

The Constitution of the Graduate Student Association

- I. The name of this organization shall be The Graduate Student Association.
- II. The Purpose
 - a. Provide a network for greater communication among graduate students, faculty and staff from all departments at Stephen F. Austin State University.
- III. Officers
 - a. Offices of this organization
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Secretary
 - v. Website Coordinator/Recruitment Chairman
 - b. Qualifications for officers
 - i. Must be a graduate student in good standing at SFA (*see By-Laws*).
 - ii. The advisor will approve the qualifications of nominees.
 - c. Duties of the officers
 - i. All officers
 1. To plan at least one social event each year
 2. To plan an orientation event at the beginning of the Fall semester
 - ii. President
 1. lead meetings
 2. coordinate speakers, activities and events
 3. co sign on bank account
 4. Will attend the SORF Orientation.
 5. Will oversee the allocation of SORF funding with the advice of the Faculty Advisor.
 - iii. Vice President
 1. Upon the absence of the President, the Vice President will preside temporarily.
 2. Assist President with coordinating speakers, activities and events
 3. Assist with recruitment activities, consult Recruitment Chairman
 4. consult and inform the department representatives
 - iv. Treasurer
 1. Record minutes and topics of meetings upon the absence of the Secretary.
 2. Handle financial responsibilities in accordance with current university policies.
 3. Consult the President and Faculty Advisor concerning financial decisions
 4. co sign on bank account

5. Attend the SORF orientation and monitor all SORF allocations.
- v. Secretary/Committee Chairman
 1. maintain contact information and email list of officers, members and alumni
 2. keep members informed through email
 3. manage email account
 4. keep minutes and topics of meetings
 5. Consult and inform committee directors
- vi. Website Coordinator/Recruitment Chairman
 1. Maintain website
 2. Keep members informed through the website
 3. Assist Vice President with recruitment activities
- d. Organization Elections
 - i. Elections
 1. Elections will be held at the end of the fall semester.
 2. All members may nominate candidates.
 3. Members may nominate themselves.
 4. Advisor must evaluate nominees and reduce the number of nominees if needed.
 5. Active members may vote on nominees.
 6. A majority vote will determine the new officers (*see By-Laws*).
 - ii. Terms of Office
 1. The length of office shall be one year, starting at the beginning of the spring semester and ending at the end of the fall semester.
 2. Complaints against an officer
 - a. A complaint against an officer may be submitted to the highest ranking officer not in question.
 - b. The officer in question, the highest ranking officer and the advisor will meet to discuss the complaint.
 - c. If the advisor and highest ranking officer determine that the complaint is valid, the officer in question will be brought in for a meeting with the advisor and high ranking officer to agree on a solution and timeline for the changes to occur.
 3. Removal from Office
 - a. A request for removal may be made once the timeline has been completed and it has been determined by the Advisor and high ranking officer that the officer in question has failed to meet the solutions requested.
 - b. The request for removal shall be placed on the agenda at the next organization meeting. The officer in question may speak for himself/herself

followed by a pro/con session with membership as to the actions of the officer in question

c. A 2/3 vote will pass the request for removal.

iii. Vacancies

1. If an officer should no longer be able to perform the duties of that office, a new officer shall be nominated by the current officers.
2. The newly appointed officer shall serve the remainder of the year.
3. A new officer will be elected along with the other officers.

e. The Faculty Advisor

i. Qualifications

1. The advisor of this organization shall be the Associate Vice President of Graduate Studies.
2. If the Associate Vice President of Graduate Studies is unable to be an advisor, he/she may appoint a primary advisor.
3. The advisor must have interest in graduate student activities and be a faculty/staff member of SFASU.
4. When appointing an advisor, preference will be given to graduate faculty.

ii. Nomination

1. If the appointed advisor is unable to fulfill the duties of the position, the members may nominate an advisor.
2. The members of the organization may nominate a secondary advisor if they choose to do so.
3. When nominating an advisor, preference will be given to graduate faculty.
4. An advisor is nominated by a majority vote (*see By-Laws*).
5. The advisor position is held until the advisor is no longer able to fulfill the position.

iii. Duties

1. The advisor is to advise the officers as needed.
2. The advisor may not vote but can offer advice to the organization.
3. During elections, the Advisor will approve the qualifications of the nominees.

f. Committees

i. Department Representatives

1. One member may serve as a representative for a current graduate department (*see By-Laws*).
2. The representative will act as a liaison between that department and the Graduate Student Association.
3. The representative shall promote the GSA within that department.
4. The representatives will report to the Vice President.

- ii. Other committees
 1. Committees shall be established upon need and student interest.
 2. Committees will be determined by the Officers.
 3. A committee director will be appointed to each committee.
 4. The committee director will report to the Secretary.
- iii. Department Representatives and Committee Directors must be approved by the President and Vice President.

IV. Membership

- a. Active Membership
 - i. Open to all SFA graduate students
 - ii. Have voting privileges
 - iii. May hold office if in good standing with the university (*see By-Laws*)
- b. Associate Membership
 - i. Open to faculty, staff and undergraduate students
 - ii. Undergraduates must be in good standing with the university (*see By-Laws*).
 - iii. Undergraduates must be full time students with at least a 2.5 GPA.
 - iv. May not vote or hold office
- c. Alumni Membership
 - i. Open to former SFASU graduate students who were members of the organization
 - ii. May not vote or hold office

V. Dues

- a. *See By-Laws.*

VI. Reports to the Student Activities Office

- a. At the beginning of each semester, this organization shall report the names of its officers and advisors to the Office of Student Activities.
- b. Any changes that occur during the semester shall promptly be reported to the Office of Student Activities.

VII. Constitutional Amendments

- a. Amendments may be proposed by any member to the officers of this organization
- b. The officers must evaluate the proposal and present their decision in one week.
- c. If the proposed amendment is approved by the officers, it shall be voted on by the members of the organization. A 2/3 vote will pass the amendment.
- d. If the officers reject the amendment, a 2/3 vote may override the veto.
- e. Any changes in the constitution will be reported promptly to the Office of Student Activities.

VIII. By-Laws

- a. For the purposes of this organization, a majority vote is defined as the majority of the votes from the members choosing to participate in the vote.
- b. Good Standing with the University
 - i. Graduate Students must have at least a 3.0 GPA.

- ii. Undergraduate Students must have at least a 2.5 GPA and be free of any disciplinary sanctions.
- c. Dues
 - i. There are no membership dues.
 - ii. Any profit resulting from activities of the organization is the property of the organization, not the property of any individual member of the organization.
- d. Amendments to the By-Laws
 - i. A By-Law may be passed at any regular business meeting of the association by a majority vote of those in attendance.
- e. The following Graduate Departments may have Department Representatives.

Programs and Degrees

Program	Degree
Accounting	Master of Professional Accountancy
Agriculture	Master of Science
Art	Master of Arts
Art	Master of Fine Arts
Athletic Training	Master of Science
Biology	Master of Science
Biotechnology	Master of Science
Chemistry	Master of Science
Communication	Master of Arts
Computer Science	Master of Science
Counseling	Master of Arts
Early Childhood Education	Master of Education
Educational Leadership	Doctor of Education
Elementary Education	Master of Education
English	Master of Arts
Environmental Sciences	Master of Science
Forestry	Doctor of Philosophy
Forestry	Master of Forestry
Forestry	Master of Science
Forestry Resource Interpretation	Master of Science
General Business	Master of Business Administration
Geology	Master of Science
History	Master of Arts
Human Sciences	Master of Science
Interdisciplinary Studies	Master of Interdisciplinary Studies
Kinesiology	Master of Education
Management	Master of Business Administration
Mathematics	Master of Science
Mathematics Teaching	Master of Science
Music	Master of Arts
Music	Master of Music
Music Education	Master of Arts

Natural Science
Physics
Psychology
Public Administration
Reading Specialist
School Psychology
Secondary Education and Educational
Leadership
Social Work
Spatial Science
Special Education
Speech and Language Pathology
Statistics

Master of Science
Master of Science
Master of Arts
Master of Public Administration
Master of Education
Master of Arts

Master of Education
Master of Social Work
Master of Science
Master of Education
Master of Science
Master of Science