



## GSA Representatives Handbook 2021-22

Welcome to the Baylor Graduate Student Association Assembly! Thank you for committing your time and energy to this organization. GSA exists to foster good citizenship among Baylor graduate students and to promote a holistic, integrative approach to graduate education. Your involvement as a representative is crucial to turning this vision into a reality. Over the past few years, GSA has achieved increased visibility and influence on the Baylor campus, and with your help, we can continue this growth in the coming academic year. By supporting GSA programs, promoting events, and serving as departmental advocates, you will demonstrate to the Baylor community that graduate students are caring and committed individuals who are eager to invest in our university. Thank you for your willingness to serve, and we look forward to working with you!

### GSA Officers

#### EXECUTIVE OFFICERS

**Anna Wells, President**  
Ph.D. Candidate, Religion

**David Winkler, Executive Vice President**  
Ph.D. Student, Higher Education Studies and  
Leadership

**Emma Cartisano, Vice President of Internal  
Communications**  
Ph.D. Student, Higher Education Studies and  
Leadership

**Aadil Sheikh, Vice President of External  
Communications**  
Ph.D. Candidate, Biology

**Rachel Jobin, Vice President of Operations**  
M.A. Student, Film and Digital Media

**Hina Abel, Secretary**  
Ph.D. Student, Higher Education Studies and  
Leadership

#### COMMITTEE CHAIRS

**Ashleigh Maldonado, Policy Committee Chair**  
Ph.D. Student, Curriculum and Instruction

**Rachel Abouras, Academic Affairs Committee  
Chair**  
Ph.D. Candidate, Higher Education Studies and  
Leadership

**Fatih Ozkan, Social Life Committee Chair**  
Ph.D. Student, Educational Psychology

**Rachel Caldwell, Service Committee Chair**  
M.A. Student, Communication

**Yasmin Laird, Diversity Committee Chair**  
Ph.D. Student, Educational Psychology

**Alonso Aravena Mendez, Graduate Intelligence  
Team Leader**  
Ph.D. Student, Sociology  
**Andrew Sutherland, Chaplain**  
Ph.D. Candidate, Religion

---

#### FACULTY ADVISOR:

**Dr. Beth Allison Barr**  
Associate Dean, Baylor Graduate School

## **GSA Mission Statement**

The Baylor University Graduate Student Association is a community that strives to enrich the quality of academic and social life for students of each graduate program of Baylor University as well as advocate the rights of these students and voice their concerns. GSA fulfills this mission by pursuing events, programs, and initiatives in keeping with the vision statement, given below.

## **Vision Statement**

An excellent graduate experience takes a holistic, integrative approach to graduate education that invites engagement in compelling scholarship and research, facilitates enriching careers, nourishes personal well-being, and cultivates a culture of belonging and collegiality.

## **Representative Responsibilities**

### **Primary Representatives:**

The GSA constitution stipulates that primary representatives must attend **at least 75%** of the monthly Assembly meetings. If you are unable to attend an Assembly, you must ensure that your Alternate Representative attends. Please inform the Executive Vice President if you or your alternate will be unable to attend meetings due to scheduling conflicts, so that a new representative may be appointed immediately.

Regarding specific roles, you are required to serve on one of the six GSA committees and to assist with any activities or events planned by your committee. You are also responsible for voting on motions proposed at the Assembly and electing GSA officers. Through voting as well as active participation in Assembly discussions, you are primarily responsible for ensuring that your department's needs are represented within GSA and to the Baylor administration. You will receive an email prior to each Assembly outlining the main items to be addressed at the meeting; this is to allow you to gather feedback from your department when necessary and prepare for active participation.

Your secondary but equally important responsibility is serving as a conduit of communication from GSA to your department. You will be the point of contact for colleagues in your department with questions regarding upcoming GSA events and announcements relayed through the bi-weekly GSA emails.

Beyond relaying information about events and Assembly news, you will also provide your department with information about Graduate School resources and available opportunities for personal and professional growth. Information about these resources are available on the GSA website and in the forthcoming appendix of this handbook. If at any time you need assistance in fielding questions from your department about available resources, please direct inquiries to the Executive Vice President.

### **Alternate Representatives:**

Alternate representatives are not required to attend Assembly meetings except in the absence of the primary representative. However, you are encouraged to come as often as possible and to actively participate on one of the committees. In the absence of the Representative, you are required to attend the Assembly and vote on behalf of your department.

### **Joint Responsibilities:**

Primary and alternate representatives share responsibility for ensuring that their department's needs and concerns are represented within GSA. Representatives serve as the primary way for the Baylor graduate student body to advocate for their needs and wants to the university administration. Therefore, we ask that you remain attentive to conversations occurring within your programs about the quality of life among Baylor graduate students. When appropriate, bring these conversations to GSA and the Baylor administration for further consideration. Your advocacy and timely communication are critical to GSA's ability to represent all graduate students effectively and enables you to develop creative solutions to problems within the Assembly context.

## **GSA Committees**

### **Social Life Committee**

The Social Life Committee organizes and plans events that encourage community among Baylor graduate students. This includes GSA's four largest events: Grads on the Water (in the summer), the Football Tailgate Mixer (in the fall), and the bi-annual Graduate Student Days at the Waco Downtown Farmers Market (once in the fall and spring semesters).

### **Academic Affairs Committee**

The Academic Affairs Committee seeks to invite graduate students into a community of compelling scholarship and research, prepare graduate students for enriching careers both inside and outside academia, and cultivate an interdepartmental culture of belonging and collegiality. The primary ways in which the Academic Committee currently seeks to meet these goals is through the Graduate Research Showcase in the fall and the 3-Minute Thesis Competition in the spring.

### **Policy Committee**

The Policy Committee works to promote and improve Baylor University policy development and enhancement as they relate to graduate students and advocate for their unique needs. Some examples of previous successes include health insurance, parental leave, spousal and childcare benefits, and support for international graduate students. The Policy Committee also takes the lead in refining and applying GSA's Strategic Vision, originally known as the Paradigm Project.

### **Service Committee**

The Service Committee seeks to create, facilitate, and promote opportunities for graduate students to serve fellow graduate students, the University, and the local community, thereby helping to foster a more rounded and holistic graduate student experience. Examples include the Graduate-Undergraduate Mentorship Program (GUMP). The Service Committee continually seeks to discover what service looks like at the graduate student level, and will work to facilitate new ways for graduate students to engage in philanthropic activities within the Baylor and Waco communities.

### **Diversity Committee**

The Diversity Committee seeks to cultivate a culture of belonging and collegiality and nourish personal wellbeing. The Diversity Chair connects with various groups on campus, such as those from minority backgrounds (i.e., racial/ethnic, religious), those with "non-traditional" situations (i.e., parents, online), or those who may require additional supports (i.e., international, food insecure) to understand their perspectives and needs. The Diversity Committee communicates the needs of a

broad range of graduate students to the GSA leadership team, university administrators, and national representatives. The duties of the committee may include planning and hosting events, drafting organizational policies, advocacy, and working with other committees to ensure that all Baylor graduate students receive an excellent graduate student experience.

## **Graduate Intelligence Team**

The Graduate Intelligence Team (GIT) is a committee established in the Spring of 2021 to design, conduct, and analyze surveys for graduate students. This group works to analyze prior surveys conducted by GSA, refine the annual survey for the coming academic year, and discuss ways to improve the graduate student experience.

## **GSA Officer Responsibilities**

### **President**

The President is responsible for all GSA affairs, serves as the external face of the organization, and functions as the official representative for the Baylor graduate student body.

#### **Essential Functions**

- represent and advocate for the GSA and graduate students to the University administration
- lead monthly GSA Assemblies in collaboration with the Executive Vice President
- lead weekly GSA Officers' meetings in collaboration with the Executive Vice President
- set the GSA's annual agenda in collaboration with the Executive Officers
- co-host New Graduate Student Orientation in collaboration with the Executive Vice President
- create and disseminate GSA messaging in the form of speeches, announcements, etc.

#### **Secondary Functions**

- advise the Executive Vice President and Vice President of Operations on the GSA budget as needed
- act as host at GSA events in collaboration with other Officers and Committee Chairs
- support the Executive Vice President and Vice President of Communications in networking with student leaders and Waco community leaders as needed

**Time Commitment:** averages 8-12 hours per week

### **Executive Vice President**

The Executive Vice President manages GSA's internal organizational functions and assists the President with external affairs.

#### **Essential Functions:**

- advise and assist the President in representing the GSA and graduate students to the University administration
- co-host New Graduate Student Orientation
- supervise the Vice President of Communications in monitoring GSA Representative activities and networking with other student leaders

- assist the Vice President of Operations in creating and maintaining the annual budget, and supervising Committee Chairs as needed

**Secondary Functions:**

- plan and co-lead monthly GSA Assemblies with the President
- plan and co-lead weekly GSA Officers' meetings with the President
- assume the office of the Presidency in the case of the removal of the President from office, or in such cases as the President is unable to perform the office, until such time as the President can resume the office or a new President is elected by the Assembly

**Time Commitment:** averages 6-10 hours per week

## **Vice President of Internal Communications**

The Vice President of Internal Communications is responsible for monitoring GSA Representatives' activity and communicating with GSA leaders (representatives, cabinet, partner groups). This position works with the Vice President of External Communication and reports to the GSA President and Executive Vice President.

**Essential Functions:**

- Monitor GSA Representative communication and engagement
- Serve as first point of contact for Representatives' emails to the Officers, handling special complaints or requests in collaboration with other Officers as needed
- Draft and send updates to leaders regarding GSA assemblies and events with feedback from the President and Executive Vice President
- Maintain the online GSA event calendar and email account

**Time Commitment:** While the number of hours required per week varies, this position can expect to invest around 2-4 hours per week.

## **Vice President of External Communications**

The Vice President of External Communications is responsible for networking with other student leaders throughout the University and handling GSA media and promotions. This position works with the Vice President of Internal Communication and reports to the GSA President and Executive Vice President.

**Essential Functions:**

- Promote GSA resources, events, and activities on social media accounts
- Take photos, videos, and other forms of media documentation at GSA events
- Work with the Secretary to maintain the GSA website
- Draft and send updates to entire graduate student body with feedback from the President and Executive Vice President
- Collaborate with the President to build relationships with student leaders throughout Baylor, particularly undergraduate Student Government, student regents, and the graduate housing community coordinators

**Time Commitment:** While the number of hours required per week varies, this position can expect to invest around 2-4 hours per week.

## **Vice President of Operations**

The Vice President of Operations is responsible for overseeing GSA's logistical needs and event coordination.

### **Essential Functions:**

- serve as the GSA treasurer
- coordinate GSA events in collaboration with the Committee Chairs
- supervise room reservations and placing catering orders
- schedule weekly Officers' meetings and monthly Assemblies

### **Secondary Functions:**

- advise and assist the Officers with special projects or events at the President's discretion
- assist the Secretary with logistics for New Graduate Student Orientation

**Time Commitment:** averages 4-6 hours per week

## **Secretary**

The Secretary provides administrative support to the Officers and maintains continuity among Officers, as part of their graduate assistantship within the Graduate School.

### **Essential Functions:**

- advise and assist the President and Executive Vice President with coordinating New Graduate Student Orientation
- take minutes during weekly Officers' meetings and monthly Assembly meetings
- supervise the Life on the Grad Line program in collaboration with the Academic Affairs Committee Chair

### **Secondary Functions:**

- advise the Officers on Graduate School and GSA practices and protocols as needed
- advise and assist with leadership transitions and provide institutional context for decision-making as needed
- advise and assist the Officers with special projects or events at the President's discretion

**Time Commitment:** averages 3-5 hours per week

## **Committee Chairs**

**Social Life Committee Chair** – The Social Life Committee Chair focuses on meeting two specific goals from GSA's educational paradigm: cultivating a culture of belonging and collegiality, and nourishing personal wellbeing. Practically speaking, this means that the Social Life Committee Chair is responsible for planning and hosting events that facilitate a holistic graduate experience by offering students the opportunity to connect with colleagues in casual settings, spend time with their

families, and relax in the midst of busy semesters. The chair is responsible for working with the rest of the committee to plan the following events: Grads on the Water (twice in the summer), the Graduate Student Days at the Waco Farmers Market (once in the fall and once in the spring), and the Graduate Student Tailgate (mid-fall). The chair may also handle small-scale events, such as working with local movie theaters to offer discounted showings of particular films. The chair works with the committee to plan every detail of the event, including choice of venue, budgetary decisions, catering options, and additional entertainment or giveaways. The chair then delegates tasks to the committee and ensures that everything is completed in an efficient and economic manner. The Social Life Committee Chair will also work closely with the Director of Operations to ensure that events run smoothly. While the number of hours required per week varies, over the course of each semester the Social Life Committee Chair can expect to invest around 20-30 hours into GSA.

**Academic Affairs Committee** - The Academic Affairs Committee Chair focuses on meeting three specific goals from GSA's educational paradigm: inviting graduate students into a community of compelling scholarship and research, preparing graduate students for enriching careers both inside and outside academia, and cultivating an interdepartmental culture of belonging and collegiality. The primary ways in which the Academic Affairs Committee currently seeks to meet these goals is through supervising the Life on the Grad Line workshops, along with organizing the Graduate Research Showcase in the fall and the 3-Minute Thesis Competition in the spring. For Life on the Grad Line, the Academic Affairs Chair is part of a planning committee that sets workshop dates, topics, and speakers at the beginning of the academic year. Most of the logistical issues for these workshops are handled by the Graduate School Liaison, but the Chair will assist if necessary. Regarding the two events, the Academic Affairs Chair guides the Committee through issues such as choice of venue for each event, decisions about how to spend the budget (prioritizing expenses like food and prizes), establishing guidelines and judging criteria, and publicizing each event, in line with GSA's goals and priorities. Once the Committee makes these decisions, the Chair is responsible for delegating event tasks to Representatives and ensuring that each task is fulfilled in a timely and efficient manner. The Chair may also be involved in advocating for graduate students on University issues involving academic policy and is responsible for communicating graduate students' academic concerns to the GSA Officers. In the future, goals for the Committee include finding new ways to expand opportunities for interdepartmental collaboration, increasing awareness of graduate student research across campus, and broadcasting the academic excellence of Baylor graduate students outside the Baylor community. While the number of hours required per week varies, over the course of each semester the Academic Affairs Committee Chair can expect to invest around 30-40 hours into GSA.

**Policy Committee** - The primary role of the Policy Committee Chair is to guide GSA Representatives who desire to advocate for the specific needs of graduate students. In recent years, the Policy Committee has addressed concerns such as health care and parental leave. Now the committee has been tasked with the important project of answering the question, "What does an excellent graduate student experience look like?" and work this year has resulted in the creation of a paradigm to describe the ideal experience. The primary task of the Policy Committee in the coming years will be to both refine and apply this paradigm to Baylor graduate students, and the role of the Chair will be to facilitate this process. Thus, the position of Policy Chair requires commitment to this project, in terms of time, energy, and creativity. Practically, this has meant running bi-weekly focus groups, meeting with the administration, and working closely with the GSA Officers, among other tasks. However, of all the committee chair positions, Policy requires the most adaptability,

given the broad range of concerns that come under the committee's purview, and thus the Policy Committee Chair should expect some fluctuation in her or his responsibilities.

**Service Committee** – The Service Committee exists to create and promote opportunities for graduate students to serve the University and local community, thereby helping to foster a more holistic graduate student experience. The committee's primary focus is the Graduate-Undergraduate Mentorship Program (GUMP). The chair serves as the main coordinator for GUMP. This includes overseeing the mentor and mentee application process, working with the rest of the committee to match applicants, and overseeing the program workshops (typically one in the fall and one in the spring). The application process, which takes place early in the early fall semester, is certainly the most time consuming and includes coordinating the pairing of mentors and mentees and notifying participants of their partners. However, GUMP is but the first of hopefully many venues for graduate-student service. The chair will therefore be in charge of facilitating new ways for graduate students to engage in philanthropic activities within the Baylor and Waco communities, whether that be organizing a food drive for Christmas on 5th or organizing graduate students to serve as tutors in local schools. Recently, the chair has organized GSA's involvement with the McNair Scholars Program by coordinating workshops both over the summer and throughout the school year. The chair will lead the committee in forming collaborative relationships with community leaders and recruiting graduate student volunteers for various projects or programs. Important qualities for this committee chair include innovation, flexibility, and enthusiasm for the service aspects of the GSA mission.

**Diversity Committee Chair** – The Diversity Committee Chair focuses on meeting two specific goals of GSA's educational paradigm: cultivating a culture of belonging and collegiality and nourishing personal wellbeing. Practically speaking, this means that the Diversity Chair is responsible for assisting committee chairs in considering the needs of and serving all students under GSA's purview. To do this, the Diversity Committee Chair will connect with various groups on campus, such as those from minority backgrounds (e.g., racial/ethnic, religious), those with "non-traditional" situations (e.g., parents, online), or those who may require additional supports (e.g., international, food insecure) to understand their perspectives and needs. The Diversity Chair will also work with external university organizations and administrators to collaborate and/or connect students to existing resources. The Diversity Committee Chair will assist GSA committees in serving these groups, which may include planning and hosting events that bring these students into a community or drafting policies to change campus or federal environments. The Diversity Committee Chair will also work closely with the GSA President to communicate student perspectives to university administration. While the number of hours required per week varies, over the course of each semester the Diversity Committee Chair can expect to invest around 20-30 hours into GSA.

**Graduate Intelligence Team** – The Graduate Intelligence Team (GIT) is a committee established in the Spring of 2021 to design, conduct, and analyze surveys for graduate students. This group works to analyze prior surveys conducted by GSA, refine the annual survey for the coming academic year, and discuss ways to improve the graduate student experience. The GIT leader will guide and direct all operations of the Graduate Intelligence Team and will host meetings at least once per month during the 3rd week of each month.



## **GSA Signature Events**

**Grad Student Day at Waco Downtown Farmer’s Market – pending** (*Social Committee*)

**Spiritual Life Event – pending** (*Chaplain*)

**Graduate Student Research Showcase – October 20<sup>th</sup>, 2021** (*Academic Committee*)

**Twitter Conference – November 10th, 2021** (*Academic Committee*)

**National Association of Graduate and Professional Students (NAGPS) National Conference – pending** (*Policy Committee*)

**Your End of Semester Survival Snacks** (*Service Committee*)

**Twitter Conference – pending** (*Academic Committee*)

**Grad Student Day at Waco Downtown Farmer’s Market – pending** (*Social Committee*)

**3-Minute Thesis Competition – pending** (*Academic Committee*)

**Your End of Semester Survival Snacks** (*Service Committee*)

***Dates are subject to change.*** Additional events may be added throughout the academic year. Look for email announcements from the Executive Cabinet. We also highly encourage Reps to “Like” the GSA Facebook page, Instagram, and Twitter (@Baylor\_GSA) accounts!

## **GSA Assembly Dates**

All GSA Assemblies are held from 12:00-1:00pm on the first Wednesday of each month listed below. Due to the fluid situation regarding COVID-19, we must be flexible about our location this year. Watch for emails from the Executive Cabinet and updates on Facebook or Twitter for details.

**August 25<sup>th</sup>, 2021 (during the first week of school, serves as the September meeting)**

**October 6<sup>th</sup>, 2021**

**November 3<sup>rd</sup>, 2021**

**February 2<sup>nd</sup>, 2022**

**March 2<sup>nd</sup>, 2022**

**April 6<sup>th</sup>, 2022**

# **GSA CONSTITUTION**

## **ARTICLE I – Name**

The name of the organization shall be the Baylor University Graduate Student Association (GSA).

## **ARTICLE II – Purpose**

The purpose of the Baylor University Graduate Student Association is to enrich the quality of academic and social life for students of each graduate program of Baylor University, advocate for the rights of these students, and voice their concerns.

## **ARTICLE III – Membership**

The membership of the organization shall consist of all graduate students at Baylor University enrolled in programs that fall under the oversight of the Baylor Graduate School.

## **ARTICLE IV – The GSA Assembly**

### Section 1: Composition

1. The GSA shall be governed by an Assembly and by its Officers.
2. The GSA Assembly shall be composed of one Representative and one Alternate from each graduate department at Baylor University, chosen by the graduate students of that department, serving for a term of one year.
3. The GSA Assembly may add representatives from specific programs inside of a single department, if those programs are judged to differ substantially, by a majority vote.

### Section 2: Powers

1. The Assembly shall determine GSA policy. Accordingly, it shall have the power:
  - a. to propose, plan, and approve any public events or endeavors sponsored by the GSA;
  - b. to investigate complaints and concerns of graduate students and make recommendations to the University on such issues;
  - c. to hear reports pertinent to the graduate student body from graduate students and University officials;
  - d. to recognize and support graduate student clubs and organizations; and
  - e. to elect the officers of the GSA.

### Section 3: Representatives

1. Powers
  - a. Each Representative shall have the power to speak and make proposals to the Assembly.
  - b. Each Representative or, in their absence, the corresponding Alternate, shall have one vote on any proposals or elections submitted to the Assembly.
2. Requirements for Office
  - a. Every Representative and Alternate shall be a full-time graduate student (or the equivalent) enrolled in the department they represent.
  - b. Every Representative and Alternate must maintain a minimum GPA of 3.0 and be in good standing with the University.
3. Responsibilities
  - a. Each Representative shall serve on behalf of their department in Assembly meetings.
  - b. Each Alternate Representative shall attend the Assembly in the absence of their corresponding Representative.
  - c. Each Representative, in coordination with their Alternate, shall disseminate official communications to their departments on behalf of GSA.
  - d. Each Representative shall serve on one standing committee of their choice; however, a Representative may be transferred to a different committee at the discretion of the GSA President.
  - e. Each Representative shall be required to attend three-quarters of Assembly meetings during their term of office.
4. Election, Appointment, and Succession
  - a. Representatives and Alternates shall be chosen by the graduate students of their respective departments for a term of one year. Terms begin at the April Assembly meeting.
  - b. The times, places, and manner of choosing Representatives and Alternates shall be prescribed for each graduate department by the graduate students thereof.
  - c. When a Representative resigns or is dismissed, their Alternate shall become the Representative automatically, and a new Alternate shall be chosen according to the procedure of that department.
  - d. When an Alternate resigns or is dismissed, a new Alternate shall be chosen according to the procedure of that department.
5. Resignation and Dismissal
  - a. The voluntary resignation before the end of the term of office of any GSA Representative or Alternate shall be submitted to the President and Executive Vice President.
  - b. Representatives and Alternates shall be removed from office for negligence or for conduct unbecoming a Representative to the GSA.
  - c. Representatives or Alternates shall be removed from office by either unanimous consent of the Executive Officers or by a two-thirds vote of the Assembly.

### Section 3: Assembly Meetings

1. The GSA Assembly shall meet at least once monthly during the academic year with the exception of December.
2. A majority of Representatives or their Alternates shall constitute a quorum.

3. Assembly procedure shall be determined by Robert's Rules of Order, most recent edition.
4. The GSA President shall preside over the Assembly, but shall have no vote, unless the votes be equally divided.
5. Any graduate student, including Alternates, may attend the Assembly as a non-voting observer, but the Assembly shall go into a closed session upon a majority vote.
6. Temporary committees may be formed by the order of the President or by majority vote of the Assembly.

#### Section 4: Standing Committees

1. The Assembly shall include five standing committees: Academic Affairs, Social Life, Policy, Service, and Diversity.
  - a. The Social Life Committee coordinates programs and events that cultivate a culture of belonging and collegiality, and nourishes personal wellbeing.
  - b. The Academic Affairs Committee coordinates programs and events that encourage graduate student scholarship and research, prepare graduate students for future careers both inside and outside academia, and cultivate an interdepartmental culture of belonging and collegiality.
  - c. The Policy Committee focuses on GSA's advocacy on behalf of graduates students to the University, community, and government.
  - d. The Service Committee creates and promotes opportunities for graduate students to serve the University and local community.
  - e. The Diversity Committee seeks to ensure the just and fair treatment of students and cultivate a sense of belonging among students.
2. Each standing committee shall have an elected Chairperson who shall serve as an officer of the GSA.

#### Section 5: Chaplain

The President may, with the advice and consent of the Assembly, appoint a GSA Chaplain, at the beginning of each academic year. If so appointed, the Chaplain shall be charged with leading prayer at GSA Assembly meetings and other GSA events.

#### Section 6: Dues

The GSA shall not collect dues. Funds shall be obtained from the Grad School according to University policy.

## **ARTICLE V – Officers**

#### Section 1: Composition

1. The officers shall serve as the administrative head of the GSA and shall consist of the five Executive Officers and the four Chairpersons of the Standing Committees.
2. The Executive Officers shall include a President, Executive Vice President, Vice President of Operations, Vice President of Communications, and Secretary.

## Section 2: Requirements for Office

1. No one shall be eligible to run for a position as an Executive Officer who is not enrolled full time (or the equivalent) as a graduate student at Baylor University for the duration of the anticipated term of office.
2. Every Officer must maintain a minimum GPA of 3.0 and be in good standing with the University.

## Section 3: Responsibilities

1. Executive Officers
  - a. In addition to participating in the monthly Assembly meetings, the Executive Officers shall meet regularly during the academic year: either weekly or as often as necessary for the execution of GSA business.
2. President
  - a. The President shall be responsible for all GSA affairs, serve as the external face of the organization, and function as the official representative for the Baylor graduate student body. Accordingly, the President shall:
    - i. set the GSA's annual agenda in collaboration with the Officers;
    - ii. represent and advocate for the GSA and for graduate students to the University administration;
    - iii. lead monthly GSA Assemblies in collaboration with the Executive Vice President;
    - iv. lead weekly meetings of the Executive Officers in collaboration with the Executive Vice President;
    - v. appoint graduate representatives to University committees, as requested by University administration, in collaboration with the Officers; and
    - vi. enforce this constitution and any resolutions of the GSA Assembly and Executive Officers, in collaboration with the Executive Vice President.
  - b. The Executive Vice President shall manage the GSA's internal organizational functions and assist the President with external affairs. Accordingly, the Executive Vice President shall:
    - i. advise and assist the President in representing the GSA and graduate students to the University administration;
    - ii. lead monthly GSA Assemblies in collaboration with the President;
    - iii. lead weekly meetings of the Executive Officers in collaboration with the President;
    - iv. supervise the other Officers; and
    - v. assist the President in enforcing this constitution and any resolutions of the GSA Assembly and Executive Officers.
3. Vice President of Internal Communications
  - a. The Vice President of Internal Communications shall oversee GSA Representatives' activities and communications, and network with other student leaders throughout the University. Accordingly, the Vice President of Internal Communications shall:
    - i. monitor GSA Representative communication;
    - ii. coordinate with Grad School methods of communication;

- iii. supervise the GSA website;
  - iv. and manage the GSA email;
- 4. Vice President of External Communications
  - a. The Vice President of External Communications shall coordinate GSA media and promotions, oversee GSA Representatives' activities and communications, and network with other student leaders throughout the University. Accordingly, the Vice President of External Communications shall:
    - i. coordinate with Grad School methods of communication;
    - ii. coordinate with other graduate leaders;
    - iii. and maintain the GSA social media accounts.
- 5. Vice President of Operations
  - a. The Vice President of Operations shall oversee GSA's logistical needs and event coordination. Accordingly, the Vice President of Operations shall:
    - i. serve as the GSA treasurer;
    - ii. assist the President and Executive Vice President in the coordination of GSA leadership activities; and
    - iii. coordinate GSA events in collaboration with the Committee Chairs.
- 6. Secretary
  - a. The Secretary shall provide administrative support to the GSA and maintain continuity from one year to the next. Accordingly, the Secretary shall:
    - i. take minutes during all meetings of the Officers and the Assembly;
    - ii. oversee Representatives' requirements, and
    - iii. serve as the liaison between the Officers and the Graduate School.

#### Section 5: Elections, Appointments, and Succession

1. Each of the Officers, with the exception of the Secretary, shall be elected by a majority vote of the Assembly for a term of one year.
2. Elections of all Officers, with the exception of the Secretary, shall be held in February or March prior to the beginning of new Officer terms. Terms begin at the April Assembly meeting.
3. The Secretary shall be appointed by the Graduate School. The Assembly shall offer a majority vote of confidence in the Secretary each year at the September Assembly meeting.

#### Section 6: Resignation and Dismissal

1. In the case of the resignation or removal of the President from office, or in such cases as the President is unable to perform their duties, the Executive Vice President shall assume the office.
2. In the event that the Secretary resigns or is dismissed, the Graduate School shall appoint a replacement who shall be subject to a vote of confidence at the next Assembly meeting.
3. The voluntary resignation of any other Officer shall be submitted to the Executive Officers, and an emergency election shall be held at the following Assembly meeting.
4. Any Officer may be removed from office for negligence or for conduct unbecoming a representative of the GSA by a vote of two-thirds of the Assembly.

## **ARTICLE VI – Advisor**

The Graduate School shall appoint an Advisor to the GSA who shall be subject to a yearly vote of confidence at the first Assembly of the year. The Advisor shall:

1. provide University support and insight; and
2. advise the Officers on Graduate School and GSA practices and protocols as needed.

## **ARTICLE VII – Amendments**

1. This constitution shall be amended upon a two-thirds majority of a regular meeting of the Assembly.
2. Proposed Amendments to this constitution shall be submitted in writing to the Officers at least one month prior to consideration by the Assembly.

## **ARTICLE VIII – Ratification**

Any amendment to this Constitution shall take effect immediately upon adoption by the Assembly.

## **ARTICLE IX – Partner Groups**

1. The University empowers the GSA to review and recommend for approval student groups that are consistent with the University's mission and meet the requirements noted within the registration process.
2. Becoming a partner group of GSA allows groups to maintain autonomy in organizing and running their groups and to obtain graduate student organization status through GSA.
3. A graduate student organization may not use University resources, including the University's name, facilities, or technology services, to engage in or support activities or causes that conflict with the University's mission, values, and/or policies.