

BYLAWS OF THE UNIVERSITY OF AKRON GRADUATE STUDENT GOVERNMENT

(Updated 03/17/2021)

LEADERSHIP

- 1) Leadership positions
 - a) The President, Vice President, and Treasurer form the Executive Committee.
 - b) The offices of President, Vice President, and Treasurer are eligible for a stipend. It may be provided in the form of an award from the GSG Administrative account. The stipend amount will be determined by the Executive Committee members and it must be confirmed by a majority vote of members at the following Central Committee meeting.
 - c) One Senator is elected or appointed to represent each of the following colleges:
 - i) College of Arts and Sciences
 - ii) College of Business Administration
 - iii) College of Engineering and Polymer Science
 - iv) College of Health Professions
 - d) Directors of Outreach represent the Akron Community, Alumni, Student Organizations and Undergraduate Students.
 - e) Department representatives will be selected by for each of the graduate programs at The University of Akron.
 - f) Neither Senators nor Departmental Representatives are eligible for a stipend. After the elections, candidates for Departmental Representative for departments offering graduate coursework are nominated by the Senator for the respective College and appointed by the President with the approval of the Executive Committee and Central Committee.

LEADERSHIP EXPECTATIONS

- 1) See Leadership Expectations section. (**Appendix -A**).
- 2) The incoming GSG President must update and send GSG representatives the Leadership Expectations document upon beginning their term by May 31st.

ELECTION AND HIRING PROCEDURES

- 1) The President, Vice President, Treasurer and Senator leadership positions shall be

- filled through the spring semester general election.
- a) See Elections Rules document.
 - b) The Elections Rules must be reviewed, updated (if necessary), and confirmed by a majority vote of the Executive Committee by December 31st.
- 2) The Director of Outreach leadership positions shall be filled by through standard hiring procedures.

POSITION VACANCY

- 1) The President of GSG has the authority to fill all Executive Board and Central Committee vacancies.
- 2) Standard Hiring Procedure:
 - a) Following a vacancy, there shall be a minimum of a one-week announcement and advertising for the vacant position to the graduate student body.
 - b) Applicants shall submit a complete GSG membership application and attach resumes.
 - c) Following the announcement period, each applicant who meets the minimum employment requirements shall be offered an interview by the Executive Committee.
 - d) Interviews shall occur in a timely fashion following the announcement.
 - e) Upon completion of all interviews for the position, the President will select the top candidates they feel are eligible to fill the position. The President should consult with the GSG Advisor before making the final decision.
 - f) The President will present recommendations to the Executive Committee and appointments must be confirmed by a majority vote of the Executive Committee.

NEW POSITIONS

- 1) The President shall issue an executive order establishing new positions as deemed necessary. Orders should contain term of office, election and appointment procedures, name of office, and the duties of said office. New positions must be approved by a majority vote of members at the following Central Committee meeting and must be approved by GSG advisors afterwards.
- 2) New positions may be eligible for a stipend after a formal evaluation by the Executive Board and GSG advisor. The stipend must be confirmed by a majority vote of members present at the following Central Committee meeting.

COMMITTEES AND COMMISSIONS

- 1) GSG Executive Committee

- a) The Executive Committee is responsible for the day-to-day business of GSG.
 - b) The Executive Committee meeting shall be held once a week and is chaired by the President of GSG with additional seats to be filled by the Vice President, Treasurer, and others as deemed necessary by the GSG President.
- 2) GSG Central Committee
- a) The Central Committee is responsible for advocating and communicating with the graduate student body.
 - b) Each Central Committee member is a GSG voting member.
 - c) The Central Committee meeting shall be held once a month and is chaired by the President of GSG with additional seats to be filled by the Vice President, Treasurer, Senators, Directors of Outreach, and others as deemed necessary by the GSG President.
- 3) Standing Committees
- a) GSG shall establish standing, or permanent commissions to represent the interests of the entire graduate student population, and to aid in the internal operation and administration of GSG. A member of the Executive Committee shall chair each standing committee.
- 4) Ad hoc Committees
- a) Special commissions of GSG shall be recommended by the Executive Committee and established to address specific areas of concern within the graduate student population, such as a concern that only impacts a particular college or smaller demographic within the graduate student body. These Special Commissions shall be chaired by a member of the Executive Committee, an appointed or elected Senator to whom the issue most directly relates and another member from the Central Committee.

FINANCIAL RESPONSIBILITY

- 1) Dues
 - a) There shall be no membership dues for membership in GSG.
- 2) Financial Governance
 - a) GSG will manage its own finances, primarily by the Treasurer, in accordance to the rules and regulations prescribed by The University of Akron.
- 3) Funding
 - a) The main source of funding is the Extracurricular Activities Fund (EAF), set aside by The University of Akron and portion of students' General Service Fee. This fund is under control of the Division of Student Affairs.

- 4) EAF/SAF/PEG Allocations
 - a) All the rules that govern the Extracurricular Activities Fund (EAF), the Student Activities Fund (SAF) and the Professional Enrichment Grant (PEG) are written in the Graduate Student Government EAF/SAF Manual, which is made available in the GSG website and should be updated yearly.

AMENDMENTS

- 1) Proposal
 - a) Amendments to these bylaws shall be proposed by the GSG Executive Committee or by a petition of 25 graduate students at The University of Akron. Proposed amendments shall be presented via resolution and disseminated to the graduate student body for review at least five days prior to the Central Committee meeting in which they are to be considered.
 - b) Approval
 - i) Proposed amendments shall be adopted by a two-thirds majority vote of the voting membership of GSG present at the particular Central Committee meeting.

UNIVERSITY COUNCIL

- 1) Overview
 - a) Per University Council bylaws, the University Council shall be composed of representatives from eight campus groups: faculty senate, deans, vice presidents, department chairs/school directors, contract professional advisory committee, staff employee advisory committee, graduate student government, and undergraduate student government.
 - b) Council members will be chosen by each of the eight campus groups in a manner in which each campus group deems appropriate. The process for selection of representatives from each campus group shall be reported in writing to the steering committee of the university council and every selection shall be certified by the presiding member of the campus group. The steering committee shall, in turn, seat the delegates chosen consistent with the selection process of the constituency. Terms for students shall be for one (1) year, and there will be no term limitations.
 - c) University Council membership selections within the individual campus groups shall be completed by April 1 of each year.
- 2) Membership
 - a) Graduate students can serve on University Council in two different capacities. Three (3) graduate students will be appointed by the Executive Committee of GSG to serve on the University Council. Sixteen (16) graduate students will be appointed by the Executive Committee of GSG to serve on the eight (8) UC Standing Committees (2 students per standing committee).

Participation in both the University Council and its Standing Committees may overlap.

- 3) Appointment: Graduate Student Government selects its University Council (UC) members through an appointment process. Students applying to serve on UC must meet the following criteria:
 - a) Be in academic and financial good standing
 - b) Enrolled in at least 6 credit hours per semester
- 4) GSG's officers will convene and make the final appointments of graduate students to the UC standing committees and to the University Council.
- 5) Terms will last 1 year and students can serve for an unlimited number of terms. Students seeking reappointment must reapply at the end of the academic school year and meet the requirements as listed above.
- 6) GSG should make every effort to appoint equal representation from the governing body (GSG) and its members at-large (graduate student body) but it is not a requirement.
- 7) Removal: GSG reserves the discretion to remove any graduate students from UC if that individual is not fulfilling his/her roles and responsibilities on his/her designated committee. If a graduate student vacates his or her seat on University Council, the chair must notify the GSG President and he or she must appoint a new graduate student to serve out the remainder of the term.

FACULTY SENATE

- 1) The GSG President shall serve as voting student representative on the faculty.

Appendix - A



Responsibilities of GSG Executive Committee

(Updated on 03/17/2021)

➤ **GSG Executive Committee Members:**

1. President
2. Vice President
3. Treasurer

President

Constitution Description

The President shall be the principal executive officer and shall supervise and control all of the business and affairs of GSG. The President is responsible for corresponding between all constituencies.

• **Responsibilities:**

- Act as liaison between GSG and UA administration
- Send emails via the Graduate School to the graduate students
- Reply to the main GSG email
- Contact with the Graduate Students about the activities of GSG
- Provide updates to the University Council, Faculty Senate, Graduate School, Student Trustees, SOuRCe, GSG Central Committee, and GSG Advisors about graduate students' concerns
- Appoint Senators, University Council (Standing Committee) members, and other officers wherever and whenever necessary
- Assistance with GSG budget and RSO Manuals
- Selection of Life Awards Winners and managing awards
- Oversee revision of GSG constitution and bylaws
- Organizing events for the good of graduate students
- Contact sponsors, presenters, and attendants of GSG events
- Serve as Senators' main contact
- Sign off on graduate/blended New Student Organizations
- Reserve rooms as needed for events
- Organizing GSG Executive Committee meetings
- Voting student representative on the Faculty Senate
- Updating GSG website with contact information of the GSG officers and other details when necessary.

- **Reports to:** GSG Executive Committee and GSG Faculty Advisors
- **Required Meetings Attendance**
 - Weekly
 - GSG Executive Committee
 - Group of Five with Student Trustees
 - Monthly
 - GSG Central Committee
 - University Council Central Committee
 - University Council Executive Committee
 - SOuRCe
 - Graduate Council
 - Faculty Senate
 - Student Trustee
 - GSG Advisors
 - President of the University of Akron
 - Different Subcommittees as determined by University Council
 - Semester
 - SouRCe student organization training (Fall only)

Vice President

Constitution Description

In the absence of the President, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as may be assigned to him by the President when not acting as President.

- **Responsibilities:**
 - Scheduling GSG Central Committee meeting and sending reminders
 - Operate social media accounts (Facebook, Instagram, Twitter, RooConnect, website)
 - Review and organize GSG-related documents
 - Respond to and initiate email contacts from the assigned email address
 - Assist in the appointment of University Council Standing Committee members

- Take notes at Executive and Central Committee meetings
 - Keep accurate contact information for all GSG members
 - Provide assistance with GSG constitution and bylaws revisions and RSO Manuals
 - Play an active role in organizing GSG elections.
 - Assist with organizing events for graduate students
- **Reports to:** GSG Executive Committee
 - **Required Meetings Attendance**
 - Weekly
 - GSG Executive Committee
 - Monthly
 - GSG Central Committee
 - University Council Central Committee
 - Faculty Senate
 - GSG Advisors
 - University Council assigned subcommittee
 - Any other meeting when President is not available
 - Semester
 - SouRCe student organization training (Fall only)

Treasurer

Constitutional Description

The Treasurer shall have charge and custody of and be responsible for all funds and budgets of the GSG. The Treasurer is also responsible for maintaining, reviewing, and revising EAF/SAF/PEG processes and policies and shall perform such other duties as may be assigned to him by the President.

- **Responsibilities:**
 - Oversees GSG budget
 - Review all PEG, Travel and Event Applications
 - In charge of GSG SORF, Visa and reimbursements
 - Assistance in GSG bylaws revisions and RSO Manuals
- **Reports to:** GSG Executive Committee
- **Required Meetings Attendance:**
 - Weekly
 - Executive Committee

- Monthly
 - GSG Central Committee
 - University Council Central Committee
- Semester
 - SouRCe student organization training (Fall only)

➤ **GSG Central Committee Members:**

1. President
2. Vice President
3. Treasurer
4. Senators

Senators

As a college senator, one will act as a conduit for graduate student concerns within your college. In order to enhance the effectiveness of this role, it is expected the senators maintain contact with departmental representatives housed within your respective college. Furthermore, the senators are required to be a member of at least one standing committee within the University, whose role is to provide recommendations to University Council or action on policy, operations, organization and other matters related to the committee domain. Finally, the senator's attendance is required at monthly meetings with the GSG executive board as well as the remaining colleges' senators.

- *It is worth noting that the above responsibilities may change depending on any specific circumstances for better service to graduate students, The changes will be based on the discussions among the GSG Executive Committee members and advisors, if necessary.*