By-laws
(Preliminary Draft for Charter)

Please see Brian for news on updating over the summer

A. Membership

Membership is open to all graduate students with an interest in political science. Any member may leave the organization at any time. Members may be expelled for inappropriate behavior on Georgia State Campus. All members have the right to attend and participate in any meeting. Members have a duty to keep their departmental representative informed of achievements and major events.

B. Dues

The organization reserves the right to impose yearly dues, which will be due at the beginning of fall semester. Dues will be given directly to the Treasurer(s) during a meeting, who will provide a receipt. An amendment shall be passed if the due amount is to be set.

C. Duties of officers

**President(s)/Vice-President(s)** – The President(s) and Vice-President(s) are responsible for delegating duties to the committees and to other members. The President(s) and Vice-President(s) are responsible for biweekly meetings with the faculty advisor during the academic year. If requested by the Political Science department, the President(s) and Vice-President(s) are responsible for planning events during orientation of Fall and Spring semesters. If the Political Science Department does not have orientation sessions in each of these semesters, the President(s) and Vice-President(s) are responsible for holding and orientation for new students during the first day of classes. The Vice-President(s) is expected to assist the President(s) with these tasks, and take the lead in these if the President(s) is unable to tend to them.

**President(s)** – The President(s) is responsible for running the mentor program and ensuring that all mentors and mentees are compatible. The President(s) is responsible for ensuring that all official documents are submitted in a timely fashion. Particularly, the President(s) is responsible for ensuring that funding requests and the charter are submitted. The President(s) is responsible for ensuring that the Graduate Student Association runs efficiently, and for delegating responsible as s/he/they see fit.

**Vice-President(s)** – The Vice-President(s) is responsible for ensuring that the Constitution is up-to-date and reflects the current members. The Vice-President(s) is responsible for ensuring that the website is updated within seven (7) days of a meeting, and that website information is current. The Vice-President(s) is
responsible for ensuring that photographs are taken during outings. Vice-President(s): The Vice-President(s) shall step into the role of the President(s) when the President cannot.

**Secretary (or Secretaries)** – The Secretary (or Secretaries) is responsible for ensuring that minutes are taken for each meeting. If the Secretary (or Secretaries) is not present s/he/they are responsible for ensuring that minutes are taken during the meeting. The Secretary is responsible for emailing minutes to the chair of the Technology Committee. The Secretary (or Secretaries) is responsible for elections. S/he/they are to take nominations, ensure that nominees accept or reject the nomination within 48 hours, post the candidate list, print ballots, create and maintain the ballot box, print a current membership list for voting, and should be at least one of those responsible for counting votes. The Secretary (or Secretaries) is responsible for maintaining the email list of the organization, sending out all official correspondence, preparing the agenda, and emailing the agenda to members at least 24 hours before a general meeting.

**Treasurer(s)** – The treasurer(s) are responsible for making funding requests, keeping track of possible funding sources, keeping the books of the Association, and updating the Executive Board (and the Technology chair for website updating) when funds are expended. The Treasurer(s) will work with the chair of the Social Committee to help plan events, and is responsible for knowing on-campus policies for catering, room set-up, etc. The Treasurer shall be in charge of all monetary matters. All money matters must be voted upon in Executive Council, with a unanimous vote being necessary for any increase in fees or spending of the accumulated resources.