has attended two prior meetings. For example, if a Delegate attends meeting 1 and meeting 2 of the fall semester, he/she may vote during meeting 3.

### Section 3: Executive Board

The Executive Board will consist of: President  
Vice President  
Secretary  
Treasurer  
Student Life Chair

**Selection:** The Executive Board will be selected by the first meeting in April. A maximum of two (2) individuals within the same program can serve on the E-Board at one time. Nominations must be submitted and finalized by the final meeting in March. During the first April meeting, Program Delegates and each current Executive Board member will be eligible to vote for the next academic years' Officers. If a student wishes to run for an Officer position, but is unable to attend the April meeting, the current Council President will read a statement prepared by the student.

**Voting Privileges:** Each Executive Board officer is able to vote on a Council matter. However, a maximum of four (4) votes is permitted per program. In the event of a tie during a voting matter the Board will have the final vote.

Executive Board Officers must be matriculated graduate students during a full academic year (fall and spring semesters). Officers are eligible to serve more than one term. Students participating in clinical during the spring semester are eligible to serve as Officers if they are still considered full time students during the spring. Students graduating in the fall semester are not eligible to serve as Officers.

Any vacancy among the Officers shall be filled by a Program Delegate through a Council vote. If a voting member cannot attend a meeting alternatives can be made such as Blackboard Collaborate, Skype, voting through a sealed envelope, etc.

The Executive Board will make day-to-day decisions, including fiscal decisions, for the Graduate Student Council, as guided by Council, in-between Council meetings. The Board shall set its meetings and govern itself as it sees fit and appropriate, mindful of its responsibilities to the Graduate Student Council.

*The President shall:* preside over Board and Council meetings; represent the Council at official functions; act as a spokesperson for graduate students; and co-sign all financial documents.

*The Vice President shall:* substitute for the President as needed; and assume responsibility of the Graduate Students Council's campus mailbox and online Graduate Student Council Group within the *GoStockton* Portal.

*The Secretary shall:* maintain official records of the Board and Council, including the membership records; record minutes at each meeting to be sent to the President and Advisor; and maintain the Council's communications with the College and its membership.

*The Treasurer shall:* draft a proposed annual budget to be approved by the Executive Board and oversee the approved budget; keep record of budget requests, approved expenditures and revenue in a detailed organized and up-to-date spreadsheet available for other Executive Board members to see, and co-sign all financial documents.

*The Student Life Chair shall:* maintain a list of students who have been funded by the council, archive Argo articles of trips that have been funded by the Council, inform the College/students (via Argo articles, emails, or social media) of Council events and accomplishments.

#### Section 4: Meetings

Executive Board meeting will be called by the President with due notice to the Board.

Council meetings will be called by the Executive Board with due notice to the membership. Meetings may occur face-to-face or via alternate means such as videoconference or online, as selected by the Board. Meeting announcements shall be distributed in a manner that is reasonable and accessible to the maximum number of members possible.

Robert's Rules of Order shall be used as the official guide for the Council meetings, but efforts will be made to encourage informal discussion and decision-making.

The Executive Board sets the agenda for Council meetings. Any Council member may submit an item for the Agenda to the Executive Board along with rationale for consideration. The Executive Committee shall be the final arbiter of setting business agenda items for the Council.

### ARTICLE III Limitation of Power

#### Section 1: Recall of Executive Board Members

The Executive Board shall share the Council membership list of names upon request by any member. The recall of a member of the Executive Board shall be accomplished in any of the following ways:

An Executive Board member may be recalled by a written petition of at least twenty percent (20%) of signatures of the entire, eligible Council membership submitted and verified by the President (or Vice President), followed by all affirmative majority vote of the entire, eligible Council membership; or

An Executive Board member may be recalled by an affirmative two-thirds vote of the Executive Board.

A Program Delegate may also be recalled by a written petition of at least forty percent (40%) of the membership of the relevant official graduate student club or organization within a degree program, followed by an affirmative two-thirds vote of the membership of that organization.

A quorum for a recall vote shall be equal to the number of relevant group members (e.g. Council, Board, program) present and voting.

In all cases, just cause must be shown for removal, i.e. malfeasance, misfeasance, nonfeasance and the petition may not conflict with local, state, or national policy law.

## ARTICLE IV Budget Requests

### Section 1: Budget

All organizations that require funds to achieve their stated objectives must prepare a complete financial statement delineating both projected sources of revenue and projected expenses. All requests must be submitted by the second meeting of the fall semester and encompass requests for the entire academic year. Budget requests end on June 30 of each year. Supplemental requests are encouraged if the Council's account permit. All requests must follow the procedures set forth by the budget request documentation and the supplemental documentation.

### Section 2: Evaluation of Budget Proposals

So that proposals may be fully evaluated, organizations should clearly explain their plans for using funds requested which includes identifying tentative dates for planned programs as well as projected revenues. The Council and program delegates will evaluate budget proposals with the following interests in mind:

1. Programs and activities that contribute to a balanced co-curricular calendar for the University will receive primary consideration.

Organizations that have provided activities and services in the past that meet the needs of the college community will receive primary consideration.

If a proposal includes travel for a conference or professional event please note that the following guidelines will be used when reviewing the budget:

Students may be funded for a maximum of **three** conferences/professional events during academic career. In order for this to occur, the student must present at two of the three conferences/professional events. Funding priority will be as follows: 1) First time presenter; 2) Second time presenter; 3) First conference, not presenting; 4) Second conference, has presented once; 5) Third conference, has presented twice. Students may not receive funding to attend more than one conference/professional event if they are not presenting at the second conference/professional event.

### Section 3: Eligibility

To be eligible to submit a budget request, the club roster and constitution must be submitted to the Graduate Student Council for the student's corresponding program.

A student who is not a part of an official graduate program club is eligible to receive funding **up to \$250.00** if they are a graduate student currently enrolled in a graduate or professional program and are in good academic standing by going through the supplemental process.

Students who wish to request funding for any event from the Council must confer with their program's official club's executive board as well as the program club's advisor. Failure to be sponsored by the club's official executive board could potentially halt budget requests pending approval from the program's advisor. If a program does not currently have an officially organized club, the party requesting funds must have a meeting with the program's director to discuss the budget request and have them sign off in approval.

### Section 4: Approval

Once the program is appointed a budget the following steps should be followed to receive funding. Budget requests must be completed for each item coming out of the program's allotted budget. The request must be brought to the Council a minimum of six weeks before an in-state event and eight weeks for an out-of-state event to allow for sufficient time for paperwork and funding. Requests must be submitted one full week prior to the next Council meeting. Outside funding, grants and Distinguished Graduate Fellowships received must be included in the budget request. Allocation can be adjusted if funding has been approved and the program did not disclose that they received outside funding. If the item was funded in full, a minimum deposit of \$25.00 per student and/or event must be made to the GSC account.

If a budget request is approved by the Council, the coordinator must make an appointment with Student Development within one week of approval. At this appointment, the Student Development advisor will detail the process of being funded for the request..

### Section 5: Travel

Travel requests should be included in the program's initial budget request. If an opportunity arises for a student to travel during the academic year the student can apply for supplemental funding which will be looked at on an individual basis. Funding may only be used for registration, transportation, and/or lodging for conference/professional event. The Council will not pay for room service, movie rental, internet access, telephone calls, food, tolls, or parking. A maximum of two travel activities can be funded (i.e. flight and hotel, OR flight and registration, OR hotel and registration).

Students may only request travel funds if they have completed the GSC checklist and made their personal contribution to the Office of Student Development. Upon returning, students are responsible for submitting all receipts to GSC. If receipts are lost, or not submitted by the student, students may forfeit their deposit and/or not be reimbursed for travel. The Council will take financial hardship into consideration if a student's budget is approved and he/she cannot afford to be reimbursed.

Transportation expenses **up to \$250** per student can be requested. Transportation expenses are limited to Stockton Van rentals, SASI vehicle rental, plane tickets or train tickets between the Home City and Conference City. All students who are traveling via airplane must take off from and land in the same airport on the same flights. Students may not arrive more than one evening prior to the start of the conference. Travel home from the conference must be on the same night that the conference ends, or on a morning flight the following day. The Council will not approve travel if they do not meet this criteria.

Hotel accommodations should be made at the conferences or professional event's preferred hotel. Males and females who wish to room together may do so if approved by the Office of Student Development.

Budget requests will be approved by the Council with the understanding that the awarded funds are on a *per student* basis. If any student(s) decide to withdraw from the trip before funds have been dispersed, the portion of funds awarded to this student will be removed from the budget request. For example, if four students request \$1,000 for a hotel, the money is approved with the understanding that each student is awarded \$250 towards hotel payment. If one student withdraws, only \$750 will be provided by the Council, and the remaining three students are responsible for the additional funds. If any student(s) withdraw after funds have been dispersed, the student(s) must reimburse the Council.

### Section 6: Other Opportunities

Each active graduate club that submits a roster and constitution is eligible to request **up to \$500** for their club to use for fundraising, guest lecturers, etc. All money used for fundraising must be paid back to the council before making a profit.

Students may also request funding for on-campus events, such as guest lecturers, panel discussions, etc. These requests must be submitted at least six weeks in advance. Keep in mind the time it will take to plan these events when submitting requests.

## Section 7: Following Approval

Graduate students receiving monies for a conference, guest lecturer or other event, will be required to submit a summary about the event including, but not limited to what students learned, how many students attended the guest lecturer event, and so on. Students who receive money must submit a short statement to the Graduate Student Council and one additional external outlet: Day of Scholarship, article in the Argo, a campus presentation or another interactive effort that must be proposed to the committee prior to the budget request defense. Failure to submit documentation could affect future budget allocations.

### ARTICLE V Equal Opportunity

The Council shall support and abide by all of Stockton University's Equal Opportunity guidelines, and shall never discriminate against any person on the basis of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status, familial status, affectional, sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability (including perceived disability, physical, mental and/or intellectual disabilities), or liability for service in the Armed Forces of the United States.

### ARTICLE VI Amendments

I. The Council has the power to enact, by two-thirds vote, any amendment to this Constitution.

\*All amendments from 2008-2016 were written into the formal constitution. New amendments shall be inserted hereafter.

Organization founded 1998. Constitution  
updated September 2008.

Constitution updated October 2010, January 2010.

Constitution updated September 13, 2011.

Constitution updated September 11, 2012.

Constitution updated on September 25, 2012.

Constitution updated on April 1, 2014.

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