

CONSTITUTION OF THE GRADUATE STUDENT ASSOCIATION  
UNIVERSITY OF NEBRASKA MEDICAL CENTER

PREAMBLE

We, the Graduate Students of the University of Nebraska Medical Center, in our efforts to secure a more significant and meaningful voice in the essence of our respective disciplines, programs, working assignments and related concerns, do hereby subscribe to and conclude the following constitution:

Article I. Name

The name of the organization shall be the Graduate Student Association of the University of Nebraska Medical Center. (Herein after referred to as the GSA UNMC.)

Article II. Purpose

- Section I. To serve as a voice for graduate students.
- Section II. To promote a closer relationship among graduate students at the University of Nebraska Medical Center.
- Section III. To investigate problems unique to graduate students at the University of Nebraska Medical Center and propose solutions to these problems.
- Section IV. To be a resource for the community in order that students and the University Medical Center play a relevant role in society.

Article III. Membership

Membership shall be open to all students currently enrolled or pursuing an approved graduate program in those departments of the Graduate College (including the various divisions of the Medical Sciences Interdepartmental Area) will participate in the GSA-UNMC.

Membership shall include students within the following recognized departments:

- Biochemistry & Molecular Biology
- Cancer Research
- Cellular & Integrative Physiology
- College of Public Health – PhD Students ONLY
- Genetics, Cell Biology & Anatomy
- Health Promotion and Disease Prevention Research
- Health Services Research, Administration, and Policy

- Medical Sciences Interdepartmental Area
- Pathology & Microbiology
- Pharmaceutical Sciences
- Pharmacology and Experimental Neuroscience
- Environmental, Agricultural and Occupational Health

#### Article IV. Executive Committee

The Executive Committee is the representative and deliberative organization of the Graduate Student Association.

#### Section I. Membership

- A. Membership shall be open to all graduate students.
- B. Determination of a quorum (defined as a majority plus one) at meetings of the Executive Council shall be made on the basis of the number of graduate students attending.

#### Section II. Officers of the Executive Council:

The officers of the Executive Council shall be designated as follows: a President, a Vice President, a Secretary, a Treasurer, a Social Chair, and an International Student Officer. The duties and responsibilities of the officers shall be defined as follows:

##### A. President:

1. To preside over general meetings of the Executive Council.
2. To serve in an ex-officio capacity on all Executive Council Standing Committees.
3. To serve as the student representative to the UNMC Executive Graduate Council.
4. To write and submit an annual report to the Dean of the Graduate School.
5. To provide an agenda for each meeting in the following form: Graduate Student Association Agenda:
  - a. time/date/place
  - b. roll call
  - c. approval of minutes
  - d. treasurer's report
  - e. committee reports
  - f. old business
  - g. new business
  - h. adjourn
6. To serve as a student representative in the UNMC Student Senate
7. Such other responsibilities as authorized by the Executive Council. Authorization may be reviewed by the Executive Council as necessary.

##### B. Vice President:

1. To assume the responsibilities of the President in the event of his or her absence.
2. To coordinate and direct the activities of the Rules and Election Committees of the Executive Council.
3. To chair the Issues Committee and fulfill any responsibilities therein.
4. To serve on the Student Discrepancy Committee

C. Secretary:

1. To circulate a sign-in sheet at regular meetings of the Executive Council.
2. To record and file records of the activities of the Executive Council and its agencies. Minutes of the meetings should be sent to all members within a reasonable time.
3. To handle all correspondence and maintain a record file of all correspondence.
4. To use all forms of media and communication to advertise, maintain graduate students informed, and manage the day-to-day duties of the UNMC Graduate Student Association.

D. Treasurer:

1. To collect, keep records of, and arrange safe keeping of such monies as the Executive Council may obtain.
2. To disburse, at the direction of the President with approval of the Executive Council, such monies as are required to meet the obligations of the Executive Council.
3. To report to the Executive Council for approval at all regular meetings, all income and expenses, and to maintain records of all transactions.
4. To maintain financial records for inspection at any time by members of the Executive Council.

E. Social Chair:

1. To chair the Social Committee and fulfill any responsibilities therein.

F. International Student Officer

1. To chair the International Student Affairs Committee and fulfill any responsibilities therein.
2. To advocate for international graduate students and encourage their involvement in activities be it professional or social.
3. To communicate and collaborate anonymously with the chair of the Issues Committee to resolve any issues or concerns specifically affecting international graduate students
4. To assist and communicate with the International Student Office and UNMC Academic Affairs when preparing new students for international student orientation
5. To serve on the Student Discrepancy Committee

### Section III. Election of Executive Council Officers:

#### A. The President of the Executive Council shall be elected as follows:

1. Nominations shall be accepted from the Executive Council, Executive Committee, or members of Standing Committees of the Executive Council.
2. Above nominees shall be graduate students who are planning to be enrolled in the Graduate College for the upcoming academic year.
3. Above nominees shall be a current or previous Executive Council Officer.
4. Elections shall be held during the week prior to the final/May meeting in an open and accessible forum.
5. The President must be elected no later than the 15<sup>th</sup> day of May.
6. Elections shall be announced thirty days before the general elections are to be held.
7. Each member present during the general election shall have one vote.
8. The President shall vote only in case of a tie.
9. The President shall serve no more than two consecutive terms.
10. In the event that no current Executive Council Officer wishes to be nominated for the office of President, the Executive Council shall nominate at least two current GSA members.
11. If for some reason the elected President is unable to fulfill his or her term in office, the Vice-President will automatically assume the duties of the President until the next designated election.

#### B. Other officers of the Executive Council shall be nominated and elected by the Executive Council as follows:

1. Nominations shall be accepted from the Executive Council, Executive Committee, or members of Standing Committees of the Executive Council.
2. Above nominees shall be graduate students who are planning to be enrolled in the Graduate College for the entire academic year.
3. Elections shall be held during the week prior to the final/May meeting in an open and accessible forum.
4. The Officers must be elected no later than the 15<sup>th</sup> day of May.
5. Elections shall be announced thirty days before the general elections are to be held.
6. Each member present during the general election shall have one vote.
7. If for any reason an officer cannot serve out his term, an officer may be elected by the Executive Council, at the next regular meeting of the Executive Council, as his or her replacement.

### Section IV. Meetings

#### A. Meetings of the Executive Council shall be open to all members of the UNMC-GSA.

#### B. The date and time for hearings shall be posted at least a week in advance of the meetings so that department representatives can convey this information to individual students in their departments.

## Article V. Standing Committees of the Executive Council

### Section I. Membership:

Membership of Standing Committees shall be determined by the President subject to the approval of the Executive Council.

### Section II. Establishment of Standing Committees

The following Standing Committees shall be established at the first meeting of the Executive Council and members will be selected from graduate students in attendance:

- A. Rules & Elections Committee: Shall be chaired by the Vice President. It shall prescribe all general and special rules of procedure necessary for the orderly consideration of Executive Council business. It shall be responsible for overseeing the annual elections of the Executive Council representatives and special elections needed to fill vacancies. All questions of a procedural or legal nature and executive council membership are directed to the Rules & Elections Committee.
- B. Issues Committee: Shall be chaired by the Vice President. Responsible for addressing issues and concerns pertaining to graduate students.
- C. Academic Affairs: Shall be chaired by the Secretary. Responsible for updating both the GSA website and blackboard course to keep students informed about upcoming events or issues that pertain to them.
- D. Career Development: Shall be chaired by the Treasurer. Responsible for planning and assisting in the execution of seminars and workshops related to career development.
- E. Social Committee: Shall be chaired by the social chair. It shall be responsible for organizing social events.
- F. International Student Affairs Committee: Shall be chaired by the International Student Officer. Responsible for addressing issues and concerns specifically affecting international students while in collaboration with the Issues Committee. Encourage the involvement of international graduate students in events be it social or professional.
- G. Other Committees: The Executive Council may establish such other standing or temporary committees as its business requires.
- H. All committees shall be required to report back to the Executive Council on a regular basis.

## Article VII. Terms of Office

- Section I. The term of the President of the Executive Council should end on the 1<sup>st</sup> day of July.
- Section II. The terms of the other officers of the Executive Council should end on the 15<sup>th</sup> day of May.
- Section III. Nominations and elections shall be held in the manner prescribed in Article IV. Section III.
- Section IV. All officers are eligible for re-election provided their status as a graduate student does not change.

#### Article VIII. Amendments and Ratifications

Section I. Amendments:

Amendments to this constitution may be added subject to a two-thirds vote of those present and voting at any Executive Council meeting provided that the proposed amendment has been presented at a prior meeting of the GSA-UNMC.

Section II. Ratification:

This constitution shall be ratified by a majority vote of the attending graduate students present to vote at the University of Nebraska Medical Center regular GSA meeting.