Constitution
(Preliminary Draft for Charter)
Please see Brian for news on updating over the summer

Article I: The name of the organization
Section 1.1: The organization is to be called the Political Science Graduate Student Association.

Section 1.2: The Political Science Graduate Student Association was chartered in 2005.

Article II: Affiliation with other groups
Section 2.1: The Political Science Graduate Student Association is not affiliated with any local, state, or federal organizations.

Article III: Purpose, aims, functions of the organization
Section 3.1: The mission of the Political Science Graduate Student Association is to foster community amongst students and faculty, to act as a voice for students in the department, and to encourage professional advancement in political science.

Article IV: Membership requirements
Section 4.1: Membership is open to all graduate students with an interest in political science.

Section 4.2: The organization reserves to right to impose yearly dues.

Article V: Executive Board
Section 5.1: The positions of President, Vice President, Treasurer, and Secretary are to exist in order to administer yearly group functions and provide direction in order to meet the requirements under the Mission Statement. These positions make up the Executive Board.

Section 5.2: Term of office: the term of office for the Executive Board will begin the day after Spring semester commencement and end the day of the following Spring semester commencement.
Section 5.3: Elections: An organization meeting shall be held the week following spring break. During this meeting, members will decide how many officers to elect in each position and nominations will be taken for the Executive Board for the following academic year. All nominations must be accepted or rejected within 48 hours of the meeting, or they will be assumed rejected. A list of candidates will be posted in the hall outside the Political Science Department. Members will have one week to vote for their selections. A box will be placed inside the Political Science department, and members will check their name off the organization list after they have voted. If members are not able to vote during office hours, they may give their ballots in a sealed envelope to a member of the current Executive Board, who will place the ballot in the box and check the member’s name off the list. After the 48 hour nomination approval time, members will have one week to vote. New officers will begin their term on the day after spring semester commencement.

If more than one president is requested, the ballot must clearly label the field of each candidate (American government or Comparative Politics/International Politics) and students may vote for one from each list. Votes will be counted by no less than two members of the executive board. Nominees receiving the most votes will be offered the executive position—if more than one president is elected, there must be representation from both the fields of American government and Comparative Politics/International Relations.

Members of the Executive Board may be removed with three-fourths vote of the Executive Board, or by a two-thirds vote of all members of the Graduate Student Association. Should a member of the Board no longer be a part of the program, the President will nominate a replacement, who becomes Acting Secretary, Acting Treasurer, etc., immediately (if there is more than one President, all Presidents must agree to the replacement candidate). Ascension to full Executive Board takes place at the next meeting of the Executive Board, where the remaining Executive Board votes, a simple majority being necessary.

Section 5.4: Responsibilities:

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.

**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.

Section 5.5: Impeachment

Any officer shall be removed from office by impeachment for not meeting position requirements, not fulfilling the obligations as listed in the By-Laws, and/or due to expulsion from the university with a ¾ vote by members.

Section 5.6: Resignations

Any officer has the right to resign from their post upon acceptance from the Faculty Advisor and President(s).
Article VI: Advisor

Section 6.1: The advisor to the group must be a faculty member in the Political Science Department. S/he will be voted on by the new executive board within 14 days of their election. Members will accept or reject this advisor by show of hands at the next meeting. If more than half of those present reject the advisor, the executive board must choose another potential advisor, and voting will continue until the advisor is approved by more than half of those present. The term of service is one academic year, starting the day after Spring semester commencement and ending the day of Spring semester commencement the following year.

Article VII: Meeting

Section 7.1: Frequency: The Graduate Student Association will meet at least three times a semester. These will be called by the Executive Board with at least 7 days notice. Emergency meetings may be called with extenuating circumstances by the executive board.

Article VIII: Quorum

Section 8.1 At least six members (including the executive board) must attend and vote during a meeting in order for motions to pass.

Article IX: Amendments

Section 9.1 Amendments may be added to this constitution. All Amendments must originate in the Executive Board (but may be requested by members). The Board must accept the amendment by a vote of three-fourths. The amendment must then be posted within five (5) days for all members to read and discuss. The vote for ratification must occur no sooner than fourteen (14) days after publication and no later than forty (40) days after publication. The Secretary shall oversee the balloting. A simple majority vote of all members of the program shall ratify the amendment.
Political Science Graduate Student Association
By-laws

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.

Officers must have a graduate GPA of 3.0 or better. The President(s) must be seeking a graduate degree from the Department of Political Science at GSU. Each office may be held by more than one person. If there is more than one President, the fields of American government and Comparative Politics/International Relations must both be represented.

If a member of the executive board leaves for any reason during the academic year, the President will appoint a temporary member, who shall be affirmed at the next general meeting by approval of at least half of those attending. If the President leaves office, the Vice-President shall be given the position and appoint a new Vice-President, who will be approved at the next general meeting.

Impeachment: Any officer shall be removed from office by impeachment for not meeting position requirements, not fulfilling the obligations as listed in the By-Laws, and/or due to expulsion from the university with a ¾ vote by members.

Resignations: Any officer has the right to resign from their post upon acceptance from the Faculty Advisor and President(s).

**D. Executive Board**

The executive board will be composed of at least one President, Vice-President, Secretary, and Treasurer. These people are responsible for fulfilling all of the Graduate Student Association’s duties and ensuring that the Association continues to fulfill the needs of the members. See “Duties of Officers” for more specific information.
E. Committees (standing, special, how formed, chairpersons, meetings, powers, duties)

There will be three standing committees: Social Committee, Technology Committee, and Department Committee. Chairs of these committees will be elected in the first meeting after an executive board is elected. Members of the Social Committee will be responsible for events both on and off campus for graduate students and/or faculty and staff members, along with family members/significant others when appropriate. The Technology Committee will be responsible for creating and maintaining the group’s website; updates must be made in a timely fashion. The Department Committee will be responsible for keeping up with the events of faculty, staff, and students of the Political Science Department, and report on achievements, conference attendance, etc. There should be at least one representative from American Government and one from Comparative Politics/International Politics. These updates should be forwarded to the chair of the Technology committee in Microsoft Word format. All standing committees are expected to meet within seven (7) days prior to a general meeting, and will give updates at the beginning of the meeting.

Special committees may be formed by a ¾ vote of the Executive Board. Special committees are temporary and may last only until the end of the academic year. Extension of this mandate may be approved by a 2/3 vote of members at the next general meeting.

F. Order of Business

Meetings will be announced via email by the treasurer at least seven (7) days in advance. If a member would like to propose an item for discussion at the meeting, s/he should do so within four (4) days, along with justification of the item. An agenda will be emailed to members 1 day before the meeting.

G. Parliamentary Authority

Robert Rules of Order-Newly Revised will be the provisions for the rules of order.

H. Amendment Procedures

Amendments may be added to this constitution. All Amendments must originate in the Executive Board. The Board must accept the amendment by a vote of ¾. The amendment must then be posted within five (5) days for all members to read and discuss. The amendment should be posted in the Political Science Department and on the Association’s website. The vote for ratification must occur no sooner than twenty (14) days after publication and no later than forty (40) days after publication. The Secretary shall oversee the balloting. A simple majority vote of all members of the program shall ratify the amendment.