

**VILLANOVA UNIVERSITY  
GRADUATE STUDENT COUNCIL OF ARTS AND SCIENCES  
CONSTITUTION AND BYLAWS**

**Constitution**

**I. Name**

**A. The name of this organization shall be the Graduate Student Council of Villanova University, College of Liberal Arts and Sciences, hereafter known as the Graduate Student Council (The GSC).**

**II. Purpose**

**A. The GSC shall:**

- 1. Serve as a forum for the discussion of matters pertaining to the welfare of graduate students in the College of Liberal Arts and Sciences at Villanova University.**
- 2. Serve as a liaison between the graduate student body and the University by selecting graduate students in the College of Liberal Arts and Sciences to serve on committees, such as Academic Policy.**
- 3. Contribute to the recognition and integration of graduate students in the College of Liberal Arts and Sciences at the University.**
- 4. Facilitate public service and activities that foster unity among graduate students in the College of Liberal Arts and Sciences at Villanova University.**
- 5. Strive to continuously improve the academic experience of Villanova's graduate students in the College of Liberal Arts and Sciences.**

**III. Membership**

**A. GSC membership shall be comprised of an Executive Board and Student Ambassadors.**

**B. Graduate Student Ambassadors shall apply for those positions through the Office of Graduate Studies.**

1. Student Ambassadors' primary responsibilities will consist of representing their respective programs at Graduate Studies Open Houses, Information Sessions, and any other outreach event hosted by the Office.
2. Student Ambassadors are also expected to help the Executive Board promote GSC events and programs.

**C. Each graduate department or program at the College of Arts and Sciences shall be represented by a maximum of two graduate student representatives to the GSC Executive Board.**

1. Any full-time or part-time graduate student in the Arts and Sciences at Villanova is eligible to serve on the Executive Board

**D. Any full-time or part-time graduate student in the College of Liberal Arts and Sciences at Villanova may participate in GSC meetings or activities, as membership is not a requirement for participation.**

#### **IV. Executive Officers**

**A. The executive officers of the GSC shall consist of President, VP for Academic Affairs, VP for Communication, VP for Finance, VP for Social Activities, and VP for Philanthropy.**

#### **V. Faculty Advisor**

**A. The Dean of Graduate Arts and Sciences or any faculty member within the Graduate Arts and Sciences is eligible to be appointed as the GSC's Faculty Advisor.**

**B. The Faculty Advisor shall serve in an advisory, non-voting capacity to advise the members of the GSC in accordance with the proper procedures of Villanova University and act as the liaison between the GSC and the faculty of the College of Liberal Arts and Sciences.**

#### **VI. Meetings**

**A. The GSC shall meet no less than once per month during each of the fall and spring semesters, and no less than once during the summer term, and as often as necessary to fulfill the Purpose stated in Article II.**

**B. The GSC shall meet at a consistent day and time each term to be designated by the President and approved by the membership by a vote in a GSC meeting.**

## **VII. Voting Privileges**

**A. Voting privileges shall be extended to all members of the GSC, as described in Article III Sections A and B.**

**B. All votes shall be decided by a majority of the council or its committees depending on where the motion originates.**

**C. Voting on all appropriate issues will be done by a show of hands or a vote submitted to the executive board 24 hours prior to the meeting. The VP of Communication will keep a record of all voting.**

## **VIII. Amendments**

**A. Proposals for amendments to the Constitution and Bylaws must be presented in writing to the Executive Board.**

**B. Proposals will be presented and discussed at the next GSC meeting following their submission.**

**C. Amendments to the Constitution shall require a three-fourths vote of a quorum (see subsection E below) of the GSC to be adopted.**

**D. Amendments to the Bylaws shall require a two-thirds vote of a quorum of the GSC to be adopted.**

**E. Quorum shall be defined as the executive board, number of Ambassadors who are currently present, and any Ambassador who sends their vote to the executive board by 24 hours prior to the meeting.**

# Bylaws

## IX. Duties of Executive Board and Officers

### A. Executive Board shall:

1. At any point, any member of the executive board may be required to temporarily fulfill the duties of any other member of the executive board.
2. The executive officers must meet as discussed in the Constitution Article V Section A, and more often as necessary to fulfill the Purpose of the GSC.
3. Resignations must be submitted to any member of the Executive Board in writing.

### B. The President shall:

1. Convene GSC and executive meetings as necessary.
2. Preside at all GSC meetings and executive officer meetings.
3. Call for a vote on any motion or proposal brought before the executive officers or GSC.
4. Delegate duties to the executive officers as necessary.
5. Represent the GSC in an official capacity at the University, regional, or national level, or appoint members to do so.
6. Meet with the Graduate Dean of the College of Arts and Sciences (or a representative of her office) at least once per semester, or delegate another member of the executive board to do so.
7. Perform any other functions necessary and proper, such as but not limited to appointing graduate students to vacant or ad-hoc positions, for the welfare of the GSC not expressly prohibited or otherwise delegated by the provisions of the Constitution or Bylaws.

### C. The VP for Academic Affairs shall:

1. Serve as a liaison between the University administration and GSC, in conjunction with the President.
2. Serve as the Academic Committee chairperson and report on relevant academic issues to the executive board.

3. **Serve as ex officio graduate representative to the University Senate Academic Policy Committee-**
4. **Serve as GSC parliamentarian, assuring proper interpretation and implementation of the Constitution and Bylaws.**
5. **Serve as liaison to other graduate university constituencies in whatever manner is most efficient and necessary.**

**D. The VP for Communication shall:**

1. **Advertise GSC meeting times and locations to the GSC body.**
2. **Record attendance at all GSC meetings.**
3. **Record and distribute GSC meeting minutes.**
4. **Record and distribute executive officer meeting minutes.**
5. **Communicate with Student Government Association undergraduate council if the need arises.**

**E. The VP for Finance shall:**

1. **Maintain financial records for all transactions utilizing GSC funds.**
2. **Submit and propose a yearly budget to the GSC for membership approval.**
3. **Collect and present all requests for funding from outside groups or individuals to the GSC or executive officers for approval.**
4. **Maintain contact each semester with the Student Development Office and the Graduate Studies Office about the budget.**
5. **Serve as the Fundraising Committee chairperson and report on relevant fundraising issues to the executive board.**

**F. The VP for Social Activities shall:**

1. **Serve as the Social Committee chairperson and report on relevant social issues to the executive board.**
2. **Serve as the GSC Webmaster by consistently updating the GSC Twitter, Facebook account, website, or other relevant media with GSC-sponsored activities.**
3. **Plan and advertise GSC-sponsored activities, or delegate a member of the Social Committee to do so.**
4. **Organize and distribute GSC event calendar.**
5. **Two individuals may serve as Co-VP's for this position if needed.**

## **G. The VP for Philanthropy shall:**

- 1. Serve as the philanthropy chairperson and report on relevant philanthropic issues to the executive board.**
- 2. Organize service events for the GSC and graduate student body to participate in during the academic year.**
- 3. Coordinate with the other Villanova personnel and organizations during campus-wide service events such as the St. Thomas of Villanova Day of Service, Special Olympics, and Martin Luther King Day Service projects.**
- 4. Research and advertise other philanthropic events available to graduate students.**

## **X. Executive Board Elections**

**A. All executive officers shall be elected for one year term by an open graduate student voting session during the month of March and both sets of executive officers shall attend next meeting following the election.**

**B. Any part-time or full-time graduate student at Villanova University shall be eligible to be a GSC executive officer, requiring a plurality of votes cast.**

- 1. As such, those wishing to be eligible to serve as an executive officer must attend the special election meeting held for nominations.**
- 2. Nominations can also be submitted in writing to the executive board 5 days prior to the special elections meeting.**
- 3. It is highly recommended that nominees have attended GSC meetings prior to the special elections meeting.**

**C. No student may hold more than one position, please see Article I section 1a.**

**D. If any position becomes vacant during the subsequent academic year, an eligible graduate student shall be voted in by the GSC to complete the vacated term of office.**

- 1. All candidates for executive officer positions shall be allowed to make a statement for nominations and go to a vote if there is opposition.**
- 2. Voting shall be by secret ballot and tallied by faculty advisor or president.**

## **XI. Committees**

**A. All committees with consist of a Chair and at least two representatives.**

### **B. Academic Committee**

- 1. Address any academic-related issues that affect graduate students in the College of Liberal Arts and Sciences.**
- 2. Be a liaison between the GSC and "CONCEPT," the interdisciplinary journal of the College of Liberal Arts and Sciences.**

### **C. Social Committee**

- 1. Plan and advertise GSC-sponsored events.**
- 2. Gauge student interest for various social activities.**

### **D. Fundraising Committee**

- 1. Plan and executive any GSC-sponsored fundraisers.**
- 2. Discuss revenue and expenses of budget as the Chair sees fit.**

### **E. Ad-hoc Committees**

- 1. Formed at the discretion of the GSC body during a meeting.**
- 2. The committee Chair will be appointed by the GSC body during a meeting.**
- 3. All Ad-hoc committees are temporary; will be considered active until the GSC body votes to disband them or a new academic starts.**

Adapted and amended February 2015 from the previous Villanova University Graduate Student Council Arts and Sciences Constitution and Bylaws (February 2011) by the 2014/2015 Executive Board members Shanna Lodge (President) and Jayme Nordin (VP for Academic Affairs) with Dr. Christine Kelleher Palus (Interim Dean of Graduate Studies) and Susan Jacobs (Director of Graduate Operations). Approved by a majority of Executive Board members and Ambassadors on February 6, 2015.