

Constitution of the American University School of International Service Graduate Student Council

For Academic Years 2024 - 2025

Effective: April 25th, 2024

Expiration: April 25th, 2025

Article I. TITLE

The official title of this student organization shall be the School of International Service Graduate Student Council, abbreviated henceforth as SIS GSC. The SIS GSC is an officially recognized and registered student organization at the American University School of International Service under the Center for Student Involvement (CSI) and the Graduate Leadership Council (GLC) at American University. All registered student organizations require annual renewal through CSI. Renewal occurs in June of the Academic Year.

Article II. PURPOSE

The purpose of the Constitution of the Graduate Student Council at the American University School of International Service is to provide organizational members with a bi-annual record of updated policies and procedures that outline the structure of the organization, the official duties of organizational members, as well as policies and procedures to facilitate the successful fulfillment of the mission of the SIS GSC.

Article III. MISSION STATEMENT

The SIS GSC serves as the representative body of all current SIS graduate students. The mission of the SIS GSC is to uphold and exercise the principles of good governance, including transparency, service, integrity, equality, accountability, and responsibility to ensure that our objectives reflect the evolving demands of the SIS graduate student body.

The SIS GSC shall serve as a forum for the needs and interests of graduate students in SIS. In turn, the SIS GSC shall work with the administration of American University to promote policies that directly address the needs of students. The SIS GSC shall also foster academic and professional development, promote social interaction, and community service.

Article IV. ORGANIZATIONAL STRUCTURE

The SIS GSC is made up of an Executive Cabinet and Senate.

Article V. TRANSPARENCY

Section 1. OFFICIAL DOCUMENTS

- A. The most updated version of the SIS GSC Constitution must be accessible to the SIS graduate students, faculty, administrators, and members of the public.
- B. All official SIS GSC documents, including but not limited to meeting minutes, agendas, resolutions, and bills, shall be made publicly available within seven (7) days of their approval or passage.
- C. The Executive Secretary shall be responsible for ensuring that all official documents are properly archived and accessible through the SIS GSC website or other appropriate online platforms.

Section 2. FINANCIAL TRANSPARENCY

- A. The SIS GSC shall maintain full transparency in its financial operations and transactions.
- B. The Director of Finance shall prepare and present a detailed budget report at the first General Meeting of each semester, outlining the planned allocations and expenditures for the upcoming term.
- C. All approved SIS GSC budgets shall be made publicly available within fourteen (14) days of their approval.

D. The Director of Finance shall maintain a current online record of the SIS GSC budget, including all income, expenses, and allocations. This record shall be accessible to all SIS graduate students upon request.

E. Any SIS graduate student may request a detailed financial report from the Director of Finance, who shall provide the requested information within seven (7) days.

Section 3. OPEN MEETINGS

A. All SIS GSC General Meetings shall be open to the public, and all SIS graduate students are encouraged to attend and participate.

B. The schedule and agendas for General Meetings shall be publicized at least seven (7) days in advance through the SIS GSC website, social media channels, in addition to Canvas and email notifications sent to all SIS graduate students.

C. Minutes from each General Meeting shall be made publicly available within seven (7) days of their approval.

Section 4. TRANSPARENCY IN COMMUNICATIONS

A. The SIS GSC shall maintain open and transparent communication with all SIS graduate students, faculty, administrators, and other stakeholders.

B. The Director of Communications shall be responsible for ensuring that all SIS GSC announcements, updates, and communications are disseminated through the appropriate channels in a timely manner.

C. The SIS GSC shall actively seek input and feedback from the SIS graduate student community and shall take such input into consideration when making decisions and formulating policies.

Article VI. CONSTITUTIONAL REVIEW

In order to ensure that the SIS GSC Constitution is updated and relevant, and its members maintain knowledge and command over the organization's policies and procedures on an annual basis, the Executive Cabinet and Senate must complete the Constitutional Review process and obtain a three-fourths majority vote of all Senators and Executive Cabinet members to approve the SIS GSC Constitution on an annual basis, no later than the final Council meeting of the academic year.

Constitutional Review must occur at regularly scheduled SIS GSC General Meetings. Each member of the SIS GSC Executive Cabinet and Senate are both eligible to cast one vote. If a three-fourths majority is not achieved, the Constitutional Review process must continue until a three-fourths majority is reached.

Article VII. MEMBERSHIP REQUIREMENTS

A. All members of the SIS GSC must be enrolled in a graduate program at SIS and must be enrolled in at least one 3-credit academic course per semester.

B. All SIS GSC members must be in good academic standing as determined by American University.

C. No member may be allowed to hold an executive position in another student government association and/or student organization at American University without prior approval by the SIS GSC President.

Article VIII. EXECUTIVE CABINET

A. The Cabinet manages the administration of the core functions of the SIS GSC's operations as enumerated in this SIS GSC Constitution.

B. The Executive Cabinet shall consist of:

1. President
2. Vice President
3. Director of Finance
4. Secretary
5. Chief of Staff
6. JIS Editor in Chief

7. Director of Academics & Technology
8. Director of International Experience
9. Director of Alumni Relations
11. Director of Communications
12. Director of Community Development
13. Director of Events
14. Director of Diversity, Equity, Inclusion, and Belonging

C. Each Cabinet member is required to participate in bi-weekly Cabinet meetings and must faithfully and diligently guide the work of their respective board assignments.

D. Changes to the Executive Cabinet can be made in the following ways:

1. Positions may be appointed by the GSC President and confirmed by the Board. No revisions to by-laws are necessary.

2. If a position is no longer required, the suggestion for removal will be brought before the Board. The decision must pass the Board with a majority vote. The removal of positions will require revisions to the Constitution. The President, Vice President, and Chief of Staff will review the suggestion for removal. The results will be brought before the Board, at which time the Senate will vote to remove the position by a simple majority. An Executive Board member may be removed by unanimous decision of the Executive Board.

3. The President shall have the authority to establish new executive positions as deemed necessary, based on the evolving needs of the Board and their own judgment. The appointment of individuals to these newly created positions shall be made by the President and must be confirmed by the Cabinet to ensure alignment with the organization's objectives and governance standards.

E. A member of the Executive Cabinet can be removed from office if they do not fulfill the duties of the position, including but not limited to does not attend meetings, behaves inappropriately in meetings or when representing the GSC, behaves in a manner that is contrary to university policy). Any member can submit a request to remove a cabinet member from office. The motion to begin the removal process must be approved by a simple majority of the Senate after which the President, together with the Vice President and Chief of Staff, will review the

request. The results will be brought before the Senate, at which time the Senate may vote to remove the member by a simple majority. A cabinet member may be removed by unanimous decision of the Executive Board.

Article IX. EXECUTIVE CABINET MEMBER RESPONSIBILITIES

Each member of the Executive Cabinet of the SIS GSC shall have the following mandate:

A. The President shall:

1. Act as the official representative of the SIS GSC to all campus constituencies. Official representation in SIS Council and GLC shall be defined as attendance in all applicable meetings and upholding the responsibilities outlined within the respective governing documents.
2. Advocate for and implement policies and programming in the interest of SIS graduate students.
3. Preside over all SIS GSC meetings.
4. Appoint and maintain contact with appointed representatives, with the advice of the Cabinet and SIS graduate students to such SIS committees as may be constituted by the Dean, SIS Council, or other such bodies.
5. Guide the institutional culture of SIS GSC and provide vision and direction.
6. Manage recruitment by attending SIS Orientations of incoming students, organizing an information table at SIS Open Houses for potential MA students, and working with Research Assistant management in the Dean's Office.
7. Assist the Director of Finance by working with the Center for Student Involvement to maintain the proper paperwork for all financial transactions as a reserve budget officer.
8. Schedule monthly meetings with the SIS Dean's Office to promote SIS GSC initiatives and objectives.
9. Seek the assistance of any member of the SIS GSC in furtherance of the required presidential mandates when necessary.
10. Act as the official representative of the SIS GSC student body as a participant in the Graduate Leadership Council (GLC) which consists of the student body presidents from other graduate student organizations across American University.

B. The Vice President shall:

1. Preside over all SIS GSC meetings in the absence of the President.
2. Perform all duties assigned to them by the President.
3. Assume the office of the President if the office becomes vacant.
4. Maintain and enforce the completion of documents associated with the SIS GSC transition process.
5. Function as the Head of the Senate.
6. Coordinate all Senators training and onboarding.
7. Lead the Senate on advocacy initiatives and resolution drafting.
8. Ensure SIS GSC Senators fulfill their requirements per the Constitution and Board assignments.

C. The Director of Finance shall:

1. Serve as the Chair of the Finance Committee.
2. Prepare and submit to the SIS GSC a budget on a semester basis or at such periods as may be required by the assent of the Senate.
3. Monitor the implementation of the approved budget and ensure adherence to deadlines and contracts listed therein.
4. Work with the Center for Student Involvement to maintain the proper paperwork for all financial transactions.
5. Provide administrative support to student leaders in disbursement of GSC funds as and when necessary.
6. Serve as the head of any special committee whose responsibility is related to the financial management of the SIS GSC budget and/or other financial matters (i.e. tuition).

D. The Secretary shall:

1. Organize, manage, and update all SIS GSC electronic records including contact information of SIS members, official GSC documents, board plans, schedules, and resolutions.

2. Create organized, well-documented, and professionally formatted minutes at Cabinet Meetings, General Meetings, and other special meetings. These minutes shall be uploaded to an appropriate SIS GSC electronic platform that allows the SIS community to publicly access the minutes after Senate's approval.
3. Develop, organize, and present recommendations for improvement after the solicitation of electronic surveys from the SIS graduate student community after events in conjunction with the Events Committee.
4. Monitor, forward, and respond to all public inquiries sent to an official SIS GSC public email address.
5. Create and manage an internal reservation system that informs SIS GSC members efficiently and timely for the use of the SIS GSC on-campus space.
6. Collect and maintain an electronic record of all votes by category, including yea, nay, or abstain by Senators on any passed or failed legislation.
7. Collect and maintain an electronic record of all passed, failed, or pending legislation that includes the official vote count, date of the vote, names of voting members, and signature of the current SIS GSC President.
8. Incorporate new passed legislation, as applicable, to the SIS GSC Constitution within (7) days of the passage of legislation.

E. The Chief of Staff shall:

1. Manage the Board's operations and weekly tasks.
2. Serve as the Chair of the Rules and Regulations Committee which is responsible for updating the GSC constitution and overseeing all organizational regulations and bylaws.
3. Interpret and administer bylaws and mitigate internal disputes.
4. Enforce fair, orderly, respectful, and productive discussion at all SIS GSC meetings by adhering to a pre-arranged timeline on the agenda.
5. Develop, organize, and distribute meeting agendas for SIS GSC Executive Cabinet Meetings and General Meetings.
6. Organize and lead a mandatory training session once a semester for all new and returning SIS-GSC members on parliamentary procedures, Robert's Rules of Order, legislation writing procedures, constitutional review, and any other relevant procedural measures as necessary.

7. Train all GSC members on meeting procedures, legislation writing for bills and resolutions, and any other relevant measures when necessary.
8. Provide advice and guidance for all technical matters to GSC members.
9. Provide legislation assistance to all GSC members.
10. Monitor and enforce the dismissal process for all GSC members.

F. The JIS Editor-in-Chief shall:

1. Independently run JIS with the occasional support from GSC.
2. Attend GSC all general meetings or appoint a qualified member of JIS team to serve as a proxy.
3. Formulate rules and regulations for smooth functioning of the JIS in consultation with all JIS staff members.
4. Submit a biweekly report to the GSC President and shall adhere to any instructions provided by the President in response to these reports

G. The Director of Academics and Technology shall:

1. Serve as the primary liaison between SIS graduate students and school academic administration and faculty, advocating for student interests and promoting enhancements in academic and technological realms.
2. Collect and analyze feedback from SIS graduate students through various platforms such as surveys, town halls, and student roundtables; compile this feedback into actionable reports for the GSC.
3. Oversee the SIS GSC's technology infrastructure, including the maintenance and updates of the SIS GSC website and the management of the Canvas site structure and content updates.
4. Organize academic and technology-focused events, such as research symposiums, professional development workshops, and networking events, while managing the virtual components of these events to ensure accessibility and engagement.
5. Chair the SIS GSC Academic Affairs Committee and the Technology Committee, setting agendas, leading discussions on current issues and technological advancements, and documenting outcomes.
6. Represent SIS graduate students on relevant university-wide committees, ensuring that academic and technological perspectives are integrated into institutional decisions.

7. Report regularly to the SIS GSC on progress, challenges, and developments in academic initiatives and technological projects, ensuring transparency and ongoing dialogue with the graduate student community.

H. The Director of International Experience shall:

1. Officially represent the SIS international students at the GSC.
2. Liaison with GLC and other GSCs international student representatives.
3. Collaborate on events for international students with other GSCs.
4. Coordinate with Director of Communications for promotion.

I. The Director of Alumni Relations shall:

1. Serve as the main liaison between SIS graduate students and SIS alumni community, fostering ongoing engagement opportunities.
2. Work closely with SIS Alumni Relations office to coordinate alumni events, such as networking nights, mentoring programs, guest speaker series, and the SIS alumni weekend.
3. Lead the SIS GSC Alumni Relations Committee in developing new initiatives to connect current students and alumni, such as an alumni spotlight series, alumni takeover of social media accounts, alumni-student mixers etc. Prepare agenda and notes for committee meetings.
4. Collect feedback from graduate students on ideas to enhance alumni programming and what services they would like to see offered through alumni network. Share results with Alumni Relations office.
5. Promote alumni mentorship program and other alumni engagement opportunities to current SIS graduate students in coordination with the Director of Communications. Track student participation and interest.
6. Explore development of student-alumni shared interest groups around careers, global affairs issues, social causes etc. to facilitate networking and knowledge sharing.
7. Report on alumni relations progress, events, and other SIS alumni community updates to the SIS Graduate Student Council on a regular basis.

J. The Director of Communications

1. Serve as the Chair of the Communications Committee.

3. Manage the SIS GSC social media platforms for the SIS GSC; This includes the Instagram, Twitter, LinkedIn, and Facebook pages of the SIS GSC.
4. Manage and provide content for SIS Graduate Advising Weekly Newsletter and other relevant university newsletters.
5. Liaison with SIS Communications department to collaborate on promotional and awareness activities.
6. Provide assistance in crafting internal and external communications to constituents and stakeholders to include but not limited to the SIS administration.
7. Ensure proper data management and maintenance of GSC data management systems.
8. Strategize, organize, execute, and monitor GSC marketing, communication, promotion, and awareness campaigns across multiple communications platforms in conjunction with Senators and/or members of the Cabinet.
9. Develop and collect features for the SIS GSC Bi-weekly Newsletter.

L. The Director of Community Development

1. Serve as vice-chair for the Events Committee.
2. Plan and organize all GSC social events on campus.
3. Plan and organize all GSC community service events.
4. Coordinate with the Communications Director for promotion.
5. Coordinate with the Finance Committee for financial approval.

M. The Director of Events

1. Service as chair for the Events Committee.
2. Plan and organize all GSC special programs off campus.
3. Plan and organize all GSC events, including, but not limited to, the SIS Graduate Gala, Winter Soiree, Happy Hours, and at least threes social event per semester.
4. Negotiate with vendors, develop budgets, and create agendas to improve the efficiency of events.

5. Work with the Director of Finance to submit payment requests on time to the Center for Student Involvement with all appropriate paperwork.
6. Take inventory of assets in T4 with the Events Committee and maintain a database of items.
7. Coordinate with the Communications Director for promotion.
8. Coordinate with the Finance Committee for financial approval.
9. Manage campus room reservation system (EMS).

N. The Director of Diversity, Equity, Inclusion, and Belonging (DEIB)

1. Serve as a champion for values of diversity, equity, inclusion and belonging among SIS graduate students and the broader SIS community.
2. Lead the SIS GSC Diversity, Equity and Inclusion Committee in developing initiatives and programs that educate, promote cultural awareness, facilitate thoughtful dialogue, and bring together graduate students across identities, backgrounds and life experiences. Prepare agenda and notes for meetings.
3. Advocate for representation and inclusion of students from marginalized communities in SIS GSC elected leadership, staff appointments, and involvement opportunities.
4. Organize events and campaigns that celebrate diversity such as Black History Month, Hispanic Heritage Month, International Education Week etc.
5. Collect feedback from SIS graduate students on issues impacting belonging and obstacles faced by underrepresented student groups. Develop policy proposals to address issues raised.
6. Coordinate bias and microaggression reporting system for SIS graduate students and lead response efforts along with school administration. Track incident reporting metrics.
7. Promote access and respect for students of all abilities through efforts such as improving accessibility accommodations process and expanding disability education.
8. Provide regular reports to the SIS GSC on progress of diversity, equity and inclusion efforts including incident reporting metrics, event participation diversity data, and policy/procedural enhancements achieved.

Article X. SENATE

The Senate is composed of sixteen graduate students: two Senators from each SIS department (EDH, PGE, PHRCR, FPGS), two online student senators, one senator for PhD Students, one senator for JD/MA, and four Senators-at-large. Department Senators can only represent their own department. Senators-at-large focus on specific issues such as environmental advocacy, faculty relations, career development, etc.

- A. Senators are the representative of their respective graduate constituencies at SIS.
- B. Each Senator must participate as a contributing member in at least one of the five SIS GSC committees described below to advance the interests and objectives of their respective committee.
- C. Committee assignments shall be discussed at the first General Meeting and shall be coordinated by the Cabinet who runs the respective committee.

Article XI. SENATE RESPONSIBILITIES

- A. Serve as an active and accessible liaison between the SIS GSC and the students within their respective constituencies, conveying their constituents' interests at SIS GSC meetings and communicating pertinent SIS GSC information to their constituents;
- B. Propose and vote on bills and resolutions that further the mission of the SIS GSC;
- C. Convene with their respective program coordinators a minimum of three times per semester to discuss the needs and interests of their program and submit meeting minutes to the SIS GSC President via email at least one (1) week following each meeting. Exceptions may be made at the discretion of the SIS GSC President;
- D. Assist their respective program associations with funding issues, event planning, or any other such issues that may arise when necessary;

- E. Maintain regular communication with their program coordinator;

- F. Attend all SIS GSC general meetings and required committee meetings. If unable to attend a meeting, Senators shall be held responsible for informing the Chief of Staff, or their committee chairperson in such manner as may be required by the SIS GSC Attendance Policy in Section XV Section 4;

- G. Be a member of at least one committee;

- H. Participate in all GSC events if such participation does not directly conflict with their academic or professional requirements.

Article XII. AFFINITY AND PROFESSIONAL GROUPS (APG)

- A. APG's shall represent and advance the interests of SIS students based on collective identities or professional interests.

- B. Representatives from all APG's shall be invited to attend the SIS GSC General Meeting.

- C. The Director of Internal Affairs shall coordinate at least one information session at the beginning of fall semester to facilitate group creation and recruitment.

Article XIII. WORKING GROUPS AND AD HOC COMMITTEES

All GSC members will participate in working groups or ad hoc committees focused on specific projects and initiatives throughout the year. These groups will be formed based on members'

availability, interests, and GSC's needs. The President will coordinate the creation of working groups and designations of members.

Article XIV. ELECTIONS, APPOINTMENTS, AND TRANSITIONING

Section 1. ELECTORAL PROCEDURES

- A. Every SIS graduate student shall be notified by email at least one (1) month prior to the elections so that they are given a chance to participate in the nomination process.
- B. The Secretary shall make the election and nomination process available to every SIS graduate student via email, the SIS GSC website, and official social media accounts.
- C. In the event of a tie, all GSC members excluding the candidates shall vote on the most qualified candidate. Both candidates shall be given a chance to present their case in a general meeting, and the tie shall be broken by a majority vote.

Section 2. PRESIDENT AND VICE PRESIDENT ELECTIONS

- A. Elections for the President and Vice President of the SIS GSC shall be held at the end of each academic year through the guidance of the outgoing President and Vice President.
- B. An election cycle for President and Vice President must be held no later than 30 calendar days prior to the end of classes in the spring academic semester.
- C. Elections for President and Vice President must both occur consecutively. The President and Vice-President must be elected on a combined ticket.

Section 3. PRESIDENT AND VICE PRESIDENT ELIGIBILITY REQUIREMENTS

- A. Candidates must fulfill all existing requirements set forth to be a member of the SIS GSC.

B. Candidates shall provide their picture, proposals, and brief biography to the SIS GSC for the election.

C. Candidates strictly cannot accept or solicit financial contributions from third parties or SIS students for election purposes.

Section 4. PRESIDENT AND VICE PRESIDENT SAMPLE ELECTIONS TIMELINE

1. Interest Period Opens
 - i. Eight Weeks Before Winners Announced
2. Information Sessions (Attending one of these is MANDATORY to run for either position)
 - i. Five Weeks Before Winners Announced
3. Shadowing Period (Invitation to attend meetings, etc.)
 - i. Four Weeks Before Winners Announced
4. Final Indication of Running & Campaigning Materials Due
 - i. Three Weeks Before Winners Announced
5. Campaigning Period
 - i. Two Weeks Before Winners Announced
6. Voting Period
 - i. One Week Before Winners Announced
7. Announcement of GSC President & Vice President
 - i. Winners Announced

Section 5. SIS GSC SENATE ELECTIONS

A. Elections for the SIS GSC Senate shall be held within two weeks of the start of the academic year.

- B. Senators shall be elected by their individual programs whenever necessary.
- C. All students of the respective program are able to vote for Senators.
- D. Senators shall be elected on a Rank-Choice Voting system.

Section 6. SENATE ELIGIBILITY REQUIREMENTS

- A. A candidate for the SIS GSC Senate must be a graduate student currently enrolled in at least one 3-credit academic course within the School of International Service and the program they wish to represent.
- B. Dual-degree students are eligible for SIS GSC Senate elections.

Section 7. SENATE ELECTION SCHEDULE

A. Candidate Declaration Period

1. The period for candidates to declare their intent to run for Senate positions shall open no later than the second week of the fall semester.
2. The declaration period shall last for a minimum of one week.
3. Interested candidates must formally declare their intent to run for a specific Senate seat to the SIS GSC Executive Cabinet by the designated deadline.

B. Candidate Application Deadline

1. Interested candidates must fill out the SIS GSC Senate application by the designated deadline, typically set around the third week of the fall semester.
2. The specific application requirements and deadline shall be widely publicized to all SIS graduate students by the SIS GSC.

C. Campaigning Period

1. An official campaigning period of at least one week shall follow the close of the candidate application deadline.
2. During this time, candidates may reach out to constituents in their programs, hold events, and promote their candidacy in line with SIS GSC campaign regulations.

D. Voting Period

1. The voting period for Senate elections shall last for 2 days to provide ample opportunity for constituents to cast their votes.
2. Voting shall be conducted online through a secure platform provided by the SIS GSC in collaboration with SIS administration.
3. Voting shall open no later than the fourth week of the fall semester.

E. Election Results Announcement

1. The SIS GSC President shall announce the election results within two business days of the close of voting.
2. Newly elected Senators shall be notified individually of their successful run before the public announcement.

F. Special Elections

1. In the case of Senate vacancies during the academic year, a special election process shall be held as needed.
2. The special election shall follow the same general steps as the regular senate election but on an abbreviated timeline as determined by the Executive Cabinet.

G. Transition and Onboarding

1. Newly elected Senators shall participate in a mandatory SIS GSC orientation and onboarding process organized by the Executive Cabinet.

2. Returning Senators shall support the onboarding of new Senators into SIS GSC operations and their program representation duties.

Section 8. APPOINTMENTS

A. The President-Elect and Vice-President-Elect shall solicit applications for the new Executive Cabinet after elections have been verified.

B. An executive council member may be enrolled in any program within the School of International Service.

C. All appointed Executive Cabinet positions shall be filled by the fourth week of the Fall semester. The appointment period may be extended by a vote in the first general meeting.

D. Elections for Editor-in-Chief shall be conducted by the staff of JIS in an internal process and confirmed by the GSC President.

1. The Editor-in-Chief shall not be appointed by the Executive Council, however, the Editor-in-Chief elect shall establish a line of communication with the GSC President and GSC executive council. The Editor-in-Chief is required to participate in SIS GSC General Meetings and Cabinet Meetings.

2. The Editor-in-Chief shall re-affirm their commitment to abide by and uphold this SIS GSC Constitution at the General Meeting directly following their selection.

3. The process of appointing a new Editor-in-Chief shall be made within thirty days of the conclusion of election.

E. The President may appoint any additional executive position as they so choose with approval of majority of the Cabinet.

Section 9. START OF TERMS

The new Executive Cabinet shall begin their term of service on the day after the last day of Spring Semester. Newly elected Senators shall begin their term the day after the fall election results are announced.

Article XV. GENERAL MEETINGS

Section 1. STRUCTURE AND RULES

- A. The GSC shall hold at least two General Meetings per month during the Fall and Spring semester.
- B. A SIS GSC General Meeting must be open to the public.
- C. A General Meeting cannot be held if quorum is not reached. Two-thirds of the entire SIS GSC must be present for the General Meeting to continue.
- D. The President may schedule a General Meeting outside the Fall and Spring semester when necessary.
- E. Legislation cannot be passed without either a virtual or in-person General Meeting. A minimum of two-thirds of Senators must be in attendance to ensure proper representation.
- F. The Chief of Staff is responsible for organizing the General Meeting agenda and facilitating topics of discussion on a set timeline. In the event that the Chief of Staff is unable to facilitate the meeting, then the Vice-President shall facilitate the meeting. In the event that the Vice-President is also unable to facilitate the meeting, then another member of the Executive Cabinet shall facilitate the meeting. In order for a Senator to be eligible to facilitate the General Meeting, they shall first forfeit their voting privileges for that session.
- G. The duration of the General Meeting should be at least 45 minutes and be no longer than 2 hours. Flexibility in the duration of the General Meeting is at the discretion of the President.
- H. The Chief of Staff shall send General Meeting agendas 48 hours in advance to the SIS GSC.
- I. At General Meetings, the Chief of Staff, while moderating the meeting, must:
 - 1. Take roll call of all the SIS GSC members and notify absences;
 - 2. Request the Senate to approve the agenda, vote on legislation, or amend legislation;
 - 3. Request the Senate to approve the minutes from the previous General Meeting;
 - 4. Request the Senate to approve any potential changes to the agenda;
 - 5. Welcome non-SIS GSC members to the General Meeting and allow a time-period for them to voice their concerns or ask questions;
 - 6. Request the approval of two Senators, or "motions", to move to the next item on the agenda.

Section 2. QUORUM

- A. The percentage of voting members that constitutes a quorum shall be fifty percent plus one.
- B. In voting, a majority of voting members shall consist of more than fifty percent of those voting.
- C. There must be a quorum in order for any official vote or election to occur.

Section 3. PROXIES

- A. Senators are able to request that another Senator on the GSC or member of their student association serve as their proxy during an official GSC General Meeting. This proxy will have full rights in terms of representing the absent Senator by participating in debate and discussion on their behalf and voting in all official GSC business. The absent Senator will email a request to the proposed proxy to serve in their stead; upon confirmation, the absentee Senator will email the GSC President and the Chief of Staff to confirm the proxy who will represent them during the General Meeting.

Section 4. ABSENCES FOR LEGITIMATE REASONS

- A. Senators will be allowed two absences per semester for conflicts with their work or school schedules. Senators will be made aware of required General Meeting dates and times at the beginning of the semester by the Chief of Staff to ensure an individual can plan their respective schedule. If a Senator has a professional (work, school or other professional obligation) conflict with the confirmed General Meeting schedule, they will submit an email to the Chief of Staff and President within one week of learning of the conflict.
- B. If a Senator will be missing a majority of SIS GSC General Meetings their continued SIS GSC service will be discussed with the SIS GSC President and Chief of Staff as to whether or not the Senator can continue with their responsibilities.
- C. In the case of a scheduling conflict with work, Senators will give a minimum of 48-hour advance notice to the SIS GSC President and Chief of Staff.

Article XVI. LEGISLATIVE PROCEDURES

All legislation shall be passed as per the regulations enacted herein. These regulations are subject to interpretation by the Cabinet and shall be binding on all present and future members of the SIS GSC.

Section 1. VOTING MEMBERS

- A. Each Senator and Cabinet member has one vote.

Section 2. AGENDA

- A. The Chief of Staff shall assemble the agenda for all general meetings. Any member of the GSC can submit an item to the Chief of Staff to be added to the agenda.

Section 3. INTRODUCING LEGISLATION

- A. Open Floor Procedures. All members of the Senate and the Executive Cabinet shall be given no more than 2 minutes to express themselves during open floor discussion in the form of updates.

- B. Postponing Legislation. Any piece of legislation once brought forward to the floor may be postponed for a vote at a later date through a motion to postpone. Once postponed, it may be voted on via any approved platform to include, but not limited to, the next General Meeting, email or other online or digital platform.

- C. Introducing Legislation

- 1. By adding it to the agenda. All bills and resolutions shall be sent to the Rules and Regulation Committee at least 48 hours prior to the start of the General Meeting in order for it to be added to the agenda.

- 2. Without adding it to the agenda. All Bills and Resolutions for the new business section of general meetings must be emailed to the Chief of Staff so that it may be disseminated to the general body. They may be emailed during the General Meeting.

- D. Passing Legislation

- 1. Resolutions shall be passed by a simple majority vote.
 - 2. Bills shall be passed by a two-thirds majority vote.

- E. Amending Passed Legislation. Changes to the passed legislation shall require a two-thirds affirmative vote at a GSC general meeting.

Section 4. VOTING PROTOCOL

A. After the introduction of legislation, Senators may proceed with a vote facilitated by the Chief of Staff.

1. Affirmative votes shall be represented by a member raising saying "Yay".
2. Negative votes shall be represented by a member saying "Nay".

B. The Senate reserves the right to call for an alternative method of voting for any reason such as but not limited to a voice vote, an online vote or a secret ballot. The Executive Cabinet can vote on Resolutions if desired, but not Bills.

Article XVII. FINANCIAL PROCEDURES

All financial procedures shall be adhered to as per the regulations enacted herein. These regulations are subject to interpretation by the Director of Finance and Chief of Staff and shall be binding on all present and future members of the GSC.

Section 1. GENERAL FINANCIAL REGULATIONS

A. The fiscal year for the purpose of this bylaw shall mean the fiscal year as defined by the University.

B. Funding allocations that require administrative support from the GSC shall be proposed no less than fourteen business days prior to the date of the event. Exceptions may be made with a majority vote in the Finance Committee.

C. GSC shall have the budget as allocated by the University administration through the duties to the student body, faculty, staff, alumni, and all other stakeholders as directed by the rules set forth in this SIS GSC Constitution.

D. Every expense from the budget for every event, allocation, or expense shall be accounted for and available at any time.

E. The Senators shall be free to inquire on monetary allocations at the General Meeting.

Section 2. INTERNAL FINANCIAL REGULATIONS

A. A semester SIS GSC budget shall be drafted in the previous semester (In Fall for Spring semester, in Summer for Fall) by the SIS GSC Director of Finance with input from members of the Executive Cabinet.

B. Budgetary Allocations

1. There shall be an established budget for the SIS GSC with funding allocation to each of the following categories: General Use, Alumni Relations, Promotional Materials, Office Supplies and General Operational Funds, Journal of International Service (JIS), Events, Forums, and Student Group Allotments, Summer Allocation, Other.

2. JIS shall submit a budget proposal for GSC funds to be reviewed and approved by the GSC at the first regular meeting of the fall semester for fall allocations, and the final regular meeting of the fall semester for spring allocations.

Section 3. FINANCIAL TRANSPARENCY

A. The SIS shall under the guidance and leadership of the SIS GSC Director of Finance, every expense from the budget shall be accounted for and made accessible.

B. All approved SIS GSC budgets shall be made available publicly within fourteen (14) days from the date of approval.

C. The SIS GSC Director of Finance shall maintain a current online record of the SIS GSC budget. These budgets shall be available upon any request.

Article XVIII. OFFICER INSTALLATION, REMOVAL FROM OFFICE, AND SUCCESSION OF OFFICERS

Section 1. INSTALLATION

The outgoing GSC President/Vice-President and their newly appointed/elected successors will participate in transition meetings in late May. The goal of these meetings is to share institutional knowledge about the GSC as an entity with the incoming GSC administration. The outgoing GSC President shall be responsible for coordinating their own transition meetings.

Section 2. REMOVAL FROM OFFICE

- A. The GSC shall have the right to remove the President, Vice President, Chief of Staff & Director of Finance.
- B. Cause for removal from office shall be any action that is inimical to the GSC, including improper conduct, failure to perform duties of one's office as outlined in the governing documents, or any other charge the E-Board may consider.
- C. Causes for removal may be brought against all Cabinet and Senate members at the formal request of any Senator which shall be emailed to the President, copying all members of the Cabinet and Senate. Removal proceedings should be brought within 2 weeks of the cause arising. An emergency meeting can be called if a minimum of 1/3 of all Senate members formally state their desire to conduct removal proceedings, expressing their support by responding to the aforementioned email, making sure to copy all members of the Cabinet and Senate.
- D. Charges shall be voted upon by all Senate members; a supermajority vote of 2/3 of present members results in removal and prohibition from participating in the GSC in the future.
- E. If the President, Vice President, Chief of Staff & Director of Finance or appointed individuals are not in good academic or disciplinary standing at any time during their term, they shall be put on probation for one semester. If upon review, the following semester there have been no improvements, they shall be removed from the office automatically.
- F. If a Cabinet member is removed, elections will occur a maximum of 30 days after their removal vote in general quorum.

Section 3. SUCCESSION OF OFFICERS

- A. An officer can be removed from office, through the process of impeachment. Impeachment proceedings may be brought against any executive officer of the organization by any 3 members of the organization. Grounds for impeachment include negligence or abandonment of duty to the organization, severe infraction of university policy while acting under the authority or representation of the organization, or any action which intentionally and maliciously harms the organization and/or any of its members. Such claims must be submitted in writing to the executive board no later than one week prior to a hearing in which all charges will be discussed and decided upon by the executive board. The executive board shall inform the officer of any such charges immediately or as soon as possible of any such claims. The impeachment vote shall be taken at this meeting. The individual being considered for expulsion shall not have a vote and shall not be counted amongst the number of voting members present. A two-thirds vote of the voting members is required to remove a member from office. If the President is the member being considered for expulsion, the Vice President shall run the proceedings.

B. In the event of permanent incapacitation, resignation, or removal from office, the line of succession shall be as follows: Vice President, Chief of Staff, Director of Finance, Director of Events, Director of Communications, Director of Academic and Technology, Director of Alumni Relations, Director of International Experience, Director of Community Development, Secretary, Director of DEIB

C. Upon the vacancy of any office, a new candidate will be appointed at the next regular meeting or at a special meeting.

Article XX. NON-DISCRIMINATION STATEMENT

The SIS GSC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members, volunteers, students, staff, and University officials.

The SIS GSC is an equal opportunity organization and prohibits discrimination in all forms. This policy applies to all aspects of the organization, including but not limited to:

- A. Membership and participation in the SIS GSC
- B. Selection of officers, Senators, and committee members
- C. Planning and execution of events and activities
- D. Allocation of funds and resources
- E. Collaboration with other organizations and entities

All members of the SIS GSC, including officers, Senators, and committee members, are expected to uphold and abide by this non-discrimination policy. Any violations of this policy should be reported to the President or Vice President immediately and will be addressed in accordance with the removal procedures outlined in Article XVIII.

The SIS GSC is committed to fostering a diverse and inclusive community that respects and values differences. We strive to create an environment where all individuals feel welcomed, supported, and empowered to contribute to the mission and goals of the organization.