



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.

# **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 executive position or apply for a GSG committee chair position with the exception that part-time students may not run for the President or CSU Representative positions.

### **Section 2**

The executives of the Executive Board shall become executives 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 Committee Chair positions of the GSG will be filled as outlined in Chapter 6, and shall be bound by the same requirements and duties of office 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 GSG Moderator shall assist in and lend advice in operational affairs of the GSG.

### **Section 6**

All Creighton graduate students are considered members of the GSG. Any member of the GSG may attend All Member Meetings, may serve on GSG committees, and may vote during GSG elections.

## **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: Executives**

**ARTICLE 1: Executives**

**Section 1**

The executives of the GSG shall consist of a President, Vice President, Secretary, Treasurer, and the Creighton Students Union (CSU) Representative. These executives shall perform the duties prescribed in this Constitution.

**Section 2**

GSG executives 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 executives shall be in good standing with the Graduate School.

**Section 3**

The GSG executives will serve year long terms beginning with the calendar year. These terms will consist of three semesters. Semester 1: January 1<sup>st</sup> through April 30<sup>th</sup>. Semester 2: May 1<sup>st</sup> through August 31<sup>st</sup>. Semester 3: September 1<sup>st</sup> through December 31<sup>st</sup>

**Section 4**

Any full or part-time student is eligible to run for a GSG executive position except for the President and CSU Representative positions. The President and CSU Representative positions must be filled by full-time students.

**ARTICLE 2: DUTIES OF EXECUTIVES**

**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. Provide for continuity of programs and activities
5. Represent the GSG at meetings of the CSU Cabinet or, if necessary, delegate this responsibility.
6. Be responsible for the execution of all provisions of this Constitution.
7. Carry out newly enacted resolutions and legislation of the GSG.
8. Report all executive action of CSU to GSG.
9. Not serve as President of another student organization.
10. Maintain a binder with information regarding their position.
11. Attend CSU Cabinet Meetings

**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 students about all upcoming elections.

- b. Obtain results and announce new executives and committee chairs.
  - c. Prepare congratulatory letters for new executives and new committee chairs.
  - d. Aid in any other elections that may arise.
  - e. Inform the Executive Board of the names and contact information of new executives and new committee chairs.
5. Serve as liaison to the GSG Committees and attend the monthly meetings held by GSG committees when possible.
  6. Provide for continuity of programs and activities.
  7. Maintain a binder with information regarding their position.

### 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 and committee chairs.
3. Post notices at the request of the President, including emergency meetings.
4. Schedule the rooms for GSG meetings.
5. Maintain an accurate and updated list of email addresses of all GSG executives and committee chairs.
6. Maintain a file of all current GSG policies and resolutions.
7. Inform the GSG Advisor of new executives and committee chairs.
8. Assist the Vice President in the application process for elections.
9. Update and maintain the GSG website.
10. Oversee the announcements for the GSG Newsletter.
11. Update and maintain social media sites.
12. Maintain a binder with information regarding their position.

### 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 if the committee is deemed necessary.
5. Not serve as Treasurer of any other student organization.
6. Maintain a binder with information regarding their position.

### Section 5

The CSU Representative shall:

1. Attend all CSU Board meetings and represent the interests of the members of the GSG.
2. Report the content of said meetings to the GSG executives and committee chairs.
3. Inform incoming CSU Representative of proper procedure for CSU meetings.
4. Be the sole representative for the GSG to CSU.
5. Maintain parliamentary procedure at all meetings.
6. Maintain a binder with information regarding their position.

### Section 6

The executives shall:

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

- a. Executives shall not be absent from more than one executive board meetings and one All Member meeting per semester.
  - b. Executives may miss more than the allotted number of meetings contingent upon the approval of the President.
  - c. Executives excessively absent from Executive Board and All Member GSG meetings will be subject to expulsion.
2. Each executive 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 executive shall attend at least 3 of the GSG sponsored events per semester.
    - b. Each GSG sponsored event should have at least 1 executive member in attendance.
    - c. Executives excessively absent from GSG events will be subject to disciplinary action at the discretion of the President and the GSG Moderator.
  4. Represent the concerns and interests of the graduate student body, Form ad-hoc committees to deal with specific issues.
  5. Uphold the mission of Creighton University and advocate for the rights of the graduate students.
  6. Propose resolutions and acts for the GSG.

#### Section 7

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

### ARTICLE 3: EXECUTIVE ELECTIONS

#### Section 1

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

#### Section 3

Applications for executive positions will be made available 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

Executive applicants must be in good disciplinary and academic standing with the Graduate School and must be able to serve for the entire term in which he or she is applying.

#### Section 5

The GSG Election committee shall announce election results within one academic week of the close of ballots.

#### Section 6

In the event that executive positions are vacant following elections, the outgoing Executive Board will send out a notification calling for individuals interested in serving as an executive. The Executive Board will then appoint executives from a pool of interested individuals.

#### Section 7

In the event that the Executive Board(s) must appoint GSG executives, they must do so one month prior to the start of the new term.

### **CHAPTER 5: GSG EXECUTIVE BOARD**

#### ARTICLE 1: NAME

The title of the executive board of the GSG shall be referred to as the GSG Executive Board.

#### ARTICLE 2: PURPOSE

##### Section 1

All executives 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 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 executives and committee chairs each year. Elections will be conducted as outlined in Chapter 4, Article 3; and Chapter 10, Article 4.

### **CHAPTER 6: COMMITTEE CHAIRS**

#### ARTICLE 1: COMMITTEE CHAIRS

##### Section 1

Any graduate student in good standing with the graduate school shall be eligible to apply for a committee chair position.

##### Section 2

Committee chairs will be elected to serve year long terms. The terms will be divided into 3 semesters. Semester 1: January 1<sup>st</sup> through April 30<sup>th</sup>. Semester 2: May 1<sup>st</sup> through August 31<sup>st</sup>. Semester 3: September 1<sup>st</sup> through December 31<sup>st</sup>.

#### ARTICLE 2: COMMITTEE CHAIR ELECTIONS

##### Section 1

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

##### Section 3

Applications for committee chair positions will be made available 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 committee chair 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.

#### Section 5

The GSG Election committee shall announce election results within one academic week of the close of ballots.

#### Section 6

In the event that committee chair positions are vacant following elections, the outgoing Executive Board will send out a notification calling for individuals interested in serving as a committee chair. The Executive Board will then appoint committee chairs from a pool of interested individuals.

#### Section 7

In the event that the Executive Board(s) must appoint committee chairs, they must do so one month prior to the start of the new term.

### ARTICLE 3: COMMITTEE CHAIR DUTIES

#### Section 1

The committee chair shall:

1. Attend all GSG All Member meetings.
  - a. Committee chairs shall miss no more than 1 GSG All Member Meeting per semester.
  - b. Committee chairs may miss more than the allotted number of meetings contingent upon the approval of the President.
    - i. Committee chairs excessively absent from All Member GSG meetings or committee meetings will be subject to expulsion.
2. Support the events, activities, and traditions of the students and the university through participation and attendance.
  - a. Each committee chair shall attend all GSG events planned by their committee.
  - b. In the event that a committee chair has other obligations which render him or her unable to attend an event, the committee chair will notify the President and a member of the respective committee will attend the event in their stead.
3. Have the option to serve on ad-hoc committees of the GSG.
4. Represent the concerns and issues of the graduate student body.
5. Uphold the mission of Creighton University and advocate the rights of the graduate students.
6. Propose resolutions and acts for the GSG.
7. Form committees made up of Creighton graduate students. Committees will consist of a minimum of 3 members unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.
8. Schedule and preside over committee meetings a minimum of once per month unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

9. Plan a minimum of 2 events in the fall and spring semesters and minimum of 1 event in the summer semester.
10. Maintain a binder with information regarding their position.
11. Prior to leaving office, the outgoing committee chairs of the GSG shall meet with the incoming committee chairs to review their respective duties.
12. Committee chairs shall send the minutes from their committee meetings to the Vice President

## **CHAPTER 7: GSG MEETINGS**

### **ARTICLE I: EXECUTIVE BOARD MEETINGS**

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

### **ARTICLE II: ALL MEMBER GSG MEETINGS**

#### **Section 1**

The President shall convene All Member meetings once a month.

#### **Section 2**

GSG meetings shall be scheduled no less than two weeks in advance.

#### **Section 3**

The GSG All Member meetings shall:

1. Hold a vote for any proposed resolutions.
2. Provide committee reports.
3. Provide executive reports.
4. Have a formal agenda provided by the President.
5. Provide an open forum to voice graduate student concerns.

#### **Section 4**

Any member of the GSG may attend All Member meetings.

## **CHAPTER 8: EXPULSION AND RESIGNATION OF EXECUTIVES AND COMMITTEE CHAIRS**

### **ARTICLE I: EXPULSION OR RESIGNATION OF EXECUTIVES OR COMMITTEE CHAIRS**

#### **Section 1**

Any recommendation for expulsion of an executive or committee chair must be brought forward to the President. Upon review, should intervention fail and the President recommend dismissal, they will bring the matter forward to the GSG Moderator. In the event that the expulsion of the President is recommended, the issue will be brought to the GSG Moderator directly. Should further intervention fail and the GSG Moderator also recommend the dismissal, a GSG All Member Meeting shall be held and the dismissal shall be put to a vote. The executives and committee chairs will participate in the vote, and a two-thirds majority is necessary for the dismissal of the executive or committee chair. The GSG Moderator shall preside over the vote.

#### **Section 2**

In the event that an executive or committee chair chooses to resign their position, they will contact the President. The President will then contact the GSG Moderator with notice of the



individual's resignation. In the event that the President chooses to resign their position, they will contact the GSG Moderator themselves.

#### Section 3

In the event that an executive or committee chair resigns or is dismissed from their position, their stipend will be determined at the discretion of the remaining Executive Board and the GSG Moderator.

#### Section 4

In the event that an executive or committee chair resigns or is dismissed from their position, elections will be held for that position. In the event that the President resigns or is dismissed the Vice President will take over the position of President and an election will be held to fill the position of Vice President.

### **CHAPTER 9: FINANCES**

#### 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 executives are required to deposit and withdraw funds from this account. Authorized signatures include that of the President, Vice President, Treasurer, CSU Representative, Secretary, 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.

##### Section 4

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

### **CHAPTER 10: COMMITTEES**

#### ARTICLE 1: AD HOC COMMITTEES

The GSG President shall appoint committee members as needed for any ad hoc committee.

#### 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. All programming plans must be submitted for approval to the Executive Board.

##### Section 2

The Graduate Student Life Committee Chair will select the members of the Graduate Student Life Committee.

### Section 3

The Graduate Student Life Committee will be made up of a minimum of 3 members unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

### Section 3

The Graduate Student Life Committee will meet a minimum of once per month unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

### Section 4

The Student Life Committee will plan a minimum of 2 events in the fall and spring semesters and a minimum of 1 event in the summer semester.

## ARTICLE 3: FINANCE COMMITTEE

### Section 1

The formation of the Finance Committee will be optional depending on the discretion of the Executive Board. The decision to form a Finance Committee will be made at the first Executive meeting of the new term.

### Section 2

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 finance committee will be consulted by the executive term regarding committee funding requests. The CSU Vice President for Finances shall serve as a resources and reference for the affairs of the Finance Committee.

### Section 3

1. The Finance Committee shall be chaired by the GSG treasurer and be composed of Creighton graduate students.
2. The Treasurer 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 will be made up of a minimum of 3 members unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

### Section 4

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 5

1. The Treasurer shall schedule appropriate dates form 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 6

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

#### Section 7

The finance committee will meet a minimum of once per month unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

### ARTICLE 4: ELECTION COMMITTEE

#### Section 1

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

#### Section 2

Should the Vice President be seeking an executive or committee chair 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) weeks before the elections.

#### Section 4

The election committee is responsible for making all GSG executive and committee chair 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 executive and GSG committee chair 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. All programming plans must be submitted for approval to the Executive Board.

#### Section 2

The Service Committee Chair will appoint members to the Service Committee

#### Section 3

The service committee will be made up of a minimum of 3 members unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

#### Section 4

The Service Committee shall meet a minimum of once per month unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

#### Section 5

The Service Committee will plan a minimum of 2 service events in the fall and spring semesters and a minimum of 1 event in the summer semester.

### Article 6: SOCIAL COMMITTEE

#### Section 1

The Social Committee shall foster a sense of community among graduate students within the Creighton University Graduate Program through planning and implementing various social activities. All programming plans must be submitted for approval to the Executive Board via the appropriate GSG fund request form.

#### Section 2

The Social Committee Chair will appoint members to the Social committee.

#### Section 3

The Social Committee will be made up of a minimum of 3 members unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

#### Section 3

The Social Committee shall meet a minimum of once per month unless the President determines that there are extenuating circumstances preventing the fulfillment of this requirement.

#### Section 4

The Social Committee will plan a minimum of 2 events in the fall and spring semesters and a minimum of 1 event in the summer semester.

## CHAPTER 11: AMENDMENTS AND RESOLUTIONS

### ARTICLE I: AMENDMENTS

#### Section 1

Proposals to amend this constitution must be submitted the Executive Board for approval. If approved, the proposal to amend the constitution will be presented at the next scheduled All Member GSG Meeting. Proposals shall be voted on via an anonymous 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 member signatures must accompany the proposed resolution. All resolutions must be brought forward, by the President, for a vote at a GSG All Member 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 executive positions must vote in favor of the resolution.

Section 3

A proposed resolution needs a two-thirds majority vote, in order to pass.

Section 4

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

**CHAPTER 12: EXECUTIVE STIPENDS**

Section 1

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

Section 2

Each executive, except for the President, shall be paid a \$300 stipend for serving during the spring semester, \$200 for serving during the summer semester, and \$300 stipend for serving during the spring semester. The President shall be paid a \$350 stipend for serving during the spring semester, \$300 for serving during the summer semester, and \$350 stipend for serving during the fall semester. Disbursement of the stipend shall occur upon completion of executive duties for that semester.

Section 3

The stipend shall be paid in three installments on May 1<sup>st</sup>, September 1<sup>st</sup>, and January 1<sup>st</sup> respectively.

Section 4

Stipends will be dependent on fulfilling the executive duties and attending the required meetings as stated in chapter 2, article 2.

Section 5

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 6

The Finance Committee and/or the Executive Board shall review executive stipends each year and propose any necessary changes as an amendment to this document.

### **CHAPTER 13: CHAIR STIPENDS**

#### **Section 1**

GSG committee chair stipends in the form of monetary remuneration shall be paid to the Social Committee Chairs, Service Committee Chair, and Student Life Committee Chair.

#### **Section 2**

The chairs for the Student Life Committee, Social Committee, and the Service Committee will be paid a \$150 stipend for serving during the spring semester, a \$100 stipend for serving during the summer semester, and a \$150 stipend for serving during the fall semester.

#### **Section 3**

The stipend shall be paid in three installments on May 1<sup>st</sup>, September 1<sup>st</sup>, and January 1<sup>st</sup> respectively.

#### **Section 4**

Stipends for each chair are dependent on planning a minimum of two events (which the Chair is required to attend) each semester and attending the required meetings as stated in Chapter 6, Article 3, Section 2. There will be no partial payments if less than two events are planned in the spring and fall and less than 1 event is planned in the summer.

#### **Section 5**

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 6**

The Finance Committee and/or the Executive Board shall review chair stipends each year and propose any necessary changes as an amendment to this document.