



COLLEGE *of*
CHARLESTON

GRADUATE STUDENT
ASSOCIATION

ByLaws of The Graduate Student Association for
The Graduate School of the University of
Charleston, South Carolina
at
the College of Charleston

Last revised 2020

Preamble:

We, Graduate Students at the University of Charleston, South Carolina at the College of Charleston, do ordain and establish these ByLaws to set forth the following: the responsibilities and expectations of specific Executive Leadership Team member positions and the process through which the administration of Graduate Student Association resources shall be utilized.

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I. Executive Leadership Team Responsibilities

A. President

1. Serves as the primary representative of the Graduate Student Association (hereafter GSA) on behalf of all graduate students to the University Administration
2. Serves as the primary representative of GSA on behalf of all graduate students to external parties, including but not limited to the press and local/state/national governments
3. Chairs all Executive Leadership Team (hereafter ELT) and Graduate Student Council (hereafter GSC) meetings
4. Oversees the utilization of all GSA funding
5. Oversees the development of the annual GSA budget
6. Coordinates advocacy efforts and initiatives with the leaders of the undergraduate Student Government Administration, the Graduate Council, and the Faculty Senate
7. Chairs the Diversity, Equity, and Inclusion Committee

B. Vice President

1. Chairs, or appoints someone to chair, ELT meetings should the President be unable to attend
2. Chairs, or appoints someone to chair, GSC Meetings should the President be unable to attend
3. Chairs the Administration and Oversight Committee
4. Assists the President with policies, issues, and ELT meetings and in appointing people for committees
5. Oversees and supports all programming related to events, including but not limited to community service, professional development, academic or social events. Assists the Chair of the Graduate Student Life Committee and the Chair of the Community Service and Social Events Committee.

C. Treasurer

1. Chairs the Appropriations Committee

2. Manages and updates the list of all RSOs eligible to receive funding. Screens all RSO and GSA finance applications
3. Works with GSA Financial Advisor in the Graduate School office to ensure proper and timely disbursement of approved funds. Works to ensure that all payments are processed for approved finance applications
4. Track RSO spending to make a report at each GSC meeting
5. Reconciles disbursements on a rolling basis, ensuring that post-event forms and final invoices (if needed) have been submitted no later than two weeks after the event has concluded
6. Facilitates end-of-semester and end-of-fiscal year reconciling and accounting reports
7. Follows all spending policies defined by the Graduate School, the College of Charleston, and the State of South Carolina

D. Secretary

1. Maintain attendance records of all Delegates at GSC meetings to ensure they are completing their required duties
2. Oversee the process for any impeachment proceeding of any Delegate
3. Takes minutes at all Executive Board and GSC meetings
4. Manages GSA communication including, but not limited to email correspondence, social media, Cougar Connect page, and newsletters.

II. Committees

A. Appropriations Committee

1. Fields all inquiries about the funding application process before its submission
2. Tracks and reviews all funding applications from individual students
3. Tracks and reviews all expenditure requests from SROs
4. Tracks and reviews all budget submissions from SROs in order to make recommendation to ELT
5. Approves or denies all funding applications or expenditure requests

5. Assists Treasurer to prepare funding reports and end-of-year financial planning

B. Administration and Oversight Committee

1. Maintains roster of Delegates
2. Ensures Delegate seats are filled
3. Ensures ELT and Delegate members are fulfilling their duties
4. Oversees any impeachment proceedings

C. Diversity, Equity, and Inclusion Committee

1. Participates, or designates someone to participate, in all relevant University Committees that affect diversity, equity, inclusion, and/or access to the Graduate School or higher education more generally
2. Advocate to University leaders on behalf of graduate students from marginalized backgrounds
3. Work with Delegates to develop advocacy initiatives
4. Maintain a list of, and coordinate with, RSOs that are designed to support graduate students from marginalized backgrounds
5. Collaborate with other ELT members on developing events that promote diversity, equity, inclusion, and access to the Graduate School of individuals from marginalized backgrounds

D. Graduate Student Life Committee

1. Serves as an advocate for graduate students in regards to non-academic, student life issues that arise during their tenure at The Graduate School. These include, but are not limited to, matters related to safety, health and wellness, both physical and mental, transportation, and housing,
2. Works with Delegates to address student life issues related to childcare and family, and campus life and engagement
3. Collaborate with other ELT members or Campus Units on developing events that promote professional development for graduate students at the Graduate School

E. Community Service and Social Events Committee

1. Plans and coordinates new and ongoing GSA community service events
2. Coordinates joint community service events with the other student organizations and area community service groups or organizations
3. Organizes a minimum of 1 community service event per semester, focusing on events that highlight or contribute to the values of a graduate program or programs
4. Organizes a minimum of 1 social event per semester, focusing on events that prioritize the graduate student body at large
5. Works with the other ELT members to provide regular updates and evaluations of events
6. Collaborates with other RSOs and/or the Graduate School for joint events that focus on the student body

III. GSA Finances

A. Funding Utilization

1. GSA funds shall be used for all internal advocacy, administrative, and programming needs of GSA at large (coordinated by the ELT), limited by the amount approved in the budget
2. All additional GSA funds shall be used to support graduate student RSO events and/or other funding needs as deemed appropriate by the ELT in compliance with University policies

B. ELT Compensation

1. ELT members are compensated during the academic year within their term, typically from the period following Fall elections through Spring Commencement. ELT members elected in the Spring term may serve in a transitional role during the summer preceding their term. ELT members will not be compensated during the transition period.
2. ELT compensation is paid each semester in biweekly installments