

THE CONSTITUTION OF THE GRADUATE STUDENT COUNCIL AT THE ALBERT EINSTEIN COLLEGE OF MEDICINE (EINSTEIN)

Preamble

We, the graduate students of Einstein, hereby constitute ourselves to further the cause of graduate students and to act as a united voice to express graduate students' needs and concerns.

Article I. NAME OF ORGANIZATION

The name of this organization shall be the Einstein Graduate Student Council. This organization reserves the right to utilize the acronym (Einstein) GSC in all publicity materials and correspondence.

Article II. PURPOSE STATEMENT

The objectives of the GSC shall be to:

- A. Provide an agency for the coordination of graduate student activities and programs toward common goals and interests.
- B. Promote and enrich the academic and educational objectives of Einstein by funding and sponsoring events applicable to the intellectual, educational, and cultural interests of graduate students.
- C. Seek the improvement of graduate student education through active and permanent communication with governing bodies at Einstein such as the Graduate School, University Administration, Student Government, and Einstein Senate.
- D. Nominate graduate students to positions reserved for graduate students on official University committees when requested by University committees.
- E. Serve as an official medium of communication between graduate students and faculty.
- F. Represent the interests of graduate students at the local, state, and national levels.

Article III. COMPLIANCE STATEMENT

Upon approval by the Student Government, the GSC shall be a registered student organization at Einstein. The GSC shall comply with all local, state and federal laws, as well as all Einstein regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Hazing, Commercial Activity, and Student Leader Eligibility.

Article IV. NON-DISCRIMINATION

In compliance with Einstein's Non-Discrimination Policy, the GSC shall not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, and veteran status.

Article V. MEMBERSHIP

Membership in the GSC is open to enrolled students at Einstein. The Assistant Dean of the Graduate School or designee shall be an ex-officio, non-voting member of the Council. Non-student spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

Article VI. OFFICERS

- A. All officers of the GSC must be elected. The positions include: Co-Chair (s), Secretary, and Treasurer. The duties, terms of office, eligibility, and election of all GSC officers are hereby specified and may be amended. Any officer may be removed from the GSC for conduct deemed inappropriate or irresponsible or in the event that they do not adequately fulfill their duties as described in Article VI by a two-thirds (2/3's) vote of members present at any GSC meeting. The vacancy will be filled as soon as possible by a simple majority vote of the GSC.
- B. All elected officers of the GSC are expected to maintain positive relationships with the Graduate Office, staff and other affiliates of the Student Government Finance Office including the Student Body Treasurer and Chairman of the Student Senate Budget and Appropriations Committee, and other relevant organizational bodies.
- C. Elected officers shall report via email (1) any major organizational issues or concerns to the Co-Chair(s), (2) any financial information regarding the costs/revenues associated with any recent or forthcoming activities to the Treasurer, (3) any announcements and other information for the General Body to the Secretary, and (4) any information associated with a standing committee's responsibilities to the respective committee chair and the Co-Chair(s).
- D. Elected officers shall submit their contact information (and, if applicable, the contact information of their appointees, invitees, alternates, and committee members) to the Secretary, and update this contact information when necessary.
- E. Newly elected officers shall immediately sign a single copy of the Constitution and swear an oath in front of the General Body as specified in Article XVIII. The newly elected Co-Chair(s) shall provide all elected officers with a hard copy of the signed Constitution within 14 days of the election. The Co-Chair(s) will also provide a hard copy of the signed Constitution to all appointed and invited positions within 14 days of their respective appointments.

Elected officers and their duties.

1) Co-Chair(s)

- a) Acts as primary representative of GSC; keeps organization information updated for Student Government.
- b) Serves as chair of the Executive Board and an ex-officio member of all committees; provides guidance and direction to these committees.
- c) Determines the dates, times, and locations of General Body meetings and Executive Board meetings, as well as prepares agendas and presides over meetings.

- d) Oversees activities of the Treasurer and Secretary and ensures they are effectively executing their Constitutional duties.
- e) Creates positions as needed.
- f) Invites representatives of positions as specified in Article VII, IX, and X.
- g) Forms ad hoc committees and appoints chairs as specified in Article VII.B; oversees activities of ad hoc committee chairs and ensures they are effectively executing their assigned duties.
- h) Supervises annual elections, provided he/she is not interested in re-nomination; actively recruits quality candidates to be nominated for elected officer positions to ensure the sustainability of the organization.
- i) Coordinates the transition of elected officers.
- j) Defends annual budget, as well as any special request of funding from Student Governing Board.
- k) Enforces constitutional rules including duties of elected officers and representatives.

2) Treasurer

- a) Responsible for all financial workings of the organization in accordance with Student Government rules and regulations.
- b) Prepares annual budget together with co-chairs, as well as any special request funding from Student Government.
- c) Orders food for all General Meetings.

3) Secretary

- a) Sends out notices about General Body meetings and agenda and other announcements.
- b) Takes minutes at all General Body and Executive Boards meetings; distributes these minutes and other relevant materials prior to the next meeting.
- c) Prepares voting cards for General Body meetings when formal voting occurs; distributes voting cards as specified in Article XIV.
- d) Actively collects updated contact information from elected officers, appointed/invited positions (and alternates), committee members, department representatives (and alternates), other relevant people or agencies (administrators, vendors, etc.).

E. Term of Office

- 1) Elected officers will begin his/her term in March, following elections in January. However, newly elected members are expected to be a part drafting/defending the new budget in February.
- 2) The term of any elected officer expires in February after assisting newly elected officers with budget night, though re-election is possible.

F. Vacancies

- 1) In the event of an elected officer vacancy, a special election shall be held according to the rules specified in Article XIV.
- 2) The term of any replacement officer shall expire on the day of General Elections, though re-election is possible.

G. Impeachment

- 1) An elected officer may be removed for official misconduct, neglect of duty, or abuse of power through the submission of an impeachment resolution that is approved by a two-thirds majority of voting members present at any quorum-established General Body meeting.
- 2) A quorum is hereby defined as the presence of 50% of elected officials, and will apply for elections and constitutional changes in addition to impeachment proceedings.
- 3) Impeachment resolutions must be introduced with the sponsorship of three Department Representatives or three Elected Officers.

Article VII. COMMITTEES

A. GSC shall have the four standing committees with leadership coordinated by co-chairs of GSC:

- 1) The Invited Speaker Committee is responsible for planning and implementing the annual GSC hosted Seminar.
- 2) The New Student Orientation Committee is responsible for assisting the Graduate School with planning and implementing the New Graduate Student Orientation at the beginning of each Fall semester.
- 3) The Recruitment Committee is responsible for assisting the Graduate School with recruiting prospective students.
- 4) The Social/Events Committee is responsible for planning and implementing at least one graduate student social during the year as well as an event that allows faculty to mingle with students.

B. The Co-Chair(s) shall form ad hoc committees as necessary and appoint committee chairs.

Article VIII. ELECTED REPRESENTATIVES

All elected positions that report to the GSC are expected to make every effort to attend GSC General Meetings. **If three meetings in a row are missed, the individual's elected position becomes forfeit and a new election will be held.** The individual, however, may run for re-election, to allow for extenuating circumstances. If GSC meeting scheduling conflicts are a chronic problem, it is the responsibility of the elected representative to alert to co-chairs to this conflict.

In addition, an elected officer may be removed for malfeasance, neglect of duty, or abuse of power through the submission of an impeachment resolution that is approved by a two-thirds majority of voting members present at any quorum-established General Body meeting.

All of the following positions can be held for duration of the representatives's graduate student status unless the representative is removed or steps down from duty.

A. Elected positions and their duties.

1) Graduate Representatives to Einstein Senate (11)

- a) Attends all respective meetings of the Senate and provides an update at GSC General Body meetings when necessary.
- b) Advocates on behalf of GSC at Senate meetings and asks appropriate questions when needed.
- c) There are 11 GSC Senators who should attend the monthly meetings of the Einstein Senate during the academic year; meetings normally occur on the first Wednesday of the month at 4pm. Senator attendance is taken and those missing 3 consecutive meetings can be removed as Senators by the Einstein Senate.
- d) Senate meetings consist of an update from the Dean as well as the Speaker of the Senate regarding the state of the school. There is also often an update by one or two other administrators/faculty with regard to issues such as: the school's financial status, public relations, health insurance, housing, campus master plan, etc.
- e) Senators vote on various initiatives over the course of the school year and should do so with the best interest of the graduate student body in mind.

2) Graduate Representatives to Student Governing Board (2)

- a) The Student Governing Board meets with the Dean of Student Activities several times a year and advocates on the behalf of the GSC.
- b) One of its other primary responsibilities is to determine the budgets for student clubs on Budget Night once a year and to monitor and keep track of club spending throughout the year. Representatives take turns writing reimbursement checks to student clubs throughout the year in accordance with spending policies.
- c) The Student Council is comprised of two graduate student representatives, two MSTPs, and two medical students for each class year (8 total).

3) Quality of Life Committee Representatives (2)

- a) Recommended by outgoing Quality of Life committee representative and appointed by Einstein Senate (not elected by the GSC).
- b) Attends all Quality of Life Committee meetings and provides an update at GSC General Body meetings when necessary.
- c) Solicits the advice/complaints of GSC Members and advocates on behalf of GSC at the Einstein Quality of Life Committee meetings.

4) Sue Golding Graduate Committee Reps (3)

- a) This committee contains 3 student members, one faculty member from each academic department, the Dean of the Sue Golding Graduate Division, the Director of the MSTP Program, and the Faculty Advisor to the Graduate Students, all of whom vote on issues brought before the committee.
- b) The Committee is in charge of all aspects of the graduate student program including but not limited to:
 - admissions practices and policies
 - lab declaration
 - mentoring and co-mentoring issues
 - stipend recommendations to the Deans
 - approval of classes that are recommended by the Curriculum Committee
 - grading structure of the classes
 - the qualifying exam,
 - advisory, and thesis defense committee responsibilities
 - issues regarding plagiarism and student conduct
- c) Representatives must have passed the qualifying exam. This committee meets monthly.

5) Curriculum Committee (2)

- a) The purpose of the Curriculum Committee is to evaluate all proposal for new courses submitted to the committee for approval and make recommendations to the graduate school for improvements to the graduate curriculum.
- b) Representatives should have passed the qualifying exam. This committee meets monthly.

B. The General Body shall vote by secret ballot for the above positions and positions are implemented immediately following election.

C. In the event of a vacancy of an appointed position, a replacement must be selected at the next meeting, unless the vacancy coincides with the yearly General Elections.

Article IX. FACULTY ADVISOR

A. The Faculty Advisor shall serve as a resource person and provide advisory support for the General Body.

B. The Faculty Advisor shall be appointed by the Co-Chair(s).

C. The Faculty Advisor's term is at the discretion of the Co-chairs.

Article X. DEPARTMENT/1st YEAR REPRESENTATIVES

Department Representatives

A. Departmental Representatives will be appointed on a volunteer basis.

B. The term of a Departmental Representative shall be from September 1 to the following August 31.

C. Duties of a Department Representative

1) Submits his/her contact information to the Secretary, and updates this contact information as necessary.

2) Informs GSC (through email or at General Body meetings) about services, events, and issues in their department.

3) Sells Graduate reception tickets to department.

4) Serves as liaison to department for any events where faculty recruitment is needed.

1st year representatives

A. Voice concerns pertinent to the first-year class at GSC meetings, where questions can be answered and needs addressed whenever possible.

Article XI. GSC Listserv

The GSC listserv requires one or two moderators as needed. When one steps down, another can be appointed by the co-chairs and outgoing moderator. The moderator(s) must keep the listserv membership up to date (i.e. current grad and MSTP students). The moderators also accept or reject any GSC emails that get held up for approval, typically including any e-mail that is sent by someone not on the listserv or emails above a certain size limit (usually any email with an attachment).

Article XII. GENERAL BODY MEETINGS

A. General Body meetings shall be held once each month. The Secretary shall book a meeting room (with a minimum capacity of 30) for all expected General Body meetings. A General Body meeting may be called at any other time of the year at the discretion of the Co-Chairs.

B. Meetings shall be governed by rules specified in this document.

C. The dates, times, and locations of these meetings shall be determined by the GSC officers and announced on email listservs at least 7 days in advance.

D. The General Body meeting agenda will be determined by the GSC officers and distributed via email listservs before the meeting.

Article XIII. VOTING

In order to vote at a GSC General Body meeting, one must be registered as a current graduate student at Einstein.

Article XIV. ELECTIONS

A. Elections shall be held at the January General Body meeting or when vacancies arise. Newly-elected GSC officers attend budget night in February along with outgoing officers and take office at March General Meeting to ensure continuity of the GSC objectives for the coming year.

B. Nominations for elected officers must be made prior to January election meeting and will be solicited by an appointed election facilitator. All candidates must expect to be enrolled full-time for the entire term of office. A person may only accept a nomination for one officer position.

C. The outcomes of elections will be announced during the February General Body meeting.

D. The order of elections for officer positions shall be as follows: Co-Chair(s), Treasurer, Secretary, Senate Members, Sue Golding, Curriculum, Student Governing Board

E. Immediately prior to voting for an officer position, each candidate can address the General Body for up to three minutes followed by up to three minutes of questions and answers. During this question and answer session, the candidate may field questions from any voting member. A motion to extend the question and answer session by two minutes must pass by simple majority (>50%) of voting members present.

F. Voting shall be conducted by secret ballot using voting cards. If no voting cards are available, nominees must vacate the room and voting done with the confidence that nominees are unaware of the vote. Election shall be determined by simple majority (>50%) of voting members present. If no simple majority is achieved, a new election shall be held between the two candidates who received the most votes.

G. If eligible to hold office, uncontested nominees will be awarded the position by default.

H. Newly elected representatives must sign constitutional oath in Article XVIII.

Article XV. FINANCE

A. The GSC shall apply for Student Government funding.

B. Other sources of funding shall be acquired by appropriate means including, but not limited to, grants, sponsorship, donations, and other fundraising activities.

C. The GSC shall operate as though it were a non-profit organization.

D. There are no member dues.

Article XVI. DISSOLUTION OF ORGANIZATION

In the event that GSC dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be returned to Einstein's Student Government. In addition, all materials and supplies left in the GSC 'office', shall be returned to Student Government.

Article XVII. AMENDMENTS TO CONSTITUTION

The Constitution may be amended at any quorum-established General Body meeting by a two thirds majority of voting members present, provided that notice of the proposed amendments was given at the previous General Body meeting.

Article XIX. CONSTITUTIONAL OATH

“I agree to uphold my Constitutional duties to the best of my ability during my term as GSC [officer position].”

<u>Officer</u>	<u>Print Name</u>	<u>Signature / Date</u>	<u>Email</u>
Pathology Rep	_____	_____	_____
ASB Rep	_____	_____	_____
Mol. Pharm Rep	_____	_____	_____
Genetics Rep	_____	_____	_____
M&I Rep	_____	_____	_____
Biophysics Rep	_____	_____	_____
Biochem Rep	_____	_____	_____
DMB Rep	_____	_____	_____
Cell Bio Rep	_____	_____	_____
Sys/Comp Bio Rep	_____	_____	_____