

Political Science Graduate Student Association Constitution & By-Laws

ARTICLE I : NAME

A: Name- The name of this organization shall be the **Political Science Graduate Student Association** of the University of Illinois at Urbana-Champaign, hereafter abbreviated as **PSGSA**

ARTICLE II : OBJECTIVE

A: Objectives-

- 1) PSGSA represents the Political Science Graduate Student body
- 2) PSGSA is a platform for Political Science Graduate Students of UIUC to organize department activities and hold seminars, conferences and social networking events
- 3) PSGSA provides a platform for all Political Science Graduate students to meet and interact with one another, as well as share their experiences, concerns, and goals for the department

B: Student Code- As outlined in the University of Illinois Student Code,

- 1) PSGSA has no direct relationship with the University of Illinois; it is not an official agency or a part of the University of Illinois, and the University of Illinois is not responsible for PSGSA's activities
- 2) PSGSA should pay sales tax on all purchases
- 3) PSGSA has an on-campus account through the RSO office and should meet all the necessary requirements for accessing the account
- 4) PSGSA will not be operated for the benefit of private interests

ARTICLE III : RELATIONSHIPS

A: Eligibility- Any Political Science Graduate Student committed to the vision and mission of PSGSA

- 1) Membership shall include the following:
 - a) Non-voting membership may be extended to interested Political Science Graduate students

B: Participation- Every board member is expected be a professional ambassador and to play a participatory role in Official PSGSA business including, but not limited to, the following:

- 1) Attendance
- 2) Workshops, Seminars, and Social Activities

- 3) The Selection & Replacement of Committee Chairs
- 4) PSGSA projects

C: Responsibilities-

- 1) Board Members MUST maintain fairness and equality in the allocation of PSGSA funds
- 2) Board Members MUST make recommendations on items deemed for the good of ALL PSGSA members and the Political Science Graduate Student body

ARTICLE IV: OFFICERS

A: Officers- The Officers of PSGSA shall be a President, Vice-President, Treasurer, Secretary, Membership Project Manager, two Co-Social Chairs, two Grievance committee members, & First Year Representative

B: Eligibility- Officers must be the following:

- 1) Full time Political Science graduate student
- 2) Committed to serving a 1-year term

C: Election- The officers shall be elected by an online ballot by a majority of a vote cast for that office at the end of the spring semester, with the exception of the First Year Representative elected in the fall semester

D: Term- The officers shall serve for one year and their term of office and shall begin at the commencement of the fall semester

E: Vacancy- If a vacancy occurs in the office of the President, the Vice-President shall assume the office for the remainder of the term and any vacancies for the position of the Vice-President shall be filled by special election

F: Positions- The President, Vice-President, Treasurer, Secretary, & Membership Manager are also allowed to serve as Social Chairs, or as Grievance committee members if necessary

ARTICLE V : LIST AND DUTIES OF OFFICERS

1. *President* – primary executive officer
2. *Vice President* – primary operations officer
3. *Secretary* – primary communications officer
4. *Treasurer* – primary finance officer
5. *Membership Manager* – primary membership officer
6. *Social Chairs* – primary social activity officers
7. *Grievance Committee Members* – primary grievance officers

8. *First-Year Representative* – primary First-Year officer

A: President- It shall be the duty of the President to:

- 1) In decision making and voting
 - a. Manage and oversee voting for student body votes, including for:
 - i. PSGSA general elections during spring semester
 - ii. Faculty Ombudspersons
 - iii. Committee searches
 - iv. Graduate Teaching Awards/Graduate Mentoring Awards
 - b. Manage voting for PSGSA Board votes regarding:
 - i. Committee Chairs
 - ii. New/ongoing/concluding projects
- 2) Preside over the meetings and create agendas for meetings
 - a. Hold monthly Board meeting
- 3) Represent the Organization
 - a. Representing students to faculty
 - b. Meet with the Director of Graduate Studies
 - c. Attend Advisory Council faculty meetings upon invitation
 - d. Attend faculty meetings upon invitation
- 4) Uphold and keep abreast on the Policies & Procedures of PSGSA
- 5) Perform other such duties as ordinarily pertain to this organization
 - a. Submit Budget proposal(s), in collaboration with the Treasurer and associated student body members
 - b. Manage communication channels with the graduate student body, as well as with Board members
 - c. Attend mandatory trainings related to RSO Presidential duties during the fall term

B: Vice-President- It shall be the duty of the Vice-President to:

- 1) Preside in the absence of the President
- 2) Uphold and keep abreast of the Policies & Procedures of PSGSA

- 3) Plan and execute projects, workshops, seminars, and social activities implemented by PSGSA
- 4) Perform other such duties as ordinarily pertain to this organization

C: Secretary- It shall be the duty of the Secretary to:

- 1) Record the minutes of all meetings
- 2) Keep a file of the Organization's Records (including its By-Laws)
- 3) Issue notices of meetings, and conduct the general correspondence of the Organization
- 4) Represent the Organization
- 5) Uphold and keep abreast of the Policies & Procedures of PSGSA
- 6) Perform other such duties as ordinarily pertain to this organization

D: Treasurer- It shall be the duty of the Treasurer to:

- 1) Keep an accurate budget for the PSGSA
- 2) Serve as the primary signatory on financial accounts
- 3) Pay the Organization's bills
- 4) Maintain a financial history of the organization
- 5) Perform other such duties as ordinarily pertain to this organization, including:
 - a. Registering as the Organization's treasurer through the Student Engagement office, and attending mandatory trainings during the fall term
 - b. Organizing and overseeing fundraising activities
 - c. Working with PSGSA to oversee the distribution of funds for conference travel related and other activities

E: Membership Manager- It shall be the duty of the Manager to:

- 1) Promote PSGSA to increase the visibility of the Organization, as well as knowledge of the Organization among the graduate student body
- 2) Recruit committee members
- 3) Represent the Organization
- 4) Perform other such duties as ordinarily pertain to this organization

F: Grievance Committee Members- It shall be the duty of Grievance Committee Members to:

- 1) Address student grievances with faculty members in conjunction with the relevant faculty committee
- 2) Compile any relevant communication and/or evidence related to the dispute
- 3) Work in conjunction with the faculty committee members to settle the dispute

G: First-Year Representative- It shall be the duty of the First-Year Representative to:

- 1) Ensure that the needs, challenges, and accomplishments of the first-year cohort are represented before the board
- 2) Serve as a liaison between the first-year cohort and the rest of the department

H: Social Chairs- It shall be the duty of the Social Chairs to:

- 1) Foster and maintain a fun and inclusive social culture in the department
- 2) Provide a safe and inclusive environment for grad students to build positive social relationships with one another
- 3) Remind people with emails about social events
- 4) Facilitate contact between first as well as second years with upper cohort members.

ARTICLE VI : PSGSA MEETINGS

A: Meeting types- PSGSA shall hold two types of meetings:

- 1) PSGSA Committee Meetings- Regular meetings, which will be held once in a month during the academic year
- 2) Special Meetings- Special meetings may be called by the President with the approval of the Vice President (Potential topics- Selection Meetings, Financial Discussion, and Planning meetings)

ARTICLE VII: COMMITTEES

A: PSGSA Committees-

The PSGSA committees act as the day to day functional and operational components of the Political Science Graduate Student Association. There are five (5) committees responsible for a overseeing a wide range of relevant issue areas, including: the math camp and methods sequence committee, admitted students' visits, culture committee, survey committee, and liasoning with the GEO

- 1) The Math Camp and Methods Sequence Committee shall:
 - a. Assess demand for methods topics, resources, and materials among fellow graduate students
 - b. Create and manage resources for graduate students on methods/programming

- c. Coordinate with the PSGSA series the on methods topics to be covered in the series
 - d. Communicate feedback from graduate students on the Methods Sequence to faculty
- 2) The GEO (Graduate Employee Organization) Liaison shall:
- a. Attend monthly GEO GMM (General Membership Meetings), and other relevant GEO meetings as they occur (e.g. bargaining sessions)
 - b. Keep the Political Science graduate student body informed of GEO activities, especially those relevant to their lives, such as union activities related to student fees, health insurance, raises, etc
 - c. Solicit Political Science graduate student body participation in and support for GEO activities
- 3) The Culture Committee shall:
- a. Foster and maintain an inclusive social culture in the department
 - b. Work to develop a safe, inclusive and diverse environment for graduate students so that they can build positive social relationships with one another
 - c. Strive to improve Organization programs, projects, and social activities to foster a collegial departmental culture for graduate students
- 4) The Survey Committee shall:
- a. Conduct standard surveys, annual surveys and other surveys in collaboration with other PSGSA committees as needed
 - b. Compile reports on survey results as needed
 - Standard Surveys: Here including, but not limited to, surveys on course preferences, Teaching appointment preferences, and support for a Mandatory inclusivity event for students
 - PSGSA committees surveys: Here including, but not limited to, surveys soliciting Math Camp feedback on the PSGSA Mentoring Program, as well as the PSGSA Methods Survey and PSGSA Evaluation Survey
- 5) The Visitation Committee shall:
- a. Liaise between the DGS and student body to help coordinate prospective student visits
 - b. Aid in establishing housing for visitors wishing to stay with graduate students, in coordinating transportation to and around campus, and in soliciting volunteers to share meals and meet with prospective students

ARTICLE VIII: ELECTIONS

The PSGSA Board is the governing body of the Political Science Graduate Student Association. The PSGSA Board currently has seven (7) elected positions:

A: The Election Process- Potential Officers may be nominated by another Political Science Graduate student, or may instead self-nominate, for a position for the upcoming academic year. If a potential officer accepts the nomination, they will be included on the ballot for a given position. The winner shall be the nominee or applicant with the majority of the votes. In the event of a tie, a run-off vote will be held

B: Committee Chairs- The PSGSA board shall have the power to appoint a Chairperson to any Committee if it is deemed necessary to advance the above purposes of the Organization

C: PSGSA Voting Decision Rules-

Decision Type	Decision Procedures
Representation- Board elections	Graduate student body vote: <ul style="list-style-type: none"> ● For votes with candidates, candidates are self-nominated or determined according to the relevant criteria ● Anonymous voting via web survey ● Election proceeds to runoff if the election has more than one candidate and no single candidate obtains more than 50% in the first round of voting ● Majority wins
Committee chairs (two (2) term limit per person)	Board vote <ul style="list-style-type: none"> ● Anonymous vote ● Majority wins
Committee members	No vote
Activities to initiate, continue, or discontinue	Board or relevant committee vote <ul style="list-style-type: none"> ● Majority wins
In the event of a tie:	Procedure applies to both Board and student body votes <ul style="list-style-type: none"> ● When there is a tie, re-run the vote, with the candidates being the nominees receiving most votes ● If another tie between the same individuals results, the winner shall be chosen at random

ARTICLE IX: AMENDMENTS

A: Selection- these bylaws may be amended by and following a two-thirds (2/3) majority vote of the board

B: Notice- All members shall receive advance notice of the proposed amendment at least five (5) days before the meeting of the board