



GRADUATE STUDENT
GOVERNMENT

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.

47 **The Graduate Student Government Constitution**

48

49 **CHAPTER 1: NAME AND PURPOSE**

50

51 **ARTICLE 1: Name**

52

53 The name of this organization shall be the Graduate Student Government hereafter referred to as
54 the GSG.

55

56 **ARTICLE 2: Purpose**

57

58 The purpose of this organization shall be to serve as the governing organization for all graduate
59 students at Creighton University.

60

61 **CHAPTER 2: MEMBERSHIP**

62

63 **Section 1**

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

67

68 **Section 2**

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

71

72 **Section 3**

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

74

75 **Section 4**

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

79

80 **Section 5**

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

83

84 **CHAPTER 3: PARLIAMENTARY AUTHORITY**

85

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

88

89 **CHAPTER 4: OFFICERS**

90

91 **ARTICLE 1: OFFICERS**

92

93 **Section 1**

94 The officers of the GSG shall consist of a President, Vice President, Secretary, Treasurer, and the
95 CSU Representative. These officers shall perform the duties prescribed in this Constitution.

96
97 Section 2
98 GSG officers shall not be placed on academic or disciplinary probation and shall not be found
99 guilty of academic misconduct at the time of their elections and throughout their terms in the
100 office. All GSG officers shall be in good standing with the Graduate School.
101
102 Section 3
103 The GSG officers will serve year long terms beginning with the calendar year.
104
105 Section 4
106 Any full or part-time student is eligible to run for a GSG officer position except for the President
107 and CSU Representative positions.
108
109
110 ARTICLE 2: DUTIES OF OFFICERS
111
112 Section 1
113 The GSG President shall:
114 1. schedule all regular meetings of the GSG.
115 2. Preside over all GSG meetings.
116 3. act as an ex officio member of all committees
117 4. appoint members to all committees
118 5. provide for continuity of programs and activities
119 6. Represent the GSG at meetings of the CSU Cabinet, or, in necessary situations
120 delegate this responsibility.
121 7. be responsible for the execution of all provisions of this Constitution
122 8. carry out newly enacted resolutions and legislation of the GSG
123 9. report all executive action of CSU to GSG
124 10. Not serve as President of another student organization.
125
126 Section 2
127 The GSG Vice President shall:
128 1. Assume the duties of the President in his/her absence.
129 2. Assume duties assigned by the President
130 3. Assist the President in his/her duties.
131 4. Chair the Election Committee unless seeking a different position on the Executive
132 Board; in the event this happens, the chair will be determined as outlined in Chapter
133 10, Article 4.
134 a. inform academic classes about all upcoming elections
135 b. Obtain results and announce new officers.
136 c. Prepare congratulatory letters for new officers.
137 d. Aid in any other elections that may arise.
138 e. Inform the Executive Board of the names and contact information of new
139 officers.
140 5. oversee the application process for new representatives
141 6. collaborate with the President in training new representatives
142 7. maintain parliamentary procedure at all meetings.
143
144 Section 3
145 The GSG Secretary shall:
146 1. Take attendance at meetings.

- 147 2. Draft a fair and accurate record of all meetings, and distribute copies to each member
148 of the Executive Board.
149 3. Retain copies of all correspondence.
150 4. Post notices at the request of the President, including emergency meetings.
151 5. Maintain an accurate and updated list of email addresses of all GSG members.
152 6. Maintain a file of all current GSG policies and resolutions.
153 7. Inform the GSG Advisor of new officers and representatives.
154 8. Assist the Vice President in the application process for new representative positions.
155 9. Update and maintain the GSG website.

156

157 Section 4

158 The GSG Treasurer shall:

- 159 1. Assume the responsibility of managing and allocating the funds of the GSG, with
160 approval of the president.
161 2. Keep accurate records of all GSG funds.
162 3. Prepare reports on such funds at the request of the President or GSG Advisor
163 4. Chair the Finance Committee.
164 5. Not serve as Treasurer of any other student organization.

165

166 Section 5

167 The CSU Representative shall:

- 168 1. Attend all Creighton Students Union Board meetings and represent the interests of
169 the members of the Graduate Student Government.
170 2. report the content of said meetings to the GSG officers and representatives
171 3. Transition the incoming CSU Representative prior to the first CSU meeting of his/her
172 term of office.
173 4. Be the sole representative for the GSG to CSU.

174

175 Section 6

176 The officers shall:

- 177 1. Attend all executive board and formal GSG meetings as called by the President.
178 a. Officers shall not be absent from more than two executive board meetings and
179 one GSG meeting per semester.
180 2. Each Officer will be required to respond to all GSG matters either by phone, email or in
181 person in a timely manner.
182 3. Support the events, activities, and traditions of the students and the university through
183 participation and attendance.
184 a. Each Officer shall attend at least 60% of GSG sponsored events.
185 4. Represent the concerns and interests of the graduate student body, especially those of the
186 students enrolled in the Officer's own graduate program.
187 5. Form ad-hoc committees to deal with specific issues.
188 6. Uphold the mission of the University and advocate the rights of the graduate students.
189 7. Propose resolutions or acts of/for the GSG.

190

191 Section 7

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

194

195 ARTICLE 3: ELECTIONS

196

197 Section 1

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

200
201 Section 2

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

204
205 Section 3

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

209
210 Section 4

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

213
214

215 **CHAPTER 5: GSG EXECUTIVE BOARD**

216
217

ARTICLE 1: NAME

218

219 The title of the executive board of the Graduate Student Government shall be referred to as the
220 GSG Executive Board.

221

222 ARTICLE 2: PURPOSE

223

224 Section 1

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

228

229 Section 2

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

233

234 **CHAPTER 6: REPRESENTATIVES**

235

236 ARTICLE 1: REPRESENTATIVES

237

238 Section 1

239 Any graduate student in good standing with the graduate school shall be eligible to apply for a
240 representative position.

241

242 Section 2

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

245

246 Section 3

247 The total number of representatives shall equal the ratio of 1 representative for every 50 graduate
248 students.

249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298

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.

- 299 4. Represent the concerns and issues of the graduate student body, especially those of the
300 students enrolled in the Representative's own graduate program.
301 5. Form ad-hoc committees to deal with specific issues.
302 6. Uphold the mission of the University and advocate the rights of the graduate students.
303 7. Propose resolutions or acts of/for the GSG.
304

305 **CHAPTER 7: GSG MEETINGS**

306
307 **ARTICLE I: EXECUTIVE BOARD MEETINGS**

308
309 The President shall convene the Executive Board no less than twice a month.
310

311 **ARTICLE II: FORMAL GSG MEETINGS**

312
313 **Section 1**

314 The President shall convene the entire GSG BODY once a month for a formal GSG meeting.
315

316 **Section 2**

317 All Formal GSG Meetings shall:

- 318 1. Hold a vote for any proposed resolutions.
319 2. Provide committee reports.
320 3. Provide officer reports.
321 4. Have a formal agenda provided by the President.
322 5. Provide an open forum to voice graduate student concerns.
323

324 **CHAPTER 8: EXPULSION AND RESIGNATION OF OFFICERS AND**
325 **REPRESENTATIVES**

326
327 **ARTICLE I: EXPULSION OF OFFICERS**

328
329 **Section 1**

330 Any recommendation for expulsion of an officer must be brought forward by an officer of the
331 Executive Board to the GSG Advisor. Upon review, should intervention fail, and the GSG
332 Advisor further recommend the dismissal, a Formal GSG Meeting shall be held and the dismissal
333 shall be put to a vote. A two-thirds majority is necessary for the dismissal of the officer. The GSG
334 Advisor shall preside over the vote.
335

336 **Section 2**

337 The Vice President shall take up the office of president should the President fail to meet academic
338 and/or disciplinary requirements or leave office for personal concerns. In the case of any other
339 officer vacancy the, the President will appoint a representative to the vacant position.
340

341 **ARTICLE II: EXPULSION OF REPRESENTATIVES**

342
343 Any recommendation for expulsion of a representative must be brought forward by the Vice
344 President to the President. Upon review, should intervention fail, and the President further
345 recommend the dismissal, the President will convene a special Executive Board meeting and put
346 the issue to a vote. A simple majority is necessary for the dismissal of the representative.
347

348
349 **CHAPTER 9: FINANCES**

350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398

ARTICLE I: MANGEMENT 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 COMIMITEE

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

- 399 1. The Finance Committee shall be chaired by the GSG treasurer and be composed of GSG
400 members, with at least one member from each discipline (Business, Law, Health
401 Sciences, Humanities, Education-Counseling) drawn from the representative body.
402 2. The President shall appoint committee members and notify the GSG Executive Board of
403 the appointments at or before the first meeting of each semester.
404 3. The Finance Committee members shall serve throughout the semester, and assist
405 transition new members. Should any member need to leave the committee before his/her
406 term is up, this person shall notify the Treasurer and the President two weeks in advance.
407

408 Section 3

- 409 1. In January, the Committee shall propose an operating budget for the next calendar year.
410 This budget shall be submitted for approval to the Executive Committee. The approved
411 budget shall be submitted to CSU at the first fall meeting.
412 2. The Committee shall submit all funding request recommendations to the Executive Board
413 for final approval.
414

415 Section 4

- 416 1. The Treasurer shall schedule appropriate dates form meetings, reserve rooms, and act as
417 facilitator and moderator to ensure proper and orderly functioning of meetings.
418 2. The Treasurer shall present the proposed budget to the GSG Exec Board for approval.
419

420 Section 5

421 The procedures for funding graduate student organizations and graduate students shall follow
422 GSG and CSU prescriptions as outlined in the *GSG Policies and Procedures*.
423

424 ARTICLE 4: ELECTION COMMITTEE

425

426 Section 1

427 The Election Committee shall be formed and chaired over by the Vice President each fall
428 semester.
429

430 Section 2

431 Should the Vice President be seeking an officer position, the responsibilities shall be delegated to
432 an individual selected by the Executive Board.
433

434 Section 3

435 The election committee will work with DoIT to set up the electronic elections. This work shall be
436 done at least two (2) months before the elections.
437

438 Section 4

439 The election committee is responsible for making all GSG officer and representative applications
440 available as stated in Chapter 4 Article 3 and Chapter 6, Article 2.
441

442 Section 5

443 The election committee is responsible for providing the Graduate School student body with a
444 biography of each GSG officer candidate prior to the elections.
445

446 Section 6

447 The election committee is responsible for announcing the results of the elections to the Graduate
448 School student body by the Friday immediately following elections.
449

450 Article 5: SERVICE COMMITTEE

451

452 Section 1

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

458

459 Section 2

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

463

464 Section 3

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

468

469 **CHAPTER 11: AMENDMENTS AND RESOLUTIONS**

470

471 ARTICLE I: AMENDMENTS

472

473 Section 1

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

477

478 Section 2

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

481

482 Section 3

483 Amendments shall be approved by the Student Activities Office.

484

485 ARTICLE II: RESOLUTIONS

486

487 Section 1

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

491

492 Section 2

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

498

499 Section 3

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

502

503 Section 4

504 Any proposed changes to the *GSG Policies and Procedures* must follow all aforementioned
505 resolution requirements.

506

507 **CHAPTER 12: OFFICER STIPENDS**

508

509 Section 1

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

512

513 Section 2

514 Each officer, except for the President, shall be paid a \$400.00 stipend for serving during the fall
515 semester and \$400.00 stipend for serving during the spring semester. The President shall receive
516 \$500.00 per semester. Disbursement of the stipend shall occur upon completion of executive
517 duties for that semester.

518

519 Section 3

520 The stipend shall be paid in two installments on May 1st for the spring semester and December 1st
521 for the fall semester.

522

523 Section 4

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

526

527 Section 5

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

530

531 **CHAPTER 13: CHAIR STIPENDS**

532

533 Section 1

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

537

538 Section 2

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

544

545 Section 3

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

548

549 Section 4

550 The Finance Committee shall review officer stipends each year and propose any necessary
551 changes as an amendment to this document.
552
553