



## Constitution of the Potsdam Minor GSA



*Clarkson University Graduate Student Association - Potsdam Minor*

*Ratified: 11th May, 2020*

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## **Preamble**

***We, the Potsdam Minor Graduate Student Association of Clarkson University, in order to protect the rights, privileges, interests, welfare, and concerns of the Graduate Students, thereby establish this Constitution, which sets forth the laws that will serve as the guiding principles of the Graduate student body, in so far as they diverge from those of the undergraduate student body. We enshrine in its text the methods by which the Graduate students' body organizes and governs itself, and how their representatives interact with one another, the administration, and the wider campus community.***

## **Article I - Definitions**

**Section 1. - GSA:** The name of this organization shall be Clarkson University Graduate Student Association (CUGSA), hereafter referred to as the "Graduate Student Association" or "GSA". It is the supreme governing body of all graduate students at Clarkson University.

**Section 2. - Potsdam Minor GSA:** The governing structure for the graduate students from the Potsdam Campus Community, with jurisdiction and authority below that of the GSA and is composed of the Executive Board and ECP.

**Section 3. - General Body:** All persons enrolled as a degree-seeking graduate student at Clarkson University Potsdam Campus.

**Section 4. - Department:** A group of faculty and graduate students in a field of study, organized under a department chairperson and recognized by Clarkson University as having a graduate program.

**Section 5. - Administration:** All managerial staff of Clarkson University in its entirety, above and beyond the departmental chairpersons and faculty.

**Section 6. - Campus Community:** A distinct general body associated with a Clarkson University campus, that resides under the dean of the Graduate School. The individual Campus Communities shall organize as they see fit.

## **Article II - Purpose**

**Section 1.** The purpose of the Potsdam Minor GSA shall be to advocate on behalf of the General Body at the Potsdam Campus and provide a connection to the administration on behalf of the General Body.

**Section 2.** The Potsdam Minor GSA shall provide a secure space for the General Body at the Potsdam Campus to voice opinions, and raise problems and concerns associated with Departments, Graduate School, and Clarkson University as a whole.

**Section 3.** The Potsdam Minor GSA shall organize programs and events which strengthen and enhance the community experience amongst the General Body at the Potsdam Campus.

**Section 4.** The Potsdam Minor GSA shall encourage and facilitate multi-disciplinary collaboration across all departments in order to foster a vast network amongst the General Body at the Potsdam Campus in all disciplines.

## **Article III - Membership**

**Section 1.** All individuals of the General Body from the Potsdam Campus shall automatically be considered members of the Potsdam Minor GSA.

**Section 2.** Membership may only be revoked upon completion of a members' degree program or removal from the Graduate school, in accordance with Article 1, section 3.

## **Article IV - Executive Council of Potsdam**

**Section 1. - Composition:** The Executive Council of Potsdam (ECP) shall be composed of one (1) voting Councilor representing the Graduate Business Association (GBA) and two (2) voting Councilors representing Graduate Student Association Health Sciences (GSA-HS), and a total of six (6) Councilors from the Minor-GSA of the Potsdam Campus (excluding the GBA and GSA-HS).

**Subsection 1.** The GBA and GSA-HS are two (2) constituent parts of the Potsdam Minor-GSA with the special right to self organize.

### **Section 2. - Councilor Roles and Responsibilities:**

- Councilors must represent the concerns of the General Body and bring them forth to the ECP, that align with the GSA's mission.
- Councilors must execute tasks agreed upon between themselves, the ECP, and the Executive Board.
- Councilors must be present at all ECP in accordance with meeting precedent.

**Section 3. - Councilor Selection:** Shall be composed of interested members of the General Body from the Potsdam Campus willing to participate in the GSA's operation and elected via the procedure described in the Election Bylaw of the Potsdam Minor-GSA.

**Subsection 1.** The GBA and GSA-HS shall select Councilors as they see fit.

**Section 4. - Powers:** The ECP shall have the ability to review and deny all initiatives brought forth by the Executive Board by a 50% vote in accordance with section 3.

**Subsection 1.** In case of a tie, the motion is considered passed.

**Section 5. - Terms:** Terms in office shall be for one (1) calendar year, from the day of the last Monday of September to the last Monday of September of the following year.

**Subsection I. -** If an individual cannot complete the full term of service to the ECP due to their own choice, there shall be replacement in accordance with the election Bylaws.

**Subsection II. -** Said replacement must comply with the Election Bylaw of the Potsdam Minor-GSA for the remainder of the term.

**Section 6. - Quorum:** A vote shall be considered valid if at least fifty percent (50%) of the Executive Council is present.

## **Article V - Executive Board**

**Section 1. - Executive Board:** The Executive Board shall be composed of the President, Vice President, Treasurer, Secretary, and Parliamentarian.

**Section 2. - Eligibility:** To serve on the Executive Board, any interested person must be a member of the General Body and serve on the ECP for five(5) months.

**Section 3. - Terms:** Terms in office shall be for one (1) academic year, from the day of May Commencement to the next May Commencement.

**Subsection I. -** If an individual cannot complete the full term of service to the Executive Board due to their own choice, the remaining Executive Board shall nominate a replacement from the ECP and said replacement shall take up their role subject to a vote of approval of the ECP.

**Subsection II. -** Said replacement must comply with the Election Bylaw of the Potsdam Minor-GSA.

**Section 4. - Roles and Responsibilities:** President, Vice President, Treasurer, Secretary, and Parliamentarian shall adhere to the roles set out by the GSA Supreme Constitution.

**Subsection I.** No Executive officers are allowed to be absent for two consecutive Executive Council of Potsdam meetings unless there is an absolute emergency. In case of emergency, it is the Executive Officer's responsibility to notify by email as soon as possible.

## **Article VI - Committees**

**Section 1. Ad-Hoc Committees:** The President, in consultation with the ECP, shall form Ad-Hoc committees as the Council deems necessary.

**Section 2. Duration of Committees:** Ad-Hoc Committees shall serve until the Executive Board determines the purpose for their creation is complete, or May commencement: whichever is shorter.

## **Article VII - Meetings and Procedures**

**Section 1.** Regular Meetings of the ECP and the Executive Board shall be open to all members of the General Body, and shall adhere to Article VII Sections 1 through 3 of the CUGSA Supreme Constitution.

**Section 2.** The date, time, and agenda for meetings shall be posted at least twenty-four (24) hours in advance of the meetings so that the secretary can convey this to the general body as the Executive Board sees fit.

**Section 3.** The Executive Board and ECP shall meet at least once per two (2) week period except in December and Summer.

**Section 4.** Meeting order and agenda shall be determined by the Executive Board prior to the meeting. Councilors must be given an opportunity for open discussion.

**Section 5.** Special meetings may be called at the request of any member of the Executive Board, and each member of the ECP shall be contacted and informed by the Secretary at least two (2) days in advance if deemed necessary.

**Subsection I.** Special meetings may be off the record and exclusive to the Executive Board upon two-third ( $\frac{2}{3}$ ) vote of the ECP.

## **Article VIII - Elections, Appointments, and Removal**

**Section 1. - Election, Appointment of Councilor:** Electing and Appointing Councilors shall be in accordance with the Election Bylaw of the Potsdam Minor-GSA.

**Section 2. - Removal of Councilor:** Removal of a Councilor shall occur by a two-thirds ( $\frac{2}{3}$ ) vote of the Executive Board.

**Subsection I.** Removal of a Councilor can occur after three (3) unexcused absences in one (1) term, or three (3) failures to perform agreed upon or delegated responsibilities in one (1) term, or for failure to adhere to the Standards set forth in Article IV, Section 7 of the CUGSA Supreme Constitution.

**Subsection II.** After each unexcused absence or failure to perform, a notice of inquiry shall be sent to the Councilor in question. This is to determine the reason for said absence or failure.

**Subsection III.** Notification of removal must be sent within one (1) day of the vote for the removal of the Councilor.

**Section 3. - Election and Appointments of Executive Board Officers:** Electing and appointing Executive Board Officers shall be in accordance with the Election Bylaw of the Potsdam Minor-GSA.

**Section 4. - Removal of Executive Board Officers:** Removal of Executive Board Officers shall be in accordance with Article IV Section 7 and Article VIII Section 2 of the GSA Supreme Constitution, wherein the Councilor takes on the role of Graduate Representative.

**Section 5. - Notifications:** All elections or appointments must be reported to and recorded by the GSA Parliamentarian.

## **Article IX - Financials**

**Section 1. - Potsdam GSA Financials** shall be administered in accordance with Article IX of the GSA Supreme Constitution and The Financial Bylaws of the GSA Supreme Constitution.

## **Article X. Advisors:**

**Section 1. - Selection:** The advisor chosen by the GSA shall also serve as advisors to the Potsdam Minor GSA by default.

**Subsection I.** The GBA and GSA-HS have the ability to appoint a local advisor(s) as they see fit.

**Section 2. - Duties:** The responsibilities of the advisor shall be in accordance with Article X of the GSA Supreme Constitution, and The Financial Bylaws of the GSA Supreme Constitution.



## **Article XI - Amendments to the Constitution**

**Section 1.** A proposal to amend this Constitution may be initiated by a two-thirds ( $\frac{2}{3}$ ) vote of the ECP and Executive Board, after which a Constitutional Amendment Committee shall be formed and members shall be appointed by the President.

**Section 2.** The Constitutional Amendment Committee shall be composed of the Parliamentarian, one (1) member of the ECP, and one (1) member of the General Body who is not currently on the ECP.

**Section 3.** The Constitutional Amendment Committee shall be tasked with writing the final form of the amendment and holding open forums with the General body of Potsdam Campus (however they see fit), with regards to their thoughts, opinions, and comments on the amendment.

**Section 4.** The Constitutional Amendment Committee shall present the final form of the amendment to the ECP and Executive Board, which each must approve it by two-thirds ( $\frac{2}{3}$ ) in order to move to the ratification stage.

**Section 5.** The final amendment shall then be presented to the GSA advisors for review. Advisors shall have the ability to approve or veto the amendment.

**Subsection I.** If the amendment is approved by both advisors, it shall then be added to the Constitution by the Parliamentarian. If the amendment is vetoed by either advisor, it shall return to the Constitutional amendment committee with an explanation for the veto. The process shall then recommence at Section 3.

**Subsection II.** Article XI, Section 5 shall cease to be enforced two years after the ratification of this Constitution.

**Section 6.** In order for the amendment to be ratified, Potsdam Campus-wide vote with the general body must be held. Ratification must occur with at least 10% participation of the general body, and with 75% of the votes in favor of the amendment. However, the vote is administered and run by the Constitutional Amendment Committee.

**Subsection I.** Article XII, Section 6 shall come into effect two years after the ratification of this Constitution in such a manner that it will replace Article XII, Section 5 in operations.

## **Article XII - Constitution Review**

**Section 1.** This Constitution *must* be reviewed every ten (10) years for potential amendments in accordance with **Article XI, Sections 1 to 4.**

## **Article XIII. Ratification**

**Section 1.** This Constitution shall be ratified by a unanimous vote of GSA-Minor President, GSA-HS President, GBA President, and GSA advisors from the academic year 2019-2020.

## **Post-amble**

***With this document, we, the members of the Clarkson University Graduate Student Association of the Potsdam Campus establish ourselves as the sole student representatives of the Graduate Student Body at the Potsdam Campus of Clarkson University. Henceforth, we declare an open, new chapter for the Graduate Body of the Potsdam Campus, in the history of this great learning institution.***