The Graduate Student Government
Mission Statement

The Graduate Student Government will voice the concerns and interests of the graduate students to the Creighton University administration, student body, and community. The Graduate Student Government is committed to:

1) Improving the educational experience of graduate students enrolled in the Creighton University Graduate School.
2) Creating a conduit between graduate students and the greater Creighton University community.
3) Facilitating communication and involvement among graduate students within the Creighton University Graduate School.

The Graduate Student Government believes in fostering a graduate school community that integrates the Jesuit ideals of Creighton University with the professional and academic goals of the everyday graduate student. Whether in education, service, or personal development, the Graduate Student Government seeks to serve the Jesuit mission of Creighton University.
The Graduate Student Government Constitution

CHAPTER 1: NAME AND PURPOSE

ARTICLE 1: Name
The name of this organization shall be the Graduate Student Government hereafter referred to as the GSG.

ARTICLE 2: Purpose
The purpose of this organization shall be to serve as the governing organization for all graduate students at Creighton University.

CHAPTER 2: MEMBERSHIP

Section 1
Any full or part-time graduate student in good academic and disciplinary standing is eligible to run for a GSG officer position or apply for a GSG representative position. Part-time students may not run for the President or CSU Representative positions.

Section 2
The officers of the Exec Board shall become officers of the GSG as outlined in Chapter 4, and shall be bound by the same requirements and duties of office as outlined in Chapter 5.

Section 3
All representative positions of the GSG will be filled as outlined in Chapter 6.

Section 4
The Dean of the Graduate School shall act as advisor and liaison between the GSG and Graduate School Program Directors and Faculty. The GSG Advisor shall lend guidance to all formal decisions and affairs of the GSG, but shall not possess a formal voting seat.

Section 5
The Assistant Dean shall act as moderator of GSG events. The moderator shall assist in and lend advice in day-to-day operational affairs of the GSG.

CHAPTER 3: PARLIAMENTARY AUTHORITY

The parliamentary authority shall be the current edition of Robert’s Rules of Order, Newly Revised. Parliamentary authority shall be in place at all Formal GSG Meetings.

CHAPTER 4: OFFICERS

ARTICLE 1: OFFICERS
The officers of the GSG shall consist of a President, Vice President, Secretary, Treasurer, and the CSU Representative. These officers shall perform the duties prescribed in this Constitution.
Section 2
GSG officers shall not be placed on academic or disciplinary probation and shall not be found
guilty of academic misconduct at the time of their elections and throughout their terms in the
office. All GSG officers shall be in good standing with the Graduate School.

Section 3
The GSG officers will serve year long terms beginning with the calendar year.

Section 4
Any full or part-time student is eligible to run for a GSG officer position except for the President
and CSU Representative positions.

ARTICLE 2: DUTIES OF OFFICERS

Section 1
The GSG President shall:
1. schedule all regular meetings of the GSG.
2. Preside over all GSG meetings.
3. act as an ex officio member of all committees
4. appoint members to all committees
5. provide for continuity of programs and activities
6. Represent the GSG at meetings of the CSU Cabinet, or, in necessary situations
delegate this responsibility.
7. be responsible for the execution of all provisions of this Constitution
8. carry out newly enacted resolutions and legislation of the GSG
9. report all executive action of CSU to GSG
10. Not serve as President of another student organization.

Section 2
The GSG Vice President shall:
1. Assume the duties of the President in his/her absence.
2. Assume duties assigned by the President
3. Assist the President in his/her duties.
4. Chair the Election Committee unless seeking a different position on the Executive
   Board; in the event this happens, the chair will be determined as outlined in Chapter
   10, Article 4.
   a. inform academic classes about all upcoming elections
   b. Obtain results and announce new officers.
   c. Prepare congratulatory letters for new officers.
   d. Aid in any other elections that may arise.
   e. Inform the Executive Board of the names and contact information of new
      officers.
5. oversee the application process for new representatives
6. collaborate with the President in training new representatives
7. maintain parliamentary procedure at all meetings.

Section 3
The GSG Secretary shall:
1. Take attendance at meetings.
2. Draft a fair and accurate record of all meetings, and distribute copies to each member of the Executive Board.

3. Retain copies of all correspondence.

4. Post notices at the request of the President, including emergency meetings.

5. Maintain an accurate and updated list of email addresses of all GSG members.

6. Maintain a file of all current GSG policies and resolutions.

7. Inform the GSG Advisor of new officers and representatives.

8. Assist the Vice President in the application process for new representative positions.

9. Update and maintain the GSG website.

Section 4

The GSG Treasurer shall:

1. Assume the responsibility of managing and allocating the funds of the GSG, with approval of the president.

2. Keep accurate records of all GSG funds.

3. Prepare reports on such funds at the request of the President or GSG Advisor

4. Chair the Finance Committee.

5. Not serve as Treasurer of any other student organization.

Section 5

The CSU Representative shall:

1. Attend all Creighton Students Union Board meetings and represent the interests of the members of the Graduate Student Government.

2. Report the content of said meetings to the GSG officers and representatives

3. Transition the incoming CSU Representative prior to the first CSU meeting of his/her term of office.

4. Be the sole representative for the GSG to CSU.

Section 6

The officers shall:

1. Attend all executive board and formal GSG meetings as called by the President.

   a. Officers shall not be absent from more than two executive board meetings and one GSG meeting per semester.

2. Each Officer will be required to respond to all GSG matters either by phone, email or in person in a timely manner.

3. Support the events, activities, and traditions of the students and the university through participation and attendance.

   a. Each Officer shall attend at least 60% of GSG sponsored events.

4. Represent the concerns and interests of the graduate student body, especially those of the students enrolled in the Officer’s own graduate program.

5. Form ad-hoc committees to deal with specific issues.

6. Uphold the mission of the University and advocate the rights of the graduate students.

7. Propose resolutions or acts of/for the GSG.

Section 7

Prior to leaving office, the outgoing officers of the GSG shall meet with the incoming officers to review their respective duties.

ARTICLE 3: ELECTIONS
Elections for the GSG officers will be held on the last Wednesday and Thursday of October. The polls will be open from 8:00 a.m. Wednesday to 8:00 p.m. Thursday.

Section 2
Elections for the GSG officers will be held electronically. All full-time and part-time graduate students are eligible to vote.

Section 3
Applications for GSG officer positions will be made available in the Graduate School office and online by the election committee four (4) weeks prior to the date of the elections. These applications shall be turned in no later than two (2) weeks prior to the date of the elections.

Section 4
GSG officer applicants must be in good disciplinary and academic standing with the Graduate School and must be able to serve for the whole term in which he or she is applying.

CHAPTER 5: GSG EXECUTIVE BOARD

ARTICLE 1: NAME
The title of the executive board of the Graduate Student Government shall be referred to as the GSG Executive Board.

ARTICLE 2: PURPOSE
Section 1
All officers shall serve on the Executive Board, and will act to fulfill their various duties outlined in Chapter 4 Article 2 of this Constitution. The Executive Board shall act to properly appropriate and allocate the Creighton Students Union (CSU) rebate among the graduate student community.

Section 2
The Executive Board shall have full power and authority over the affairs of the GSG except the duty of electing the new officers each year. Elections will be conducted as outlined in Chapter 4, Article 3; and Chapter 10, Article 4.

CHAPTER 6: REPRESENTATIVES

ARTICLE 1: REPRESENTATIVES
Section 1
Any graduate student in good standing with the graduate school shall be eligible to apply for a representative position.

Section 2
Representatives will serve semester long terms with summer sessions being a part of the fall semester.

Section 3
The total number of representatives shall equal the ratio of 1 representative for every 50 graduate students.
ARTICLE 2: REPRESENTATIVE APPOINTMENT

Section 1
For the fall semester, the Executive Board will appoint the incoming representatives. For the spring semester, both outgoing and incoming Executive members will appoint incoming representatives.

Section 2
Applications to serve in the spring semester will be made available on the last Wednesday of October. Applications to serve in the fall semester will be made available on the second (2) Wednesday of April.

Section 3
All representative applications will be due, on or before, two (2) weeks from when they are made available.

Section 4
As stated in Chapter 6, Article 2 Section 1, the Executive Board will appoint representatives in a manner that focuses on the applicants’ leadership experience and that selects a diverse representative body reflective of the various Graduate School programs.

Section 5
The Executive Board(s) shall have one (1) week, after applications are due, to appoint representatives and to notify all applicants of its decision.

ARTICLE 3: REPRESENTATIVE BODY and DUTIES

Section 1
The representatives shall serve in the Representative Body and be delegated by the President to GSG committees.

Section 2
The representatives shall:
1. Attend all formal GSG meetings and participate in assigned GSG committees.
   a. Representatives shall miss no more than 2 committee meetings per semester and no more than 1 Formal GSG Meeting per semester. Any Representative failing to meet this attendance requirement shall have his/her position subject to revocation by the President.
2. Support the events, activities, and traditions of the students and the university through participation and attendance.
   a. Each Representative shall attend all major GSG events specified by the Vice President
   b. In the event that a Representative has other obligations to which renders him or her unable to attend an event, the Representative will submit a written petition with explanation of the other obligations to the Executive committee no later than one week prior to the date of the event and no later than three days after for emergencies.
3. Serve on ad-hoc committees of the GSG.
4. Represent the concerns and issues of the graduate student body, especially those of the students enrolled in the Representative’s own graduate program.

5. Form ad-hoc committees to deal with specific issues.

6. Uphold the mission of the University and advocate the rights of the graduate students.

7. Propose resolutions or acts of/for the GSG.

CHAPTER 7: GSG MEETINGS

ARTICLE I: EXECUTIVE BOARD MEETINGS

The President shall convene the Executive Board no less than twice a month.

ARTICLE II: FORMAL GSG MEETINGS

Section 1
The President shall convene the entire GSG BODY once a month for a formal GSG meeting.

Section 2
All Formal GSG Meetings shall:
1. Hold a vote for any proposed resolutions.
2. Provide committee reports.
3. Provide officer reports.
4. Have a formal agenda provided by the President.
5. Provide an open forum to voice graduate student concerns.

CHAPTER 8: EXPULSION AND RESIGNATION OF OFFICERS AND REPRESENTATIVES

ARTICLE I: EXPULSION OF OFFICERS

Section 1
Any recommendation for expulsion of an officer must be brought forward by an officer of the Executive Board to the GSG Advisor. Upon review, should intervention fail, and the GSG Advisor further recommend the dismissal, a Formal GSG Meeting shall be held and the dismissal shall be put to a vote. A two-thirds majority is necessary for the dismissal of the officer. The GSG Advisor shall preside over the vote.

Section 2
The Vice President shall take up the office of president should the President fail to meet academic and/or disciplinary requirements or leave office for personal concerns. In the case of any other officer vacancy the, the President will appoint a representative to the vacant position.

ARTICLE II: EXPULSION OF REPRESENTATIVES

Any recommendation for expulsion of a representative must be brought forward by the Vice President to the President. Upon review, should intervention fail, and the President further recommend the dismissal, the President will convene a special Executive Board meeting and put the issue to a vote. A simple majority is necessary for the dismissal of the representative.

CHAPTER 9: FINANCES
ARTICLE I: MANAGEMENT OF FUNDS

Section 1
An account will be established with the Creighton Federal Credit Union to deposit and withdraw funds according to the needs of the organization. The signatures of two GSG officers are required to deposit and withdraw funds from this account. Authorized signatures include that of the President, Vice President, Treasurer or GSG moderator.

Section 2
All disbursements from the GSG account shall be made known at the meetings. A record of all past transactions will be presented by the Treasurer upon request by any graduate student.

Section 3
If the GSG dissolves, any remaining funds granted by CSU shall be returned to CSU. Any other remaining funds shall be used to benefit students in all graduate programs through a scholarship fund.

CHAPTER 10: COMMITTEES

ARTICLE 1: GENERAL COMMITTEES

The GSG President shall appoint committee members as needed for any ad hoc committee. All committees shall consist of representatives and one Executive Board Officer.

ARTICLE 2: Graduate Student Life Committee

Section 1
The Graduate Student Life Committee shall program for, support, and advocate issues relevant in addressing graduate student life concerns. (For a detailed account of the committee see Graduate Student Life Committee Manual) All programming plans must be submitted for approval to the President.

Section 2
The GSG President, at the first Formal GSG Meeting of each semester, shall announce the new members of the Graduate Student Life Committee. The committee shall appoint one of its members to be Chair of the committee.

ARTICLE 3: FINANCE COMMITTEE

Section 1
The responsibilities of the GSG Finance Committee shall include, but not be limited to, developing an operating budget for the GSG, ensuring the proper, orderly, and fair allocation of funds from CSU to GSG and from the GSG to graduate students for academic-related expenses. The Finance Committee will hear and review all funding requests submitted by any recognized graduate student organization seeking funding. The CSU Vice President for Finances shall serve as a resources and reference for the affairs of the Finance Committee.

Section 2
1. The Finance Committee shall be chaired by the GSG treasurer and be composed of GSG members, with at least one member from each discipline (Business, Law, Health Sciences, Humanities, Education-Counseling) drawn from the representative body.

2. The President shall appoint committee members and notify the GSG Executive Board of the appointments at or before the first meeting of each semester.

3. The Finance Committee members shall serve throughout the semester, and assist transition new members. Should any member need to leave the committee before his/her term is up, this person shall notify the Treasurer and the President two weeks in advance.

Section 3

1. In January, the Committee shall propose an operating budget for the next calendar year. This budget shall be submitted for approval to the Executive Committee. The approved budget shall be submitted to CSU at the first fall meeting.

2. The Committee shall submit all funding request recommendations to the Executive Board for final approval.

Section 4

1. The Treasurer shall schedule appropriate dates for meetings, reserve rooms, and act as facilitator and moderator to ensure proper and orderly functioning of meetings.

2. The Treasurer shall present the proposed budget to the GSG Exec Board for approval.

Section 5

The procedures for funding graduate student organizations and graduate students shall follow GSG and CSU prescriptions as outlined in the *GSG Policies and Procedures*.

ARTICLE 4: ELECTION COMMITTEE

Section 1

The Election Committee shall be formed and chaired over by the Vice President each fall semester.

Section 2

Should the Vice President be seeking an officer position, the responsibilities shall be delegated to an individual selected by the Executive Board.

Section 3

The election committee will work with DoIT to set up the electronic elections. This work shall be done at least two (2) months before the elections.

Section 4

The election committee is responsible for making all GSG officer and representative applications available as stated in Chapter 4 Article 3 and Chapter 6, Article 2.

Section 5

The election committee is responsible for providing the Graduate School student body with a biography of each GSG officer candidate prior to the elections.

Section 6

The election committee is responsible for announcing the results of the elections to the Graduate School student body by the Friday immediately following elections.
Article 5: SERVICE COMMITTEE

Section 1
The Service Committee shall encourage and provide opportunities for the GSG and the graduate
student body to participate in service events. The Service Committee seeks to involve the GSG,
graduate student organizations, and graduate students in the Jesuit mission of the university.
Programming may include involvement in Relay for Life, JayWalk, or any GSG-created service
event. All plans must be submitted for approval to the President.

Section 2
The GSG President, at the first Formal GSG Meeting of each semester, shall announce the new
members of the Service Committee. The President shall then appoint a representative to be Chair
of the committee.

Section 3
The Chair of the Service Committee shall assume office immediately upon notice of his/her
appointment and shall bear responsibility for the event throughout the completion of the event, or
until a successor is appointed

CHAPTER 11: AMENDMENTS AND RESOLUTIONS

ARTICLE I: AMENDMENTS

Section 1
Proposals to amend this constitution may be submitted at a Formal GSG Meeting. Proposals shall
be voted on by a secret ballot by the entire GSG. A proposal must be voted on at least seven, and
no more than fourteen, calendar days after submission of the proposals.

Section 2
Approved proposals shall become a part of this constitution with a two-thirds approval by the
GSG.

Section 3
Amendments shall be approved by the Student Activities Office.

ARTICLE II: RESOLUTIONS

Section 1
Any active member of the GSG may propose a resolution. Three representative signatures must
accompany the proposed resolution. All resolutions must be brought forward, by the President,
for a vote at a Formal GSG Meeting.

Section 2
Submission of a resolution must occur one week before a Formal GSG Meeting. The Executive
Board shall review the resolution and approve the resolution for an All-GSG vote, or suggest
recommendations to improve the resolution. A simple majority vote is necessary for a resolution
to pass the Executive Board; the President wields the power of veto; in order to override the veto,
the four officer positions must vote in favor of the resolution.

Section 3
A proposed resolution needs a two-thirds majority vote, in order to pass in a Formal GSG Meeting.

Section 4
Any proposed changes to the GSG Policies and Procedures must follow all aforementioned resolution requirements.

CHAPTER 12: OFFICER STIPENDS

Section 1
GSG officer stipends in the form of monetary remuneration shall be paid to the President, Vice President, Treasurer, Secretary, and CSU Representative.

Section 2
Each officer, except for the President, shall be paid a $400.00 stipend for serving during the fall semester and $400.00 stipend for serving during the spring semester. The President shall receive $500.00 per semester. Disbursement of the stipend shall occur upon completion of executive duties for that semester.

Section 3
The stipend shall be paid in two installments on May 1\textsuperscript{st} for the spring semester and December 1\textsuperscript{st} for the fall semester.

Section 4
The payment must go through the university payroll and have taxes withheld. The GSG Treasurer shall work with the CSU V.P. for Finance in order to oversee this process.

Section 5
The Finance Committee shall review officer stipends each year and propose any necessary changes as an amendment to this document.

CHAPTER 13: CHAIR STIPENDS

Section 1
The Chairs for the Student Life Committee, Social Committee, and the Service Committee will be paid a $200.00 stipend for serving during the fall semester and $200.00 stipend for serving during the spring semester.

Section 2
Stipends for each Chair are dependent on planning a minimum of two events (which the Chair is required to attend) each semester and attending all executive board and formal GSG meetings and one GSG meeting per semester. The stipend shall be paid in two installments on May 1\textsuperscript{st} for the spring semester and December 1\textsuperscript{st} for the fall semester. There will be no partial payments if less than two events are planned.

Section 3
The payment must go through the university payroll and have taxes withheld. The GSG Treasurer shall work with the CSU V.P. for Finance in order to oversee this process.

Section 4
The Finance Committee shall review officer stipends each year and propose any necessary changes as an amendment to this document.