

Graduate Student Association
of the
Department of Counseling, Higher Education, and Special Education
College of Education, University of Maryland, College Park

CONSTITUTION

PREAMBLE

We, the Members of department of Counseling, Higher Education, and Special Education (CHSE) Graduate Student Association (GSA) do hereby establish this Constitution and its Operational By-Laws in order that our purpose be realized to its fullest extent.

ARTICLE I: NAME

The name of this organization shall be the Department of Counseling, Higher Education, and Special Education (CHSE) Graduate Student Association, henceforth referred to as the “CHSE GSA.”

ARTICLE II: MISSION STATEMENT

The CHSE GSA shall serve as an advocacy and planning body on behalf of CHSE graduate students, both full-time and part-time.

ARTICLE III: PURPOSE

The purposes of the CHSE GSA shall be to:

- promote the general welfare of graduate students in the CHSE department;
- represent the opinions of graduate students in the CHSE department to the appropriate authorities;
- provide forums for graduate students in the CHSE department to express their concerns regarding departmental issues;
- conduct regular meetings that facilitate dialogue on various issues;
- promote collective efforts in areas relating to the purpose of the department;
- seek participation in activities relating to the organization and management of the department;
- communicate issues discussed in department meetings to the CHSE graduate student body;
- foster involvement by graduate students in the CHSE department in social, professional, and educational activities;
- plan activities that complement the scholarly endeavors of graduate students in the CHSE department (e.g., brown bags, speakers, other events that provide opportunities for professional development);
- organize social events on behalf of the CHSE graduate students;
- connect graduate students across all programs and areas of concentrations within the CHSE department;
- assist with new student orientation at the beginning of each academic year;
- establish policies and procedures relevant to governance of the CHSE GSA;

- fulfill its responsibilities of abiding by Department of Counseling, Higher Education, and Special Education (CHSE) policies;
- fulfill its responsibilities of abiding by College of Education (COE) policies; and
- fulfill its responsibilities of abiding by University of Maryland, College Park (UMD) policies.

ARTICLE IV: MEMBERSHIP

Section 1.

Graduate students are deemed Members of the CHSE GSA by virtue of their current enrollment in a program within the CHSE department.

Section 2.

The CHSE GSA openly admits students to its membership and does not restrict membership or discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, gender expression, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution. (For definitions of “personal appearance” and “sexual orientation,” see the University’s Code of Human Relations (“Code”).

Section 3.

All Members, as defined in Article III, Section 3, shall have one vote each.

Section 4.

A proxy vote for a Member may be presented at a general body meeting provided a written document signed by the absent registered Member is presented to the Secretary before the meeting is brought to order.

Section 5.

All Members shall abide by and be subject to the University’s Code of Student Conduct

ARTICLE V: OFFICERS

Section 1.

The CHSE GSA shall be governed by an Executive Board. The role of the Executive Board shall be to:

- set agendas for CHSE GSA general meetings;
- prepare reports, as needed, for the general membership or for public review;
- decide which student activities will receive CHSE GSA funds;
- assist the College of Education Graduate Student Organization with the planning of the annual Graduate Research Day, as needed;
- meet with the Dean’s Office, as needed;
- decide which matters shall be brought before the whole CHSE GSA and which matters shall be handled by the Executive Board;
- have general authority of the affairs of the CHSE GSA, subject to the authority of the general CHSE GSA and the provisions of this Constitution;
- recommend policies and procedures to govern CHSE GSA in its entirety, subject to the approval of the CHSE GSA;
- create or eliminate CHSE GSA committees; and

- approve any coalitions with other organizations.

The Executive Board shall consist of the following:

1. One (1) elected President (or other designated officer). The duties of the President shall be to:
 - preside at Executive and General meetings of the CHSE GSA;
 - set agendas for the Executive meetings of the CHSE GSA;
 - maintain the power to appoint committee chairpersons of all committees ;
 - serve as ex-officio of all committees;
 - synthesize the work of the CHSE GSA for public review;
 - serve as the spokesperson for the CHSE GSA;
 - carry out the wishes of the CHSE GSA;
 - report on relevant issues;
 - if necessary, countersign all documents involving finances;
 - exercise general executive authority on behalf of the CHSE GSA between meetings, subject to ratification by the Executive Board and/or the CHSE GSA;
 - perform other duties and functions as may be voted on from time to time; and
 - be present at 90% of the meetings of the CHSE GSA.
2. One (1) elected Vice President (or other designated officer). The duties of the Vice President shall be to:
 - preside at all meetings and functions, in the absence of the President;
 - assist the President with all necessary tasks;
 - carry out the wishes of the CHSE GSA;
 - oversee the annual election with support from the faculty/staff advisor;
 - serve as the spokesperson for the CHSE GSA, in the absence of the President;
 - if necessary, countersign all documents involving finances, in the absence of the President or Secretary-Treasurer;
 - perform other duties and functions as may be voted on from time to time; and
 - be present at 90% of the meetings of the CHSE GSA.
3. One (1) elected Secretary-Treasurer. The duties of the Secretary-Treasurer shall be to:
 - handle all accounts;
 - be accountable for the budget and expenses of the CHSE GSA;
 - upon request, make provide reports of the financial status of the CHSE GSA;
 - countersign with the President any documents related to finances;
 - recognize new Members;
 - oversee rule observances and protocol at stated meetings;
 - maintain all CHSE GSA records;
 - take notes and prepare all minutes;
 - if necessary, aid, coordinate and integrate the work of the committees for the CHSE GSA and/or public review;
 - carry out the wishes of the CHSE GSA;
 - perform other duties and functions as may be voted on from time to time; and
 - be present at 90% of the meetings of the CHSE GSA.

4. Three (3) elected Program Representatives from the three program areas: a CoPE Representative, a HESI Representative, and a SpEd Representative. The duties of the Program Representatives shall be to:
 - serve as the graduate student members with full voting privileges to the CHSE department;
 - attend CHSE department meetings;
 - serve as members-at-large on the Executive Board;
 - attend CHSE GSA Executive and general meetings;
 - participate in the various activities and planning undertaken by the CHSE GSA;
 - represent their program and communicate information back, as needed;
 - encourage graduate students from their program to participate in social, professional, and educational activities in the department, College and university; and
 - provide input on how Executive Board policies and procedures may affect graduate students in their program.
 - be present at 75% of the meetings of the CHSE GSA.

Section 2.

All elected Officers of the CHSE GSA Executive Board shall serve one (1) year-long term, beginning May 1st, should it fall on a week day. Should May 1st fall on a weekend, the newly elected Officers will assume office on the first Monday in May.

Section 3.

All Officers of the CHSE GSA must be currently enrolled students at the University of Maryland, College Park. All Officers shall abide by and be subject to the University's Code of Student Conduct

Section 4.

The Executive Board of the CHSE GSA shall be supported by a faculty/staff advisor. The faculty/staff advisor may be solicited by the Executive Board of the CHSE GSA or appointed by the Chair of the CHSE department. The role and duties of the faculty/staff advisor shall be to:

- attend executive and general meetings, as needed;
- provide counsel to the CHSE GSA's Officers; and
- represent the CHSE GSA in matter requiring faculty or staff support.

ARTICLE VI: ELECTIONS

Section 1.

All elections for Executive Board Officers shall take place online by secret ballot. Online voting shall take place over the period of at least one (1) calendar week. The results of the elections shall be tabulated by the Vice President with support from the faculty/staff advisor. In the event that the Vice President is on the ballot, the results of the elections shall be tabulated by the Secretary-Treasurer with support from the faculty/staff advisor. The CHSE department shall bear the cost of administering the election.

Section 2.

Calls for nominations will be at least two calendar weeks long. Those Members meeting all requirements of active membership as set forth in Article IV, Section 1, shall be eligible to run for all offices except President.

Only Officers who have already served a term on the Executive Board will be eligible to run for President. If no current or former Executive Board Officers are willing or able to run for President, this requirement may be temporarily waived for the present election cycle.

All elected Officers are eligible for re-election.

No Member will be considered for an office if that Member will not be able to complete his/her term if elected.

Section 3.

All Officers shall be elected by a majority vote of eligible voting Members of the CHSE GSA. Elections will be held on an annual basis during the month of April. All voting will finish prior to the 1st of May.

All voting Members of the CHSE GSA will be eligible to elect one (1) President, one (1) Vice President, and one (1) Secretary-Treasurer. Only voting Members from the specific program areas will be eligible to elect the Program Representatives for their program.

Section 4.

Those Members meeting all requirements of active membership as set forth in Article IV, Section 1, are considered eligible voting Members and shall be granted full voting privileges, as outlined in Article IV, Section 3.

Section 5.

The President, Vice President, Secretary-Treasurer, and Departmental Representatives shall begin their terms of office on May 1st, should it fall on a week day. Should May 1st fall on a weekend, the newly elected Officers will assume office on the first Monday in May.

ARTICLE VII: OFFICER REMOVAL

Section 1.

Any officer of the CHSE GSA in violation of the Organization's purpose or constitution may be removed from office by the following process:

1. A written request by at least three Members of the Organization may be presented to any Executive Board Officer.
2. Written notification to the officer of the request, asking the officer to be present at the next meeting and prepared to speak.
3. Call to session a meeting that open to all eligible voting Members of the GSA.
4. A two-thirds (2/3) majority vote is necessary to remove the officer.

Section 2.

Removal of an Officer may require a special election to fill the vacated position, to be determined by the remaining Officers of the Executive Board. In the interim, the vacated position should be managed as follows:

1. In the event that the President is removed, the Vice President shall resume the responsibilities of the President until such time that the vacancy can be filled.
2. In the event that the Vice-President is removed, the position will remain vacant until such time that it can be filled.
3. In the event that the Secretary-Treasurer is removed, the Vice President shall resume the responsibilities of the Secretary-Treasurer until such time that the vacancy can be filled.
4. In the event that a departmental representative is removed, the remaining departmental representatives shall resume the responsibilities of the vacant position until such time that it can be filled.

ARTICLE VIII: FINANCES

CHSE GSA will finance the activities it engages in by the following means:

1. The CHSE GSA will submit a budget to the Student Government Association (SGA) Finance & Audit Committee or Graduate Student Government (GSG) Budget & Finance Committee on an annual basis and request funding appropriate to the effective operation of the organization for each year.
2. The CHSE GSA may submit requests to the College of Education and other College- and University-affiliated groups for funding.
3. The CHSE GSA may submit requests to entities outside of the College and University for funding so long as those entities are in keeping with the principles of the CHSE GSA and do not violate any department (CHSE), College (COE), or university (UMD) policies.

ARTICLE IX: AMENDMENTS

The Constitution is binding to all Members of the CHSE GSA but the Constitution is not binding unto itself.

1. Amendments to the Constitution may be proposed in writing by any voting Member of the CHSE GSA at any general meeting or via electronic communication to the Secretary-Treasurer.
2. Amendments to the constitution may be proposed in writing by any Officer of the CHSE GSA Executive Board at any Executive meeting or via electronic communication to the Secretary-Treasurer.
3. These amendments will be placed on the agenda for the next regular meeting of the Executive Board.
4. Ratification of any amendment of this Constitution shall require two-thirds (2/3) majority vote of the Executive Board.

ARTICLE X: REGISTRATION RENEWAL

Section 1.

The CHSE GSA will apply to the Office of Campus Programs (OCP) for registration on an annual basis within thirty (30) days after CHSE GSA's new officer elections. Pursuant to OCP registration, CHSE GSA will maintain and submit the names of one President, one Treasurer, and eight (8) student Members every year.

Section 2.

The CHSE GSA will apply for Graduate Student Government (GSG) recognition on an annual basis within thirty (30) days after the CHSE GSA's new officer elections. Pursuant to GSG recognition, CHSE GSA will maintain and submit the names of one President, one Treasurer, and five (5) graduate student Members every year.

Section 3.

As a Registered Student Organization under the OCP, the CHSE GSA will file for registration renewal no later than thirty (30) days after the occurrence of any one of the following events:

- officer elections;
- a change is made in the organization's constitution or by-laws;
- a change is made in organization's mission or stated purpose;
- change of faculty/staff advisor;
- change in organization's official mailing address or organization's e-mail; and
- change in contact information, name, address, e-mail or telephone number of any officers.

The renewal form will be submitted by a Member authorized by the Registered Student Organization to conduct business on behalf of the organization with the Stamp Student Union (generally the past President or Secretary-Treasurer). The CHSE GSA recognizes that failure to file for registration renewal will result in automatic revocation of the privileges of OCP registration.

OPERATIONAL BY-LAWS

ARTICLE I: MEETINGS

Section 1.

All Executive meetings shall occur on a monthly basis or other regular basis at a time selected by the Executive Board of the GSA and will follow the procedure set forth below:

1. Attendance
2. Discussion of business items
3. Dismissal by the President

Section 2.

All general meetings shall occur at a frequency determined by the Officers of the CHSE GSA Executive Board.

Section 3.

The Officers of the CHSE GSA Executive Board shall agree on a parliamentary authority that is consistent Robert's Rules of Order.

ARTICLE II: COMMITTEES

Section 1.

The CHSE GSA Executive may as needed establish standing or ad-hoc committees.

Section 2.

All appointments to committees are subject to approval of the CHSE GSA President. All objections to an appointment must be supported by a quorum of the CHSE GSA Executive Board.

ARTICLE III: QUORUM

A quorum is defined as a three-fifths (3/5) majority of Executive Board Members