**Constitution**

GRADUATE STUDENT COUNCIL CONSTITUTION

# PREAMBLE

We, the graduate students of Stockton University, are diverse individuals with unique skills, experiences, and talents. We value this diversity as it enriches our lives and educational experiences in the community. We are committed to our education, professions, and the advancement of graduate students at Stockton University. We also value the opportunity to meet and collaborate with fellow students, faculty, administration, and alumni. We desire an organization that is committed, responsive, efficient, and engaging to carry out these desires and to act on our behalf in matters concerning our general welfare. Therefore, we create the Graduate Student Council of Stockton University and adopt the following articles to guide its actions.

## Section 1: Name

The official name of this organization shall be the Graduate Student Council (GSC) of Stockton University.

## Section 2: Mission

The Graduate Student Council serves as the representative body of students interested in graduate studies at Stockton University.

The purpose of this organization shall be to:

* Promote the welfare of all professional students and advocate for student interests within the college community.
* Facilitate an open exchange of information and ideas among students, faculty/staff, the administration, and the Alumni Association.
* Increase communication among the various disciplines of study offered on Stockton's campus.
* Help increase and market awareness of the graduate programs among student, faculty and the local community.
* Support graduate-based student organizations.
* Organize social, recreational, service and professional development activities.
* Maintain effective operational procedures of the organization in accordance with the Council's
	+ constitution and the policy and procedures in the current Manual for Student Organizations from the Office of Student Development- found under Resources for Students at [www.stockton.edu/](http://www.stockton.edu/) studentdevelopment

With the approval of the Director of Student Development, appropriate Graduate Student Council funds are set aside for students by the Office of Student Development.

## Section 3:  Legislative Powers

All legislative powers herein granted will be vested in the Graduate Student Council.

# ARTICLE II

# Organization

## Section 1: Membership

Students shall be members of the Graduate Student Council as long as they are currently matriculated at Stockton University.

Clubs should have their members join their student organizations on OspreyHub prior to the end of September for the fall semester and February for the spring semester to be considered official graduate clubs eligible for funding.

## Section 2:  Program Delegates

### *Selection:*

By the second meeting of each semester, matriculated graduate students in each graduate degree program at the University shall select two (2) students to act as Program Delegates. Students must be in good academic standing, with an overall GPA above 3.0, to serve as a Program Delegate. Two additional representatives may serve as alternates/proxies if one or both Delegates are not able to attend a meeting. Program Delegates must be active members of their respective program’s club. The selection of Program Delegates must be decided within the members’ respective clubs.

If no club exists for a particular program, only one Delegate may be selected. Delegates and representatives will be invited to join the GSC via OspreyHub. Delegates must accept the invitation to be officially recognized by the committee and to have Voting Privileges.

Voting Privileges: Each Program Delegate (two maximum per program) is eligible to vote on a Council matter if he/she/they have attended 50% of prior meetings. For example, if a Delegate attends 2 out of the past 4 meetings, they are eligible to vote during the 5th meeting.

## Section 3: Executive Board

The Executive Board will consist of:

President

Vice President

Secretary

Treasurer

Student Life Chair (optional)

### *Selection:*

The Executive Board shall consist of matriculated graduate students and will be selected for the upcoming academic year by the first meeting in April. A maximum of two (2) individuals within the same program can serve on the E-Board at one time.  Nominations must be submitted and finalized by the final meeting in March. During the first April meeting, Program Delegates and each current Executive Board member will be eligible to vote for the next academic years’ Officers. If a student wishes to run for an Officer position, but is unable to attend the April meeting, the current Council President will read a statement prepared by the student.

### *Voting Privileges:*

Each Executive Board officer is able to vote on a Council matter. However, a maximum of four (4) votes is permitted per program. In the event of a tie during a voting matter the Board will have the final vote.

Executive Board Officers must be matriculated graduate students during a full academic year (fall and spring semesters). Officers are eligible to serve more than one term. Students participating in clinical during the spring semester are eligible to serve as Officers if they are still considered full time students during the spring. Students graduating in the fall semester are not eligible to serve as Officers.

Any vacancy among the Officers shall be filled by a Program Delegate through a Council vote.  If a voting member cannot attend an in-person and/or meeting held on Zoom, alternatives can be made. When meeting times conflict with program-required events, such as course schedules, practicums/fieldwork, etc., delegates must view meeting recordings within 72 hours to verify attendance and submit vote(s) if applicable. Under special circumstances, voting members may be eligible to vote through email and/or a sealed envelope as an absentee ballot.

The Executive Board will make day-to-day decisions, including fiscal decisions, for the Graduate Student Council, as guided by Council, in-between Council meetings. The Board shall set its meetings and govern itself as if sees fit and appropriate, mindful of its responsibilities to the Graduate Student Council.

### *The President shall:*

preside over Board and Council meetings; represent the Council at official functions; act as a spokesperson for graduate students; and co-sign all financial documents. Any materials required for the Graduate Lounge, located in the main campus center, shall be discussed upon with the *Treasurer* and be purchased using a check request from Student Development.

### *The Vice President shall:*

substitute for the President as needed; and assume responsibility of the Graduate Students Council's email account and online Graduate Student Council Group social media accounts.

### *The Secretary shall:*

maintain official records of the Board and Council, including the membership records; record minutes at each meeting to be sent to the President and Advisor; and maintain the Council's communications with the College and its membership through GSC’s official email via GoPortal.

### *The Treasurer shall:*

draft a proposed annual budget to be approved by the Executive Board and oversee the approved budget; keep record of budget requests, approved expenditures and revenue in a detailed organized and up-to-date spreadsheet available for other Executive Board members to see.

### *The Student Life Chair shall:*

maintain a list of students who have been funded by the council, archive *Argo* articles of trips that have been funded by the Council, inform the College/students (via Argo articles, emails, or social media) of Council events and accomplishments. Any forms of advertisements for events or collaborations must be created and promoted at least four weeks prior to the event.

## Section 4: Meetings

GSC Executive Board meeting will be called by the President with due notice to the Board.

Council general meetings will be called by the Executive Board with due notice to the membership. Meetings may occur face-to-face or via alternate means such as videoconference or online, as selected by the Board. Meeting announcements shall be distributed in a manner that is reasonable and accessible to the maximum number of members possible.

Robert's Rules of Order shall be used as the official guide for the Council meetings, but efforts will be made to encourage informal discussion and decision-making.

The Executive Board sets the agenda for Council meetings. Any Council member may submit an item for the Agenda to the Executive Board along with rationale for consideration. The Executive Committee shall be the final arbiter of setting business agenda items for the Council.

# ARTICLE III

# Limitation of Power

## Section 1:  Recall of Executive Board Members

The Executive Board shall share the Council membership list of names upon request by any member. The recall of a member of the Executive Board shall be accomplished in any of the following ways:

An Executive Board member may be recalled by a written petition of at least twenty percent (20%) of signatures of the entire, eligible Council membership submitted and verified by the President (or Vice President), followed by all affirmative majority vote of the entire, eligible Council membership; or

An Executive Board member may be recalled by an affirmative two-thirds vote of the Executive Board.

A Program Delegate may also be recalled by a written petition of at least forty percent (40%) of the membership of the relevant official graduate student club or organization within a degree program, followed by an affirmative two-thirds vote of the membership of that organization.

A quorum for a recall vote shall be equal to the number of relevant group members (e.g. Council, Board, program) present and voting.

In all cases, just cause must be shown for removal, i.e. malfeasance, misfeasance, nonfeasance and the petition may not conflict with local, state, or national policy law.

# ARTICLE IV

# Budget Requests

## Section 1: Budget Process

All requests must follow the procedures set forth by the Annual Budget Request Packet documentation and the Supplemental documentation.

### *Annual Budget Request*

All organizations that require funds to achieve their stated objectives must complete an annual budget request via the Stockton University Student Senate financial forms that can be found on OspreyHub. This form is to be filled out in the spring of each year for the following year (ex. budget forms filled out for the FY 2019-2020 would be completed in the Spring of 2019). The forms provided by Student Senate delineate both projected sources of revenue and projected expenses. All requests must be submitted prior to the deadline set by the Office of Student Development. Budget requests will cover expenditures from July 1st through June 30th of the upcoming academic year.

Once the Annual Budget Request forms are approved by the voting council members, each program’s allotted fund will be transferred to their OspreyHub page. Each time an organization would like to make a transaction, they would then be responsible for filing a financial request on their own OspreyHub page which is then submitted to the Office of Student Development.

### *Supplementals*

Supplemental requests are encouraged if the Council’s account permit. Requests for supplementals can **only** be requested if:

1. The funds in respective organization have all been used up.
2. The program is newly developed in the spring semester of the same academic year. This program will receive a default budget of $500 for the remaining spring semester expenses.
3. The student is not a part of any official Stockton University graduate program organization.

Each program member seeking supplemental funds will need to complete the supplemental request document on OspreyHub.These expenses include travel, on-campus, and off-campus events.

## Section 2: Evaluation of Budget Proposals

### *Annual Budget Request Forms*

So that proposals may be fully evaluated, organizations should clearly explain their plans for using funds requested which includes identifying tentative dates for planned programs as well as projected revenues.  The Council and program delegates will evaluate all forms of budget proposals (i.e.- Annual Budget Form and Supplemental requests) with the following interests in mind:

1. Programs and activities that contributes to a balanced co-curricular calendar for the University will receive primary consideration.
2. Organizations that have provided activities and services in the past that meet the needs of the college community will receive primary consideration.

### *Supplemental*

If a proposal includes travel for a conference or professional event please note that the following guidelines will be used when reviewing the budget:

Students may be funded for a maximum of **three** conferences/professional events during academic career. In order for this to occur, the student must present at two of the three conferences/professional events. Funding priority will be as follows:

1. First time presenter
2. Second time presenter
3. First conference, not presenting
4. Second conference, has presented once
5. Third conference, has presented twice

Students may not receive funding to attend more than one conference/professional event if they are not presenting at the second conference/professional event.

## Section 3: Eligibility

Students who wish to request funding for any event from the Council must confer with their program's official club's Executive Board as well as the program club's Advisor. Failure to be sponsored by the club's official executive board could potentially halt budget requests pending approval from the program's advisor. If a program does not currently have an officially organized club, the party requesting funds must have a meeting with the program's director to discuss the budget request and have them sign off in approval.

### *Annual Budget Request*

To be eligible to submit an Annual Budget Request Form, the club roster must be updated on OspreyHub for the student’s corresponding program.

### *Supplementals*

A graduate student who is not a part of an official graduate program club is eligible to receive funding **up to $250.00** if they are a graduate student currently enrolled in a graduate or professional program and are in good academic standing, with an overall GPA of at least a 3.0, by going through the supplemental process.

## Section 4: Approval of Budget Proposals

Once the program is appointed a budget for the Annual Budget Request Form or Supplemental request, the following steps should be followed to receive funding.  Budget requests must be completed for each item coming out of the program’s allotted budget via the OspreyHub finance tab on the organization’s individual OspreyHub page. The request must completed a minimum of six weeks before an in-state event, eight weeks for an out-of-state event, and twelve weeks for an out-of-country event to allow for sufficient time for paperwork and funding.

### *Annual Budget Request*

For recognized graduate organizations, if additional funding necessities were not listed in the Annual Budget Request, they may request supplemental funding. Requests under $1,000.00 will be reviewed by Program Delegates and the GSC Executive Board, and determination will be made via email to the individual submitting the request. Requests over $1,000.00 will need to be discussed at a scheduled general meeting, and the determination will be provided one week after the request was heard. Voting will be done anonymously on paper or submitted electronically. Approval of budget must be majority, if any discretion occurs, the respective program Delegates must discuss on modifying the amount of requested expenditure.

### *Supplemental*

For recognized graduate organizations, if additional funding necessities were not listed in the Annual Budget Request, they may request supplemental funding. Requests under $1,000.00 will be reviewed by Program Delegates and the GSC Executive Board, and determination will be made via email to the individual submitting the request. Requests over $1,000.00 will need to be discussed at a scheduled general meeting, and the determination will be made one week after the request was heard.

### *Individual*

Recognized graduate clubs can make an individual budget request to withdraw funds from their approved budget. If an individual budget request is approved by their club’s executive board, the requester must make an appointment with Student Development within one week of approval. At this appointment, the Student Development advisor will detail the process of being funded for the request.

## Section 5: Travel

### *Supplemental*

Travel requests should be included in the program’s initial Annual Budget Request Packet in the fall semester.  If an opportunity arises for a student to travel during the academic year, the student can apply for supplemental funding which will be looked at on an individual basis. Funding may only be used for **two out of the three** following items: registration, transportation, and/or lodging for conference/professional event. The Council will not pay for room service, movie rental, internet access, telephone calls, food, tolls, or parking. A maximum of two travel activities can be funded (i.e. flight and hotel, OR flight and registration, OR hotel and registration).

Students may only request travel funds if they have completed the GSC checklist and made their personal contribution to the Office of Student Development. Upon returning, students are responsible for submitting all receipts to GSC. If receipts are lost, or not submitted by the student, students may forfeit their deposit and/or not be reimbursed for travel. The Council will take financial hardship into consideration if a student’s budget is approved and he/she cannot afford to be reimbursed.

Transportation expenses **up to $250** per student can be requested. Transportation expenses are limited to Stockton Van rentals, SASI vehicle rental, plane tickets or train tickets between the Home City and Conference City. All students who are traveling via airplane must take off from and land in the same airport on the same flights. Students may not arrive more than one evening prior to the start of the conference. Travel home from the conference must be on the same night that the conference ends, or on a morning flight the following day. The Council will **not** approve travel if they do not meet this criteria.

Hotel accommodations should be made at the conferences or professional event’s preferred hotel.  Males and females who wish to room together may do so if approved by the Office of Student Development.

Budget requests will be approved by the Council with the understanding that the awarded funds are on a ***per student*** basis. If any student(s) decide to withdraw from the trip before funds have been dispersed, the portion of funds awarded to this student will be removed from the budget request. For example, if four students request $1,000 for a hotel, the money is approved with the understanding that each student is awarded $250 towards hotel payment. If one student withdraws, only $750 will be provided by the Council, and the remaining three students are responsible for the additional funds. If any student(s) withdraw after funds have been dispersed, the student(s) must reimburse the Council.

### *Individual*Travel requests should be included in the program’s initial Annual Budget Request Packet in the fall semester.  If an opportunity arises for a student to travel during the academic year, the student can apply for supplemental funding which will be looked at on an individual basis. Funding may only be used for two out of the three following items: registration, transportation, and/or lodging for conference/professional event. The Council will not pay for room service, movie rental, internet access, telephone calls, food, tolls, or parking. A maximum of two travel activities can be funded (i.e. flight and hotel, OR flight and registration, OR hotel and registration).

Students may only request travel funds if they have completed the GSC checklist and made an appointment to the Office of Student Development. Upon returning, students are responsible for submitting all receipts to Graduate Student Council. If receipts are lost, or not submitted by the student, students may forfeit their deposit and/or not be reimbursed for travel. The Council will take financial hardship into consideration if a student’s budget is approved and he/she cannot afford to be reimbursed.

Transportation expenses **up to $250** per student can be requested. Transportation expenses are limited to Stockton Van rentals, SASI vehicle rental, plane tickets or train tickets between the Home City and Conference City. All students who are traveling via airplane must take off from and land in the same airport on the same flights. Students may not arrive more than one evening prior to the start of the conference. Travel home from the conference must be on the same night that the conference ends, or on a morning flight the following day. The Council will **not** approve travel if they do not meet this criteria.

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## Section 6: Other Opportunities

Each active graduate club that submits a roster and constitution on OspreyHub is eligible to request **up to $500** for their club to use for fundraising, guest lecturers, etc. All money used for fundraising must be paid back to the council before making a profit.

Students may also request funding for on-campus events, such as guest lecturers, panel discussions, etc. These requests must be submitted at least six weeks in advance. Keep in mind the time it will take to plan these events when submitting requests.

## Section 7: Following Approval

Graduate students receiving monies for a conference, guest lecturer or other events, will be required to provide a brief 1-2 paragraph summary and an interactive activity in the following meeting based on the event. The summary of the event will be submitted to the Council for documentation, while the interactive piece can be presented in a form of a conversation or presentation. The topics of the summary should include: What the students learned, how many students attended the guest lecturer event, the impact of attending the event towards student’s future career, and so on. Failure to submit documentation could affect future budget allocations.

# ARTICLE V

# Equal Opportunity

The Council shall support and abide by all of Stockton University's Equal Opportunity guidelines, and shall never discriminate against any person on the basis of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status, familial status, affectional, sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability (including perceived disability, physical, mental and/or intellectual disabilities), or liability for service in the Armed Forces of the United States.

# ARTICLE VI

# Amendments

I. The Council has the power to enact, by two-thirds vote, any amendment to this Constitution.

\*All amendments from 2008-2016 were written into the formal constitution. New amendments shall be inserted hereafter.

Organization founded 1998.

Constitution updated September2008.

Constitution updated October 2010, January 2010.

Constitution updated September 13, 2011.

Constitution updated September 11, 2012.

Constitution updated on September 25, 2012.

Constitution updated on April 1, 2014.

Constitution updated on February 23, 2016.

Constitution updated on April 16, 2018.

Constitution updated on April 22, 2019.

Constitution updated on April 14, 2022.

Constitution updated on February 13, 2024.