

Constitution of the Northern Arizona University Graduate Student Organization

Article I: The official name of this organization shall be the Northern Arizona University Graduate Student Organization, which shall be henceforth designated NAU GSO for the purposes of this constitution.

Article II: The purposes of the NAU GSO are to provide a graduate student contact with the Graduate College and the Northern Arizona University administration. In this capacity, it is the right and responsibility of the NAU GSO to promote bi-directional communication, which shall include:

1. Dissemination of information from the Graduate College and administration of NAU to their constituency, defined as all graduate students attending NAU.
2. Representation of the graduate students of NAU by bringing questions and comments from the constituency to the Graduate College and administration of NAU.

Article III: Membership shall be extended to all graduate students in good standing at NAU. Voting membership [Executive Committee status] shall be extended to duly appointed departmental representatives (see Article V).

Article IV: Five officers shall be chosen to serve for a period of one year by a majority vote of the NAU GSO executive committee. Elections for the position of president, vice president, secretary, information/outreach, and treasurer will be held during the March meeting of each academic year. Positions will be held for one academic year. Potential officers should be willing to commit to being able to be in contact with other officers and the advisor for at least part of the summer. Special Elections shall be called by the President as needed.

1. President

Responsibilities:

- a. To set meeting agendas in consultation with the representative of the Graduate College.
- b. To call and preside over meetings
- c. To present official documents drafted by the NAU GSO to the Graduate College, or to other members of the administration as directed by the NAU GSO.

2. Vice President

Responsibilities:

- a. To call and preside over meetings in the president's absence
- b. To monitor the activities of standing and ad hoc committees and coordinate communication among them and the president
- c. To act as liaison between the GSO and the ABOR student regent advisory board.
- d. To act in place of the Treasurer in her/his absence.
- e. To meet other duties as delegated by the President at his/her discretion

3. Secretary

Responsibilities:

- a. To take minutes at the meetings.
- b. To draft position papers, letters, and any other documents required by the NAU GSO and present them to all representatives prior to each meeting.
- c. To revise official NAU GSO documents pursuant of the wishes of executive committee, as expressed by a simple majority vote of the executive committee.
- d. To keep a record of members.
- e. To take roll at official NAU GSO meetings.
- f. To count the vote on all official measures brought before the NAU GSO executive committee.
- g. committee.
- h. To audit the treasurer's records at the end of the academic year.

4. Information and Outreach Coordinator

Responsibilities:

- a. To communicate to the constituents information received from the Graduate College and administration of NAU.
- b. To communicate to the graduate student body information about the NAU GSO and the outcomes of its meetings.
- c. To contact each graduate school in order to encourage graduate students to elect a representative and become active in NAU GSO.

5. Treasurer

Responsibilities:

- a. To collect funds made available to GSO.
- b. To disperse funds as necessary as directed by Executive Committee
- c. To keep a current record of all financial transactions of the GSO.
- d. To report monthly on the monies dispersed and received by GSO.
- e. To meet any relevant IRS reporting requirements.
- f. Act in place of Vice-President in her/his absence.

These five officers shall meet or otherwise contact one another biweekly between the regular meetings of the GSO, at the President's discretion.

If an officer elected to one of the five positions of president, vice president, secretary, information/outreach coordinator, or treasurer is unable or unwilling to fulfill assigned duties (see assigned duties, Part I) the member will be removed from the position and another member of the executive committee will be elected to the office. To establish grounds for removal any member of the executive committee may submit a petition documenting the alleged negligence to any officer of the GSO. The officer to whom the petition was submitted will notify the other officers within one calendar week. Upon receiving the notification, the officer in question will have the opportunity to resign his/her position within one calendar week. If the officer does not wish to resign the members of the executive committee will review the petition and the officer in question

will be provided with an opportunity to explain his/her actions. If the members of the executive committee deem the officer to have been negligent, a special election will be called. The officer will be removed from the position if two-thirds of the executive committee votes in favor of his/her dismissal. If dismissed, the remaining officers will seek nominations to fill the position and establish a time frame for a subsequent special election to take place.

Article V: The executive committee of the NAU GSO will be limited to one representative from each department granting degrees at NAU, said representative to be chosen according to departmentally approved procedures. A letter of representation signed by the president of the official graduate student organization of a given school or by the chair of the department may be presented to the NAU GSO as proof of a representative's appointment to the post. The membership of the executive committee shall be considered to be the group of those representatives who have been duly appointed by their respective departments. Each department is responsible for appointing their own member to the NAU GSO. A representative may designate a proxy in the event of absence. Only duly appointed representatives or their proxies shall be counted for the purposes of determining a majority when voting.

Members at large may be elected to the executive committee through a petition process. These members will have full voting rights (including the ability to send proxies in their absence) and their positions will be established according to the needs of the committee. The petition for membership of the executive committee will be presented to and approved by the established members of the executive committee. Upon approval, membership will be established for one academic year after which the petition will be re-evaluated by the members of the executive committee. The member at large may not already be a member of the executive committee.

Article VI: Regular meetings of the NAU GSO shall be held the last week of each month during Fall and Spring semesters. The president shall have discretionary power to call special meetings at other times should the need arise.

Article VII: This document may be amended by a two-thirds majority vote of an executive committee quorum (5 representatives) present at any regular meeting of the NAU GSO, provided that the proposed changes have been presented to the executive committee at least one regular meeting prior to the voting date.

Article VIII: We agree to abide by Northern Arizona University policy prohibiting discrimination in organizational membership on the basis of race, color, culture, creed, religion, national origin, gender, sexual orientation, marital status, disability, age or veteran status.

Revised on 3/2009 to add Treasurer and change meeting times. --TG