BOSTON COLLEGE
GRADUATE STUDENT ASSOCIATION
CONSTITUTION

PREAMBLE

We, the graduate students of Boston College, including the Graduate School of Arts and Sciences, the Lynch Graduate School of Education, the Carroll Graduate School of Management, the Connell Graduate School of Nursing, the Graduate School of Social Work, and the School of Theology and Ministry, in order to establish ourselves as an association of the greater Boston College community, do declare and constitute our association in accordance with the following fundamental principles:

We hereby affirm that the rights and privileges of graduate students will not in any way be violated or abridged for reasons of age, race, sex, gender, school, socio-economic status, sexual orientation, religion, or political affiliation. We affirm that no graduate student should be subject to hazing of any kind. All graduate students ought to abide by this principle in their relations with all members of the Boston College community. We further declare our recognition of the necessity for active support of all actions by individuals or groups which are seeking to ensure that university life be conducted in accordance with this principle.

We hereby affirm that all graduate students will be the primary concern of the Graduate Student Association (hereafter referred to as the GSA). The GSA exists to meet the needs of graduate students and is an advocate on issues regarding university policies.

We hereby affirm that the graduate students of Boston College have the right and responsibility to participate actively in all University matters that are relevant to the lives of the graduate student body. The graduate students of Boston College have the right to participate in and have audience with University committees and offices dedicated to graduate education and all aspects of University life. These rights will be acted upon by the graduate students via GSA representation.

By means of this Preamble, we affirm our position and principles as fully participating and concerned members of the Boston College community. We affirm our right and our intention to use the means necessary to ensure the implementation of these principles through the effective representation of the interests of the graduate student body in the decision-making processes of the University. We affirm that it is our sincere desire to work together with all members of the Boston College community in an effort to improve University life for the Boston College community as a whole.

Revised: 11/23/10
ARTICLE I. - PURPOSE

1. The GSA will represent the interests of its members in their relations with the other members of the Boston College community and will strive to improve the general quality of the University as a whole. The GSA will establish and facilitate programs which are designed to meet the academic, social, and personal needs of all graduate students, and to ensure that the activities of graduate students are conducted in accordance with the principles established in the Preamble of this Constitution. The GSA will provide general information and services to graduate students concerning all aspects of University life.

ARTICLE II. – MEMBERSHIP

1. Any student who pays a graduate student activities fee and is currently enrolled (including part-time and full-time) at Boston College is a member of the GSA.

ARTICLE III. – EXECUTIVE BOARD

Section 1 – Executive Membership

1. The Executive Board is the senior leadership body of the GSA.

2. The Executive Board consists of the President, Vice-President, and Financial Director

3. The Executive Board members shall be elected at-large by the members of the GSA in an annual election and shall hold their offices for a term of 12 months beginning in May.

Section 2 – Duties & Powers

1. President – The President calls and presides over meetings of the GSA Senate. The President serves as the spokesperson for the graduate and professional student community to the administration of Boston College and serves on a number of university committees. The President is responsible for advocating on behalf of all Boston College graduate and professional students. The President is involved in the design and creation of new GSA programming as well as assisting in the planning of the graduate and professional student orientation. The President, assisted by the Vice-President, communicates regularly with the Boston College graduate and professional student community as well as the constituent schools and groups of the GSA through various social media.

2. Vice-President – The Vice-President serves as the internal conduit for communication within the GSA. Primary responsibilities include coordinating the Annual Graduate Scholarship Symposium, appointing the GSA committee chairs as well as overseeing their activities and meeting with them once a month, and managing the GSA’s communications within the Boston College graduate and professional student community through various social media.

Revised: 11/23/10
3. **Financial Director** - The Financial Director oversees the allocation and administration of all GSA funds. The Financial Director keeps the financial records of the GSA and ensures that the official GSA annual budget is adhered to by the Executive Board and the members of the GSA through an internal audit. The Financial Director serves as the primary contact person for GSA members regarding all financial issues and holds weekly office hours at the Murray Graduate Student Center. The Financial Director trains all organization treasurers and serves as the primary liaison between the Budget Office, Student Services and other Boston College administrative offices, as well as serving on the Special Funding Committees.

Executive Board members are expected to attend all GSA Executive Board and GSA Senate meetings and meet individually on a weekly basis with the GSA Advisor. Executive Board members, overseen by the Advisor, are responsible for distributing funds to be used for graduate and research projects as well as graduate student group events. Executive Board members shall be responsible in the summer to set the general agenda and budget proposal for the year. Executive Board members are required to be available for a mandatory retreat in the spring of the elected year. Additionally, outgoing and incoming officers are expected to participate in transitioning activities. In the event that an Executive Board member cannot complete the elected term, that Executive Board member will no longer be eligible to receive the stipend and will be prorated.

**ARTICLE IV. SENATE**

**Section 1 Senate Membership**

1. The GSA Senate consists of one Senator from each of the following Boston College graduate leadership bodies:
   - Graduate AHANA (African-American, Hispanic, Asian, Native American) Student Association (Grad AHANA)
   - Graduate School of Arts and Sciences Departments (GSAS)
   - Graduate Education Association (GEA)
   - Graduate International Student Association (GISA)
   - Graduate Management Association (GMA)
   - Graduate Nursing Association (GNA)
   - Graduate School of Social Work Collective (GSSW Collective)
   - Graduate School of Theology and Ministry (STM)

2. Senators are appointed or elected by the graduate student leadership body which they will represent according to the constitution and by-laws of that student leadership body.

**Section 2 Duties & Powers**

1. Senators vote on issues which include Constitutional amendments, financial decisions such as the GSA budget, sanctioning, and impeachment of Executive Board members. In the event of a tied vote, the President will make the final decision.
2. Senators will attend all Senate meetings. If the Senator cannot attend a meeting, he or she may appoint a Representative to fulfill his or her role.

3. Senators act as liaisons between their representative student body and the Executive Board. Senators will disseminate information from the GSA to their constituents.

4. Senators will elect by consensus in the event of a tie between Executive Board candidates.

5. In the case of a vacancy caused by extenuating circumstances, the corresponding body and academic officer will choose a replacement Senator to serve for the remainder of the term.

6. Senators who do not fulfill his or her duties may result in dismissal and or freezing of the graduate leadership group’s funds.

ARTICLE V. ADVISOR

1. The Advisor to the GSA is the Associate Dean/Director of the Office of Graduate Student Life.

2. The Advisor serves as the primary resource to the Executive Board and assures that the GSA functions in compliance with the rules and regulations of Boston College and in the spirit of the University.

3. The Advisor will hold the Executive Board accountable for maintaining fair and equal practices within the GSA.

4. The Advisor attends and assists in the development of GSA meetings, functions, and events.

5. The Advisor does not vote on GSA matters, but will hold the GSA to the tenets of the Constitution and to Boston College’s principles, policies, and procedures.

6. The Advisor will preside over the GSA Executive Board elections.

7. The Advisor and the Executive Board has the responsibility to appoint vacant Executive Board positions.

ARTICLE VI. MEETINGS

1. The Executive Board convenes once a week with the Advisor for the purpose of performing executive duties. Other individuals may be invited to attend Executive Board
Meetings at the discretion of the Executive Board members. A meeting of the Executive Board may be called at any time by any member of the Executive Board or the Advisor.

2. The Senate convenes once a month. The purpose of the Senate meetings includes but is not limited to identifying issues of broad importance and application to the graduate student body, voting and approving the GSA budget, amending the Constitution, and Executive Board impeachment. Senators and Executive Board members attend the Senate meetings. Other individuals may be invited to these meetings at the discretion of the Senate and Executive Board.

3. A Special meeting is a meeting that was not previously scheduled but is needed for some special reason, as determined by the Executive Board. Members of the Executive Board may be invited or required to attend. In order to call a special meeting, the Executive Board must determine that the matter is urgent enough. If a Special meeting is needed for any reason, the Executive Board will indicate the time, place, and purpose of the Special meeting.

4. A Referendum is an open meeting of which all members are notified. The purpose of Referendum meetings is to discuss a pressing issue affecting all members and to vote on a resolution. In a Referendum meeting, all members receive one vote. Quorum is the number of members in attendance at the Referendum.

**ARTICLE VII. IMPEACHMENT**

1. The sanctioning, impeachment, and removal of Executive Board members will be undertaken for gross neglect of duty and/or other just cause. Senators and Executive Board members may sanction a single member of the Executive Board by an impeachment, which may lead to the member’s removal. Quorum for an impeachment motion is 6 Senators.

2. Senators must consult with their constituents prior to the vote. Only Senators have a vote in the Impeachment process.

3. The President will oversee the impeachment process. If the President is the member in question, the Vice-President will oversee the impeachment process.

4. Should the vote of impeachment pass, the Executive Board member under impeachment will be removed from office immediately.

**ARTICLE VIII. AMENDMENTS**

1. Constitutional Amendments may be submitted by members of the GSA, Senators, and the Executive Board.

2. Constitutional Amendments are proposed to the Executive Board and passed by majority vote in the Senate. Quorum for voting on Constitutional Amendments is 6 Senators.

Revised: 11/23/10
3. **ARTICLE IX. COMMITTEES**

1. Three committees serve under the auspices of the GSA.
   A. **Scholarship & Excellence**: Develops initiatives and organizes programming related to intellectual, scholarly and academic life.
   B. **Social and Service**: Develops and organizes programming for members that address a broad range of social and community building interests.
   C. **Spirituality**: Develops initiatives and organizes programming related to the Jesuit values of the University. Furthermore, the Spirituality committee serves the religiously diverse membership by providing multi-faith and non-religious programming.

2. Each committee is lead by one or two individuals (hereafter referred to as Chairs) who are appointed by the Vice-President at the beginning of each academic year.

3. In the case of a vacancy caused by extenuating circumstances, the Vice-President will oversee the committee in question until a new Chair is appointed. Each appointee is to meet with the Advisor before a final decision is made.
By-Law I
Elections

1. Executive Board – The Office of Graduate Student Life will preside over the Annual GSA Elections in February. All graduate and professional students receive 1 vote. The candidate who receives the most votes will be the elected officer.
   A. In the event of a tie between candidates, the Senate will elect by consensus.

2. Senate - Senators will be elected by each respective leadership body according to the by-laws put forth by each leadership body’s Constitution.

By-Law II
GSA Committees

1. Committee Membership - Any member of the GSA may be a committee member. Members may serve on up to 2 committees per semester.

2. Committee Chair Appointment – The Vice-President will appoint committee chairs in the spring of the academic year. In the case that committee chairs cannot be secured in the spring, they may be appointed in the fall by the Vice-President. Each appointee is to meet with the Advisor before a final decision is made.

3. Role and Responsibilities of Committee Chair - The committee chair’s role is to lead, organize, and enact committee activities. The committee chair is responsible for developing programming for the committee activities with the support and input of the Executive Board. The committee chair will act as a contact person for that committee. The committee chair is also responsible for documentation and accounting associated with committee activities. Finally, the committee chair is responsible for on-going and annual evaluation of the committee.

4. Communication - The Committee Chair and Vice President are the primary communication conduits between committees and the Executive Board. The Vice
President will meet with committee chairs on a monthly basis. These meetings may occur in person or via email at the discretion of the Vice-President and Committee Chair.

By-Law III
Documentation

1. **Meeting Minutes** - Minutes will be taken at every Senate meeting. Minutes will be taken by the Vice President during all meetings. Minutes will include members in attendance, details of the meeting agenda, and any additional topics that arise in the context of the meeting. Minutes will be published and circulated to members following every Senate meeting.

2. **Record Keeping** - Record keeping is a responsibility for every member involved in the GSA Senate. Members must keep records related to activities in which they are involved. In particular the President, Vice-President, Financial Director, Chairs, and Senators will be responsible for keeping records associated with their specific elected or appointed roles. At any time, the Executive Board may request records from any Chair or Senator. At the end of each academic year, the President will collect records from each Committee Chair and Senator to keep on file.

3. **Executive Board** - The President, Vice President and Financial Director will each keep records associated with their particular roles. The President has primary record keeping responsibility, in that he or she will be responsible for the long term organization and storage of records. In this capacity, the President will ensure that past records are available to the Advisor and future Executive Board Members.