

# Constitution of the Associate Graduate Council of the College of Science

Constitution Adopted: July 26, 2006

Last Amended: October 3, 2009

Preamble

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## Article I - Name

The name of this organization shall be the Associate Graduate Council of the College of Science (henceforth known in this document as ‘the Council’).

## Article II - Purpose

### Section 1. Purpose

The purpose of this organization shall be as follows:

- To recognize and celebrate the achievements of Graduate Students within the College of Science.
- To encourage and promote high standards throughout the graduate collegiate experience.
- To address the academic, professional and intellectual concerns of graduate students within the College of Science.

### Section 2. Laws

This organization shall comply with all University campus policies and regulations of local, state, and federal laws.

## Article III - Membership

### Section 1. Representation

Any Graduate Student within the College of Science at the University of Arizona is eligible to be a Representative on this Council.

## **Section 2. Constituent Departments and Representation**

The voting membership of the Council shall include the duly elected Representatives of the following constituent Departments: Department of Astronomy, Department of Atmospheric Sciences, Department of Biochemistry and Molecular Biophysics, Department of Chemistry, Department of Computer Science, Department of Ecology and Evolutionary Biology, Department of Geosciences, the Laboratory of Tree-Ring Research, Department of Mathematics, Department of Molecular and Cellular Biology, Department of Physics, Department of Planetary Sciences/LPL, Department of Speech, Language and Hearing Sciences, Department of Neuroscience, Department of Psychology, Department of Hydrology and Water Resources and any recognized interdisciplinary graduate programs within the College of Science.

## **Section 3. Proportionality of Representation**

Each constituent department is entitled to at least one (1) graduate student representative to establish representation from said department.

## **Section 4. Election of Representatives**

- i. Each representative shall be elected by the Departments to which they represent as they see fit.
- ii. That any representative found in violation of Article II, Section 2 and Article III, Section 1 contained in this constitution may have his or her membership on the council revoked.
- iii. That each representative shall serve a term not to exceed one year (August 1 to July 31), with said representative able to run for reelection if he or she so desires.
  - a. As the 1<sup>st</sup> Council has convened on January of 2006, the terms of current representatives shall expire July 31, 2006. Elections should take place prior to the expiration of the terms.
- iv. That any or both GPSC College of Science Representative can be present on the Council, and shall be subject to all Voting Procedures in Article V.

## **Section 5. Responsibilities**

The responsibilities of graduate student representatives (henceforth known in this document as representatives or Voting Representatives) shall be as follows:

- i. Each representative's responsibilities shall include representing their department on the Council and the academic, professional and intellectual concerns of graduate students within the College of Science.
- ii. Shall inform graduate students within their department of newly developing policies and procedures that affect them.

- iii. To support and promote policies that allow for interaction between students, faculty and the Dean of the College of Science.
- iv. To allocate funds distributed to the Council for distribution to graduate students.
- v. To deliberate on matters of interest graduate students within the College of Science and offer recommendations and/or other general topics of interest to the Council to the Dean.

## **Section 6. Anti-discrimination policy**

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era veteran status, financial status, social status, and any other anti-discrimination statutes as set forth by law. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.

# **Article IV: The Executive Board**

## **Section 1. Rules and Procedures**

- i. This Council shall have a leadership group known as the Executive Board, composed of a President, Executive Vice President, Secretary, Treasurer, any Committee Chairs that the Council deems necessary, and any other officer that the Council believes necessary to meet its goals.
- ii. The Board shall be empowered to take all appropriate measures for the execution of any plan, policy, or program approved by the Council. As such, the Board is held responsible to each action by the Council itself and shall report to the Council upon request of the Council.
- iii. Any member may request a meeting of the Council, and the President must respond to the request within one (1) week.
- iv. Should any member of the board be unable to attend, he or she may allow the meeting to take place in his or her absence by informing the Board of the reason of absence.
- v. Should any member of the board resign, a temporary replacement may be appointed by the Council from the Voting Representatives, and such replacement must meet all duties mentioned above, those defined by his or her office and can serve no longer than thirty (30) days.
  - a. After thirty (30) days, the Board may wish to reappoint the temporary replacement at the approval of the Council or allow for elections of a replacement to fill the remainder of the term.

## **Section 2. Election and Removal Procedures**

- i. A fair and Democratic process shall elect the officers of the Executive Board. No later than the first meeting of the new academic year, all officers of the Executive Board shall be elected by simple majority of the present members.

- ii. Departmental representatives selected pursuant to Article III section 2 and students receiving unanimous consent of their respective department's present representatives are eligible to serve as officers of the Executive Board.
- iii. All Officers shall follow any and all rules governed by University Policy, College of Science Policy, all applicable laws and the Council, and maybe subject to removal from Office should violations occur. Any forced removal of a Principal Officer will result in dissolving the Executive Board, and allowing for elections to take place within thirty (30) days to elect the new Executive Board.
- iv. A forced removal is determined by a two-thirds (2/3) majority of the Council.
- v. An officer's term shall start no earlier than the day that he or she is elected to office, and concludes upon election of a new officer to fill his/her office, upon Graduation of said officer from the College of Science, upon transfer of said officer as a student outside the College of Science or upon forced removal of said officer from office.

### **Section 3. Duties and Responsibilities of Officers**

The duties and responsibilities of those serving on the Executive Board will be defined as follows:

- i. President
  - a. Chair all meetings, Council and Executive Board.
  - b. Conduct communication with the Graduate Professional Student Council (GPSC).
  - c. Ensure that any administrative matters requiring the Council's attention be dealt with according to the Council's aims.
  - d. Shall have tie-breaking voting power on the Council.
  - e. Shall maintain regular contact with the Council's Advisor.
- ii. Vice President
  - a. Assist the President with all matters internal or external upon request.
  - b. Conduct all responsibilities of President, as Acting President, in the event of the President's absence (with proper notification from the President) or in the event that no President is in office.
  - c. Conduct communication with the Graduate Professional Student Council (GPSC), in the event that the President is either unable or requests it.
  - d. Attend all meetings called by the President, Executive and Council.
  - e. Serve as chair for at least one Associate Graduate Council internal committee.
- iii. Secretary
  - a. Record minutes for meetings, both Executive and Council.

- b. Draft or finalize the wording of any proposals presented to or passing the Council.
  - c. Conduct roll call of all Departments for the Council, to place into the record.
  - d. Attend all meetings called by the President, Executive and Council.
  - e. Publicize any information that is to the benefit of the Council.
  - f. Distribute pertinent information to all Council members through e-mail correspondence.
- iv. Treasurer
    - a. Shall draft a budget (set forth in Article VI).
    - b. Disburse and receive monies in the Council's name.
    - c. Chair any Internal Auditing Committees (set forth in Article VI).
    - d. This officer designated by this Council shall be responsible for payment in full of all debts accumulated by the Council and not covered by funds on deposit.
    - e. Attend all meetings called by the President, Executive and Council.
- v. Committee Chair
    - a. All responsibilities of the Chair of any Committee approved as necessary by the Council will be determined as such by the Council itself.
    - b. Attend all meetings called by the President, Executive and Council.

#### **Section 4. Advisor Duties**

The Dean, faculty or Administrative staff member of the College of Science shall be elected to serve as the advisor of the Council. The amount of time the advisor serves in this capacity shall be individually determined. If an advisor chooses to resign for any reason, the advisor shall immediately notify the Council and meet with the Council leadership to discuss and designate a replacement.

## **Article V: Voting and Meeting Procedures**

### **Section 1. Voting Procedures**

All procedures with respect to voting, mentioned in any articles contained within this document, shall be defined as follows:

- i. Any measure requiring a vote shall first require a motion and a seconding motion to be brought to a vote.
- ii. Any measure requiring a vote shall require a simple majority to be considered as passed by the council.
- iii. That each Department represented within the Council will each have one (1) vote, regardless of the number of graduate student representatives from said Department.

- iv. That any GPSC College of Science Representatives shall hold non-voting seats on the Council, unless they are there to serve their own home Department (as determined by Article III, Section 2).
- v. Any measure that is brought to a vote that ties, a situation defined as equal for and against votes, shall be presented to the President of the Council, whose vote shall break the tie (even if the Department to which he/she represents has voted).
- vi. Any amendments to the bylaws and/or constitution shall require a two-thirds (2/3) majority, in the presence of a quorum, for ratification.

## **Section 2. Procedure principles**

Procedures guiding the Council on meetings are defined as such:

- i. That the Council may determine the frequency of meetings, as provided and agreed to by the voting members of the Council.
- ii. That the Council may debate, discuss and act upon any measures and items determined by it.
- iii. A majority vote of the Council in the presence of a quorum shall be binding on both the Council and its Board.

## **Section 3. Voting Definitions**

Voting definitions contained within this document shall be defined as follows:

- i. A quorum is 50% of the Council's Department Representation, plus one (1).
- ii. A majority vote is defined as a 50% vote, plus the President's tie-breaking vote, or 50% + 1.

# **Article VI: Budget**

## **Section 1. Procedures**

- i. That funds received to the Council shall be allocated and distributed to the agreement of the Council, and follow all rules mandated by the University of Arizona and recommendations by the Dean of the College of Science.
- ii. Authorization from the Council for the release and movement of Council monies must be confirmed with signatures from the Treasurer or the President under advisement of the Treasurer.
- iii. The Council fiscal year shall start at the beginning of the academic year (usually August) and conclude on July (2 months after the conclusion of the same academic year).

- iv. The treasurer shall draft a budget for the next fiscal year during the Spring Semester of the current fiscal year. This draft proposal shall be presented to the Council Representatives, at which time proposals may be considered.
- v. The proposed budget must be approved by a simple majority, in the presence of a quorum, of the Council and the Dean of the College of Sciences no later than April.

## **Section 2. Audit**

- i. The Council's financial records may be considered for an audit by the Dean of the College of Science, by the Council itself, or any member of the University Administration per University guidelines, and must be done by a Committee of Internal Audit.
- ii. The Committee of Internal Audit shall be comprised of the Treasurer (who will chair this Committee), at least one voting member of the Council requesting the Audit (if there are any), and have a total of 5 members of the Voting Representative body.
- iii. Budget compliance with proposal guidelines shall be determined by the Treasurer, the Committee and approved by two-thirds (2/3) of the Council.
- iv. Noncompliance of a funded group to the Council approved budget will result in reduction or refusal of funding, determined by the President and the Treasurer.
- v. An appeal, should the funded group be found at fault, can be requested to the Dean of the College of Science to overturn or reduce recourse.

## **Article VII – Not for Profit**

This is a not-for-profit organization.

## **Article VIII – Non-hazing Organization**

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institute.

## **Article IX – Amendment Procedures**

This Council's constitution may not be amended without approval of the Associate Graduate Council of the College of Science and the signature of the Council's President. Proposed amendments must be presented to the Council during a meeting of the Council. This Council's constitution shall serve as the Constitution and By-Laws required of it.



## ***Associate Graduate Council of the College of Science***

### ***Constitutional Amendment 1***

Date Proposed: November 8, 2006

Be it proposed that, the following amendment to Section 2 of the organizational constitution shall be:

Strike subsection (i) and replace with

(i) No later than the first meeting of the new academic year, all officers of the Executive Board shall be elected by simple majority of the present members.

(ii) Departmental representatives selected pursuant to Article III section 2 and students receiving unanimous consent of their respective department's present representatives are eligible to serve as officers of the Executive Board.

and renumber sections accordingly.

**By the rules of the organizational constitution, a 2/3 majority is necessary to pass this amendment from all represented Departments, in the presence of a QUORUM.**



## ***Associate Graduate Council of the College of Science***

### ***Constitutional Amendment 2***

Date Proposed: August, 2007

Be it proposed that, the following amendments to the organizational constitution shall be:

Amend Article IV, Section 2 as follows

- i. A fair and Democratic process shall elect the officers of the Executive Board. No later than the **last** meeting of the Academic year, all officers shall be elected by simple majority of the present members.

Amend Article IV, Section 3 as follows

- i. President
  - a. Chair all meetings, ~~Council and~~ of the Executive Board.
  - b. Delegate responsibility of chairing the Council meeting (in the absence of the Vice President).**... (reletter all subsequent subsections accordingly)
- ii. Vice President
  - ...
  - e. Chair meetings of the Associate Graduate Council.**
  - f. Ensure that the Representatives conduct a meeting once per semester with their respective Department Head.**
  - g. Maintain close communication with any and all Faculty Committees that work with the Dean of the College of Science.**... (reletter all subsequent subsections accordingly)
- iii. Secretary
  - ...
  - g. Serve as chair for at least one Associate Graduate Council internal Committee.**

**By the rules of the organizational constitution, a 2/3 majority is necessary to pass this amendment from all represented Departments, in the presence of a QUORUM.**