

# Graduate Student Association

University of Oregon

Adopted May 28, 2014  
(Revised: )

## Article One - Name of the Organization

The name of this organization shall be the Graduate Student Association of the University of Oregon, hereinafter referred to as the GSA.

## Article Two - Membership

### Section One:

All students, faculty, and staff at the University of Oregon are eligible to be Members of the GSA. Only graduate student Members shall retain leadership position and voting privileges under this constitution.

### Section Two:

The Voting Membership of the GSA is hereby defined as graduate student Members.

### Section Three:

The GSA shall not discriminate against individuals based on race, gender, religion, ethnic background, sexual orientation, age, marital or familial status or disability.

## Article Three - Documents

### Section One:

The official documents of the GSA shall include the GSA Constitution, GSA Mission, and the GSA Goals.

### Section Two:

Any contradiction which arises among official documents and the wording contained therein shall be decided in favor of the Constitution. The conflicting wording of the documents involved shall be stricken from that document.

## Article Four - Executive Board

### Section One:

The GSA Executive Board shall be the governing body of the GSA with the following duties and powers:

- i. to manage the affairs of the GSA
- ii. to formulate the polices of the GSA
- iii. to conduct the financial affairs of the GSA
- iv. to exercise all other powers necessary for the execution of the Constitution

## Section Two:

- a. The Executive Board shall meet at least bimonthly, except during the months of July through September, to conduct and monitor the on-going business of the GSA.
- b. Except as otherwise provided in the GSA Constitution, the business of the Executive Board shall be conducted according to the current edition of Robert's Rules of Order.

## Section Three:

- a. In the event that the President is temporarily or permanently unable to perform his or her duties, the order of succession shall be: Vice President, Vice President of Internal Affairs, Vice President of External Affairs, and Vice President of Finance.
- b. If the President is unable to permanently perform their duties the new President shall be the Vice President, except for the conditions listed in *Article Four, Section Three, Subsection 'c'*. Following this succession a new nominations process and election will take place following the general timetable presented in *Article Six, Section Two*, except when the election would take place within four (4) weeks of the regularly scheduled Spring Term election, or when the conditions of *Article Six, Section Five* are met.
- c. If the President is unable to permanently perform their duties the new President shall not be the Vice President if the Vice President was not elected during the regularly scheduled spring election processes. In that case the new President will be the next available spring elected Officer following the order of succession in *Article Four, Section Three, Subsection 'a'*.

## Section Four: Quorum

- a. The required quorum for Executive Board decisions shall be four (4) voting Officers. The President or acting President does not vote, except in the case of a tie or to complete a quorum.
- b. The GSA Executive Board may not vote on a measure unless a quorum is present.

## Section Five: Absence of Officers

In the event that an Executive Board Officer foresees an absence in excess of thirty (30) days, the Officer shall endeavor to maintain communication with the Executive Board during the absence, and arrange with the Executive Board for another member to assume their non-voting responsibilities in the event that they cannot be accomplished remotely.

## Section Six: Vacancy of Executive Board positions

If an Executive Board position, with the exception of the President, is unfilled or becomes vacant, the Executive Board shall initiate a emergency election for that position following the general timetable presented in *Article Six, Section Two*, except when the election would take place within four weeks of the regularly scheduled Spring Term election, or when *Article Six, Section Five* applies.

# Article Five - Officers

## Section One:

The Officers of the GSA comprising the Executive Board shall consist of the following: President, Vice President, Vice President of Internal Affairs, Vice President of Finance, and Vice President of External Affairs. It shall be the joint responsibility of all GSA Officers to uphold the Constitution.

Section Two: The duties of each Officer of the Executive Board shall be:

- a. to be responsive to all members, giving advice, assistance, and support where needed or requested
- b. to assist with organizing, promoting, and conducting GSA events
- c. to assist and help train new Officers elected to replace current Officers

Section Three: The duties of the President shall be:

- a. to serve as the chief advocate for Graduate and Professional Students at the University of Oregon
- b. to preside over all meetings of the Executive Board
- c. to be responsible for the management and completion of all GSA business
- d. to report to the General Membership and the Executive Board, where appropriate, the on-going activities of the GSA
- e. to serve as the official voice of the GSA
- f. to conduct such other business necessary for the administration of the GSA

Section Four: The duties of the Vice President shall be:

- a. to assist the President in advocating for Graduate and Professional Students at the University of Oregon
- b. to preside over meetings in the absence of the President, and fulfill the duties of the President if that office is vacated during the President's term of office
- c. to work in conjunction with the Vice President of External Affairs in designing, planning, and organizing GSA events in accordance with the GSA Mission and Goals
- d. to conduct such other business necessary for the administration of the GSA or as delegated by the President

Section Five: The duties of the Vice President of Internal Affairs shall be:

- a. to actively design, update, promote, and moderate, in conjunction with the Vice President of External Affairs, the GSA print and digital communication mediums including but not limited to emails, Facebook, and the GSA webpage
- b. to be responsible for supervising the upkeep of the Membership lists and the records of participation in each department
- c. to keep accurate minutes of GSA Executive Board meetings
- d. to conduct such other business necessary for the administration of the GSA or as delegated by the President

Section Six: The duties of the Vice President of Finance shall be:

- a. to administer the financial affairs of the GSA.
- b. to maintain a permanent record of all GSA financial accounts
- c. to be responsible for tax returns and other financial reports as required by any governmental agency
- d. to be responsible for informing the Executive Board and the Membership of the present and future financial status of the GSA
- e. to be responsible for preparing monthly financial statements of the GSA
- f. to conduct such other business necessary for the administration of the GSA or as delegated by the President

### Section Seven: The duties of the Vice President of External Affairs shall be:

- a. to actively design, update, promote, and moderate, in conjunction with the Vice President of Internal Affairs, the GSA print and digital communication mediums including but not limited to emails, Facebook, and the GSA webpage
- b. to work in conjunction with the Vice President in designing, planning, and organizing GSA events in accordance with the GSA Mission and Goals
- c. to be the GSA voice to businesses and local groups for fundraisers and event planning
- d. to conduct such other business necessary for the administration of the GSA or as delegated by the President

## Article Six- Elections, Terms of Office, and Recall

### Section One: Eligibility and Nomination

- a. Elections for the positions outlined in *Article Five, Section One* shall be conducted annually by secret ballot through a method to be determined by the Executive Board.
- b. Notice of nominations for Officer positions shall be made no less than twenty one (21) calendar days prior to Elections Week.
- c. Only Voting Members will be allowed to nominate or be nominated.
- d. Nominations for positions will be accepted through a method to be determined by the Executive Board.

### Section Two: Elections

- a. Elections shall be based on the names received for nomination.
- b. Elections week shall be held no later than the fourth (4) week of the Spring Term.
- c. One (1) week prior to Elections Week, nominated candidates bios will be posted to the GSA webpage, mailing list, and other mediums as determined by the Executive Board, giving Members sufficient time to review each candidate before they cast their ballot.
- d. Ballots will be accepted from start of business the Monday of Elections Week, until close of business on Friday of Elections Week.
- e. An election is considered valid if at least twenty-five percent (25%) of the Voting Membership (as defined in *Article Two, Section Two*) has cast ballots.
- f. Elections shall be by plurality.
- g. In the event that an election is considered invalid, a re-election shall be conducted within fourteen (14) days of ballot counting.
- h. Results of the election will be made public within 72 hours of the ballot count.

### Section Three: Term of Office

- a. New Officers shall fully assume their duties at the conclusion of the current school year.
- b. New Officers shall serve for 12 months or until duly elected successors' term of office begins.
- c. Following the elections, new Officers will begin training and preparing for the transition of leadership.
- d. No member may serve on the Executive Board for more than four (4) consecutive years.

### Section Four: Recall

- a. Any GSA Executive Board Officer may be recalled pursuant to the following procedure:

- i. The presentation to the Executive Board of a signed petition of thirty percent (30%) of the Voting Membership (as defined in *Article Two, Section Two*), signed within a thirty (30) day period.
  - ii. The attendance of representatives of the petitions to an Executive Board Meeting to present the signed petition. If no representatives appear, the petition will be considered invalid.
  - iii. The Executive Board must verify the signatures of the petition within seven (7) days of being presented with the petition.
  - iv. The Executive Board will make a special ballot announcement immediately following the verification of the signatures of the petition. The special ballot announcement will contain the date and method of the recall vote.
  - v. Removal of a GSA Officer will require a two-thirds (2/3) majority of the Voting Membership (as defined in *Article Two, Section Two*).
  - vi. In the event that the recall vote succeeds, the Executive Board will make a special call for nominations for the recalled position within seventy two (72) hours of the recall vote, except in the case when *Article Six, Section Five* applies.
  - vii. Nominations will be open for one (1) week, following which nominated individuals will be presented to the Membership.
  - viii. Within fourteen (14) days of the nominations posting, an election will be held. Elections will be regulated by *Article Seven, Section One, Subsections 'c' and 'd', and Section Two, Subsections 'e' through 'h'*.
- b. Any GSA Officer that is recalled will forever be ineligible for future positions on the Executive Board.

### Section Five: Emergency and Special Elections Exceptions

- a. In the event that an emergency election, due to recall or Executive Board Officer vacancy, or special election, due to Constitutional amendment or revision, is required and the election would take place during the final three (3) weeks of the given term, excluding finals week, the election will be postponed to the next full term.
- b. An emergency election that is postponed to the next term will then take place according to the general timetable presented in *Article Six, Section Two* with exception that *Article Six, Section Two, Subsection 'c'*, will read "Elections week shall be held no later than the fourth (4) week of the given term."
- c. A special election that is postponed to the next given term will then take place according to the defined procedure in *Article Seven, Section Three*.

## Article Seven - Amendment and Revision

### Section One:

This Constitution may be amended by only a two-thirds (2/3) majority of the votes cast in a special election.

### Section Two:

Amendment of this constitution may be initiated by a four-fifths (4/5) vote of the GSA Executive Board or by petition to the Executive Board of at least twenty-five (25%) of the GSA. A meeting of the GSA Executive Board to discuss the proposed amendment(s) shall be convened within

fourteen (14) days. Notice of said meeting date and purpose shall be publicly posted at least three (3) days prior to the meeting.

### Section Three:

A special election to vote on the proposed amendment(s) will be conducted between seven (7) to fourteen (14) days after the meeting of the GSA Executive Board; unless the annual Spring Term election would occur within that time, in which case the amendment shall be voted on in the annual Spring Term election, or *Article Six, Section Five* applies. Notice of either election shall be publicly posted at least three (3) days prior to the vote.