Graduate Student Association Description and Constitution

THE GRADUATE STUDENT ASSOCIATION (GSA)

The GSA was organized in the spring of 1978 and received official recognition in March of that year. A number of students felt that such an organization would lead to increased communication between the administration, faculty, and graduate students. During the past years, we have witnessed a strengthening of relations between these groups and we look forward to even greater rapport in the future.

All degree-seeking graduate students are members of the GSA. The students in each of the departments/programs elect a representative to the Representative Council. This provides a mechanism by which issues concerning the welfare of graduate students can be discussed and acted upon. A Vice President, Treasurer, Secretary and Faculty Advisor are selected by general election of the graduate student body, and representatives of each department are elected by the students of that department.

The President and Vice President of the Representative Council serve as student representatives to the Graduate Studies Council and the Dean. The Representative Council meets approximately once each month or as necessary. Meetings are informal and are intended to promote communication between students representing the different departments and students and the administration.

Graduate students have been given representation on a number of Standing Committees of both the Faculty Assembly and the Graduate School.
I. Title
The Graduate Student Association of the Graduate School of Biomedical Sciences, Medical College of Wisconsin

II. Purpose
A. To provide a democratic form of self government by and for the graduate students of the Graduate School of Biomedical Sciences;
B. To provide a mechanism for voicing collective graduate student opinions to the faculty and administration of the Graduate School of Biomedical Sciences;
C. To aid in disseminating information to graduate students;
D. To promote and encourage fellowship among graduate students.

III. Structure
A. Membership of the Graduate Student Association is composed of all degree seeking students in programs administered by the Graduate School of Biomedical Sciences.
B. The Representative Council of the Graduate Student Association is composed of the following:
   1) The Officers of the Representative Council:
      a. President
      b. Vice President
      c. Treasurer
      d. Secretary
   2) One Program Representative from each degree granting program and interdisciplinary program of the Graduate School of Biomedical Sciences.
   3) The Student Assembly Representative from the (Medical) Student Assembly
   4) (Medical) Student Assembly / Graduate Student Association Liaison Representative:
      a. Upon mutual agreement between the (medical) student assembly and the graduate student association, a student seeking both MD and Ph.D. degrees will be elected to serve as a liaison between the two groups in addition to the existing representatives from each organization.
      b. The Liaison Representative must have partially completed the MD degree program and be currently in the Ph.D. program.
   5) The Advisory Board:
      a. One Faculty Advisor elected by the Representative Council
b. One Faculty Advisor appointed by the Graduate Studies Council
d. The Director of Enrollment for the Graduate School
e. The Past President of the Representative Council
f. Any other advisors elected by the voting members of the Representative Council

IV. Responsibilities

A. President
   1) To vote as a member of the Representative Council.
   2) To serve as liaison between the Graduate Student Association and the Administration and Faculty.
   3) To serve as student representative to the Graduate Studies Council of the Graduate School of Biomedical Sciences.
   4) To serve as the Graduate Student Association’s representative on the (Medical) Student Assembly.
   5) To call and run the meetings of the Representative Council.
   6) To create standing committees of the Representative Council and designate their chairs.
   7) To create ad hoc committees of the Representative Council and designate their chairs.

B. Vice President
   1) To vote as a member of the Representative Council.
   2) To serve as student representative to the Graduate Studies Council of the Graduate School of Biomedical Sciences.
   3) To serve as the Graduate Student Association’s representative on the (Medical) Student Assembly.
   4) To fulfill the President’s responsibilities in the President’s absence or as required by the President.

C. Treasurer
   1) To vote as a member of the Representative Council.
   2) To act as liaison between the Representative Council and the Business Manager of the Graduate School of Biomedical Sciences.
   3) To keep record of financial transactions and to present a written financial status report of GSA accounts at each GSA meeting.

D. Secretary
   1) To vote as a member of the Representative Council.
   2) To record and disperse minutes of the Representative Council meetings.
   3) To participate in and/or chair public relations activities of the GSA.

E. Program Representatives
   1) To vote as members of the Representative Council.
2) To represent their respective program’s interests on the Representative Council.
3) To make themselves available to chair or serve on standing and ad hoc committees of the Representative Council.

F. Student Assembly Representative
1) To vote as a member of the Representative Council.
2) To represent the (Medical) Student Assembly’s interests on the Representative Council.
3) To act as liaison between the (Medical) Student Assembly and the Graduate Student Association.

G. Student Assembly/Graduate Student Association Liaison Representative
1) To vote as a member of the GSA Representative Council in the absence of the SA Representative.
2) To act as liaison between the (Medical) Student Assembly and the Graduate Student Association.

H. Advisory Board: Non-Voting Members Of The Representative Council

Elected Faculty Advisor
- To provide the viewpoint of the faculty of the Graduate School of Biomedical Sciences.

Appointed Faculty Advisor
- To provide the viewpoint of the Graduate Studies Council.

Director of Enrollment
- To provide the history and policy of the Graduate School.

Past President
- To provide continuity for the Representative Council through knowledge of past proceedings.

V. Election Procedures

A. Nomination
1) All members of the Graduate Student Association that have completed 2 years in a degree granting program administered by the Graduate School of Biomedical Sciences are eligible for election to Officer positions.
2) All members of the Graduate Student Association are eligible for election to Program Representative of their respective program.
3) Members of the Graduate Student Association will nominate candidates for the positions of the Officers and Program Representatives of the Representative Council.

B. Election of Officers
1) Persons accepting nomination for an Officer position will be put on a ballot and a general election held, in which all Graduate Student Association members are eligible to vote.
2) The new Officers (President, Vice President, Treasurer and Secretary) are the top vote recipients for each position.
C. Election of Program Representatives
   1) Each program holds an election concurrent with the Officer election, in which all degree seeking or interdisciplinary students of that program are eligible to vote.
   2) The new Program Representatives are the top vote recipients in each department.

D. Appointment of the Student Assembly Representative
   1) The (Medical) Student Assembly appoints one Representative to represent their interests in the Graduate Student Association.

E. Election of Advisory Board members
   1) The Faculty Advisor is elected by the Representative Council.
   2) The past President is elected by the Representative Council from among all available previous presidents of the GSA.
   3) Any other advisors are elected by the voting members of the Representative Council.

F. Appointment of Additional Advisory Board Members
   1) A Faculty Advisor will be appointed by the Graduate Studies Council.
   2) The Director of Enrollment will be appointed to the Graduate Student Association.

G. Timing of Elections
   1) The newly elected Representative Council will assume their respective offices on June 1.
   2) The term of office for all Representative Council positions is one year.
   3) There are no term limits on offices.

VI. Impeachment & Replacement
A. Impeachment of a member of the Representative Council is to be initiated by a member of the Representative Council, except that impeachment of a Program Representative is to be initiated by that Representative’s program and may be carried out by a vote of all students in that program.

B. After the call for impeachment has been seconded, the officer under impeachment will leave the meeting room.

C. The vote on impeachment will take place no sooner than one week after the call for impeachment but no later than the time needed to collect all material evidence after the call for impeachment.

D. A 2/3 majority vote is needed for impeachment.

E. All voting members of the Representative Council will vote.

F. If a 2/3 majority is reached in the vote for impeachment the action is immediate. The impeached officer will turn over all the material related to their former position. If a 2/3 majority is not reached the matter is to be dropped.

G. If a position is vacated for any reason during a term, this position will be filled by a Program Representative who is elected by the voting members of the Representative Council.
H. The newly elected officer will fulfill all obligations of their new position until that position comes up for reelection.

VII. **Meetings of the General Memberships**

A. Meetings of the Graduate Student Association will be called twice per year, or more often as necessary.

B. Any member of the Graduate Student Association may request through an elected representative that additional meetings be held.

VIII. **Amendments to the Constitution and By Laws**

A. Any Graduate Student Association member may submit a proposed Graduate Student Association Constitution amendment.

B. Proposed amendments shall be submitted in writing to any member of the Representative Council for presentation at a general meeting.

C. Proposed amendments will be distributed to the Representative Council at the next council meeting.

D. Public posting will be made of the current and proposed amendment in each degree granting department or division within Graduate School of Biomedical Sciences.

E. Representative Council must vote on proposed amendment no sooner than twenty-one (21) days and no later than 60 days following distribution at the Representative Council meeting.

F. All voting members of the Representative Council must cast a vote.

G. A 2/3 majority vote is needed for ratification.

(February 20, 1978; Amended August 10, 1993; Amended April 25, 1996; Amended April 22, 2002)