

# **Constitution of the University of Connecticut** **Health Center Graduate Student Organization**

## **Preamble**

We, the students of the UConn Health Graduate School (hereafter, “the student body”), in order to represent us to and enhance communication with the University administration, manage those organizations we may establish, execute the planning of our events, and promote the general academic, cultural, and social well-being of ourselves and those who will follow us, do ordain and establish this constitution for the Graduate Student Organization (hereafter, “GSO”).

## **Article I: Legislative Body**

The Central Committee shall be the legislative body of the GSO. It shall consist of the following:

a **President**,

a **Vice-President**,

a **Treasurer**,

a **Secretary**,

one **Representative for each Area of Concentration**,

one **Representative for each class** from First through Fourth Years,

one Representative for the class of Fifth and more senior years, if applicable,

and the **Chairs of the Committees** described hereafter.

It shall write and vote on the regulations of the GSO. Any member of the Central Committee may propose new regulations. A simple majority is sufficient to enact a regulation. The Central Committee shall appropriate the budget of the GSO and assign funds to its component committees for planned events or other expenditures. The Central Committee shall have the power to write rules regarding its procedures and conduct.

The Central Committee shall have jurisdiction over all events or projects planned by the GSO, but shall delegate responsibility for those events to the appropriate Committees. The essential committees of the GSO shall be as follows:

an **Academic Committee**, which shall organize and oversee Graduate Student Research Day and Open House;

a **Social Events Committee**, which shall organize and oversee New Student Orientation, Recruitment Weekends, Happy Hours, and other social activities the Committee sees fit to sponsor;

and a **Service Committee**, which shall organize and oversee any community service and charity fundraiser events it sees fit to sponsor.

The Central Committee may designate representatives to plan any event sponsored by the GSO as it sees appropriate. The Central Committee shall manage the election of, but exercise no control over, the positions of Chairs and Members of each Committee.

The Central Committee shall meet not less than once a month except for a recess in July. These meetings shall be closed to all persons who are not members of the Central Committee unless the Committee unanimously consents to and requests the presence of an outside individual. The Central Committee shall meet at least once per semester in a public forum where members of the student body may address the committee. These meetings shall be announced at least three weeks in advance and must be scheduled with good-faith effort made to accommodate the schedules of all classes.

A quorum of the Central Committee shall be two-thirds of its total members to conduct and enact official business of the GSO. That quorum must include at least one of the President, Vice President, or Treasurer, one Class Representative, one Concentration Representative, one Committee Chair, and the Secretary or a Recorder appointed for the purpose of keeping meeting minutes. The President shall have the authority to call a special meeting that requires the attendance of all members of the Central Committee with not less than three days' notice.

All members of the student body who have not yet graduated shall be eligible to vote on the election of positions within the Central Committee. Members of the student body are eligible to sit in positions of the Central Committee if they agree to commit, in good faith, to be present and participatory for the duration of the year for which they have been elected to office. Only a member of a given Concentration is eligible to be elected the Representative of that Concentration; likewise only a member of a given Class is eligible to be elected the Representative of that Class.

The responsibilities of the Class and Concentration Representatives shall be to represent their classes and concentrations to the GSO. They shall meet with their class or concentration at least once a semester, to listen to their concerns and desires and convey these concerns and desires, as they arise, to the Central Committee during monthly meetings. At the request of the Central Committee, Concentration Representatives are responsible for communicating the concerns and desires of students within their concentration to the faculty Director or Assistant Director of their Concentration. Class and Concentration Representatives shall elect to join the Academic, Social Events, or Service Committee and shall serve as a Member thereof.

Chairs of the Committees shall be elected in like manner as the other members of the Central Committee. Committee Chairs may solicit and accept volunteers from among the student body to serve as Members of their respective Committees. Committee Members may be dismissed from service on the Committee at the sole discretion of the Chair; if a dismissed Committee Member is also a Representative, that Representative shall elect to join a different Committee.

## **Article II: Executive Officers**

### **a. President**

It shall be the responsibility of the President to chair all meetings of the Central Committee. The President shall schedule all meetings of the Central Committee and shall announce these meetings with adequate notification. The President may call a special meeting with a minimum of three days notice.

The President shall prepare an agenda for each meeting held. The President shall be the representative of the GSO to the faculty, administration, and other staff of UConn Health and, as such, shall attend all Graduate Program Committee (GPC) meetings. The President shall also be the representative of the GSO to any outside group. At any time, the President may designate another member of the Central Committee to act on his or her behalf in these representative roles.

The President shall be responsible for communicating the procedures and rules of the GSO as decided by the Central Committee to the student body except where these concern finance. The President shall be responsible for enforcing these rules and regulations. At any time, the President may designate another member of the Central Committee to perform these functions.

### **b. Vice-President**

The Vice-President shall assist the President in her/his duties as required. In instances where the President is unable to chair meetings of the Central Committee, attend GPC meetings, or fulfill any other duties, the Vice-President will act in the stead and on behalf of the President.

### **c. Treasurer**

It shall be the duty of the Treasurer to maintain the budget of the GSO and advise the Central Committee on all matters pertaining to finance, including a monthly report on the state of the GSO accounts to be delivered at the meeting of the Central Committee. The Treasurer shall maintain a journal actions performed in the course of carrying out the office of the Treasurer. The Treasurer shall also maintain a log of all transactions that shall include, but not be limited to, copies in either physical, electronic, or both form. These records shall be available to any member of the Central Committee on request from that member.

It shall be the responsibility of the Treasurer to propose the allocation of funds, such that are granted to the GSO by the Office of the Bursar, to the Central Committee. A yearly budget must be drafted by the Treasurer and approved by a Quorum of the Central Committee no later than September of each year. The Treasurer shall be responsible for informing the Chairs of each Committee of their yearly budgets, and shall make recommendations to the Chairs as to the amount of funds to allocate for each major event. For any financial questions that cannot be answered or decided by the Central Committee, the Treasurer shall contact the Office of the Bursar for additional information and support.

The Treasurer shall be responsible for enforcing the rules and regulations of the Central Committee as they concern finance and for communicating these rules to the student body. The treasurer shall manage records of expenditures by members of the Central Committee or their designees on behalf of the GSO, shall submit appropriate paperwork to the Office of the Bursar, and shall ensure that reimbursements are properly distributed. In addition, the Treasurer shall be responsible for any funds raised at charity events and shall ensure that the full amount raised reaches its intended destination.

In the absence of the President or Vice-President, the Treasurer shall chair the Central Committee.

d. Secretary

It shall be the responsibility of the Secretary to record the minutes of all Central Committee meetings and to maintain a record of these minutes. The Secretary shall also distribute these minutes to the members of the Central Committee following any meeting. If there remained issues to be brought up at the next meeting from a prior meeting, it shall be the responsibility of the Secretary to present such. In the absence of the Secretary at a meeting of the Central Committee, the acting Chair of the Central Committee shall appoint a temporary Recorder to assume the responsibilities of the Secretary.

It shall be the responsibility of the Secretary to maintain the public space of the GSO, including creating events, hosting informal polls, and moderating content on the GSO Facebook group as well as communicating necessary information and updates to the UConn Health academic webmaster. Significant changes to the public space of the GSO must have the approval of the President prior to enactment.

e. Committee Chairs

It shall be the responsibility of the Committee Chairs to plan and execute those events or projects that the GSO sponsors. The Central Committee shall be kept apprised of all matters related to the planning and execution of these events or projects. No event or project may exceed the amount decided in the budget without the unanimous consent of the President and Treasurer. At any time, Chairs may request the input or assistance of other members of the Central Committee in addition to the assistance of their own Committee Members.

The **Academic Committee Chair** shall organize and oversee Graduate Student Research Day and Open House with the assistance of Members of her/his committee.

The **Social Events Committee Chair** shall organize and oversee New Student Orientation, Recruitment Weekends, Happy Hours, and other social activities the General Committee sees fit to sponsor with the assistance of Members of her/his committee. The Social Events Committee Chair shall be responsible for upholding UConn Health policy at events where alcohol is served, and shall file the appropriate paperwork with the UConn Health Police for each event where alcohol is served. The Chair may propose social events that must be approved by the General Committee and receive, if necessary, the approved budget from the Treasurer.

The **Service Committee Chair**, which shall organize and oversee any community service and charity fundraiser events it sees fit to sponsor. The Chair may propose service events that must be approved by the General Committee and receive, if necessary, the approved budget from the Treasurer. Any revenue generated at fundraiser events must be counted by and turned over to the Treasurer.

### Article III: Advisors

The advisors to the GSO shall be the Associate Dean of the Graduate School and Chair of the Graduate Program Committee. They shall give counsel and advice to the members of the GSO when consulted but shall not have a vote, power, or binding force in the affairs of the GSO or its Central Committee. The counsel of the advisors shall be considered by the Central Committee of the GSO when given. The Central Committee of the GSO shall meet with their advisors not less than twice per year, with one of these meetings taking place within one month of the election of new officers. The advisors shall have the power to call the members of the Central Committee to a meeting with at least one week notice.

### Article IV: Elections

An election shall be held in May of each year to elect members of the student body to the positions of the General Committee. Eligible members of the student body may announce their candidacy via a written statement to the General Committee, which shall make a list of candidates available to the student body and host a vote.

A simple majority vote shall be sufficient to elect a member of the student body to office. The winners of this election shall be announced to the student body within two days of conclusion of the election. In the event of a tie vote, the winner shall be decided by coin toss. Should a GSO office remain vacant after elections, the Central Committee shall, at their next meeting, decide on the delegation of the responsibilities of the unfilled offices.

The office of First Year Representative shall be filled by an election announced in December of each year. This election shall take place before Winter Recess.

The incoming President, Vice-President, and Chair of the Social Events Committee shall meet with the Associate Dean of the Graduate School, the Admissions/Program Coordinator, and the Recruitment/Events Coordinator before the beginning of their term to review UConn Health policies and prepare for the academic year.

In such time as an office of the GSO is vacated for any reason, the remaining members of the Central Committee shall announce a special election to fill that role. This special election shall not take place more than one month from the date of vacancy except for the offices of the President and Treasurer. Special elections for the offices of President, Vice-President, and Treasurer shall occur no later than one and one half weeks from the date of vacancy. The election shall follow all procedures laid out in this constitution concerning the normal election for the vacant position save those concerning the class year which elects those positions. Those elected to offices vacated shall serve out the remainder of the term of that office. During the period of office vacancy, a special meeting of the Central Committee may be called in order to delegate the responsibilities of the vacated office until such time as the office is filled.

In the first week of January of every year, any group of ten or more members of the student body in any class may request a vote of no confidence for individual Central Committee members. This request shall be delivered to the Class or Concentration Representatives of the students, who must then notify the Central Committee of his or her receipt of this request. The identities of those requesting the vote may be held in confidence at the discretion of the Representative(s). This vote of no confidence shall be held within one week of receipt of the request and shall be overseen by the Class and Concentration Representatives. All members of the General Committee save the member under vote for no-confidence

participate in this election. Any position thus voted on that fails to receive a majority of votes cast shall be vacated. If the entire Central Committee is vacated, it shall be filled in an election run by the Class Representatives. Those members held in no confidence shall be ineligible for election to any position in the GSO in any subsequent election.

#### Article V – Budget

The funding of the GSO shall come from the budget bequeathed by the Graduate Program Committee with the assistance of the Bursar.

Requests for funds for GSO-sponsored events or activities shall be directed toward the Treasurer and, if necessary, approved by the Bursar. Requests for reimbursement shall take place through forms or other means provided by the Bursar. Any such forms or other means shall be explained by request to any member of the GSO.

No individual or committee shall be reimbursed for funds it was not allocated in the budget meeting of the GSO. The bylaws of the State of Connecticut demand that any purchases in excess of the amount prescribed by law must be presented to and processed by the Purchasing Department of UConn Health. No transaction concerning GSO funds shall occur without both the President and the Treasurer in full concurrence on the validity and appropriateness of the transaction. The signatures of the President and the Treasurer shall both be required for any disbursements made with the funds of the GSO. These signatures shall appear on such form or forms as the Central Committee deems sufficient for that purpose.

#### Article VI: Public Space

The Central Committee shall maintain a publically accessible space for posting of the GSO information and materials. This public space shall contain the names, titles, and emails of the members of the Central Committee, and these shall be available to all members the student body. The Central Committee may determine the content of this public space and shall direct the Secretary to prepare the space as they decide.

#### Article VII – Amendments

The General Committee shall, whenever two-thirds of its body agrees, have the power to amend this constitution. Any member of the General Committee may propose amendments. The full General Committee must be in attendance for ratification of proposed amendments. All amendments considered and ratified must be presented to the advisors of the GSO and all members of the student body upon ratification. The student body may request a reconsideration vote through their Class of Concentration Representatives, who shall manage this vote. Upon simple majority vote against the amendment, the amendment shall be nullified. No amendment that has been called for reconsideration shall take effect until such time as the reconsideration vote has concluded and has been in favor of the amendment.

#### Article VIII: Ratification

The unanimous affirmative consent of the members of the GSO at the time of this constitution's creation shall be sufficient for its ratification. This constitution shall be presented to the advisors to the GSO upon ratification. Upon ratification, those officers of the GSO already extant shall serve out the remainder of

their terms under the constitution. Upon ratification, elections shall be called for the positions created herein. The conduct, save for date, of these elections shall occur in the manner prescribed in this constitution.

This Constitution for the GSO has been ratified by current officers on this the 31st day of May, 2016.

Signed:

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Kelly Brewer, President

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Matthew Zambrello, Interim Vice President, MBB Representative

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Brittany Knight, Treasurer, Neuroscience Representative

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Ashley Russo, Immunology Representative

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Shubham Khetan, GDB Representative

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Judy Bloom, CCAM Representative

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Akilah Plair, Cell Bio Representative

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Henry Hrdlicka, SRB Representative

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Melissa Carr-Reynolds, YIIP Representative OR Nilse dos Santos, Interim YIIP Representative