

## Article I: Name and Purpose

Section 1 - The name of this organization shall be the Communication Graduate Student Association (CGSA).

Section 2 - The purpose of CGSA is to facilitate and provide academic, social, and professional support for graduate students studying Communication at Purdue.

## Article II: Membership

Section 1 - Any graduate student currently enrolled in the Purdue Department of Communication is considered to be a member of CGSA. CGSA does not discriminate on the basis of race creed, ethnic origin, sex, age, political affiliation, sexual orientation, disability status, or marital status. Members are hereafter referred to as "CGSA member," "member of CGSA," or member.

Section 2 - An active member is one who has paid their yearly dues. Active members are hereafter referred to as "active CGSA member" or "active member."

Section 3 - Only active CGSA members have voting privileges. This includes all officer voting, removal, re-nomination, and subsequent voting of new board members as necessary (see Article III, Sections 2, 6, and 7) as well as amendment changes and other relevant issues. Only active members may participate in these activities.

## Article III: Officers and Duties

Section 1 - The following officers will be elected for a term of one year: President, Vice President – Social Relations, Vice President – New Student Relations, Vice President – Development, Vice President – Administration, Vice President – Technology, Vice President – Professional Development, Vice President – Graduate Relations, Purdue Graduate Student Government Representative, and one Member-At-Large from the incoming class of new graduate students.

Section 2 - Elections for all board members, except the Member-At-Large, will be held during the first two weeks of April and will be conducted in a two step process (see Section 2A). New officers will be installed no later than April 30, for the following academic year. The Member-At-Large will be elected during the first two weeks of the fall semester by the members of the incoming class (see Section 2C). S/he will be installed no later than the beginning of the third week of the new academic year.

Section 2A - The first step, conducted during the first week of April, will consist of CGSA members submitting nominations for each office. People may nominate themselves and/or others. Nominees may either accept or decline their nomination in-person, via email, by phone, or by proxy. All nominees who accept

their nomination will be placed on the ballot. There is no limit to the number of positions to which an individual can be nominated. There is no limit to the number of positions for which an individual can run.

Section 2B - The second step, conducted during the second week of April, will consist of voting by secret ballot on the nominees for each position. Ballots will be available for one week. A list of eligible members will be given to a predetermined individual (e.g., Graduate Secretary) who will distribute and collect all ballots. Eligible individuals will only be allowed to vote once in any given election. Thus, in order to avoid any mishandling of the voting procedure, cast ballots will be recorded. In order to maintain the anonymity of the voting process the list of individuals who have cast a ballot will remain separate from the actual ballots submitted.

Section 2C – After all votes are cast the Member-At-Large along with a witness will tally all votes. The individual with the highest number of votes for any position will have been elected to that position upon his or her formal acceptance of this role. However, given that any one individual may run for multiple positions he or she may not assume more than one. Thus, those individuals elected to more than one position will be given the option of which position he or she will fill. The person who obtained the second highest number of votes for the other position(s) will be deemed elected to said position upon his or her formal acceptance of this role.

Section 2D – The general, two-step voting procedure will also apply to the Member-at-Large. Nominations will be held during the first week of the new school year. Voting will be held during the second week of the new school year. Only new students will vote for this member of the Board. All new students will be eligible to vote, regardless of anticipated or actual membership status. This voting procedure will be handled by the Vice President, Administration and ballot procedures will follow those outlined in Section 2B.

- a. Provided there is sufficient interest from incoming students, the incoming class will elect two Members-At-Large, one master's student and one doctoral student. Nominees will run against members of the same degree track (e.g., a nominee who is a doctoral student will run against other nominees who are doctoral students and a nominee who is a master's student will run against other nominees who are master's students).

Section 2E -- In the event of a tie during any CGSA election, an additional election will be held between the individuals who tied with the largest number of votes. Any additional elections will be conducted by the VP of Administration for the Members-At-Large election and by Members-At-Large for spring elections.

Section 4 - The duties of each officer are as follows:

*President* – The President will assume the primary responsibility of Board leader. She or he will convene and preside at all CGSA meetings, coordinate the delegation of duties to other board members when necessary, and meet with the Department Head at least once per month. It is also the responsibility of the President to work with the appropriate office staff and faculty (e.g., the Department Head) to coordinate and organize the Fall Reception. In addition, it will be the responsibility of the President to ensure that the Constitution is upheld and that the Board is fulfilling its obligations to the general membership.

*Vice President, Social Relations:* The Vice President, Social Relations assumes the responsibility of overseeing the coordination, organization, and delegation of social activities, including the weekly FAC schedule. He or she will be responsible for ensuring that all social activities decided by the Board are carried out.

*Vice President, New Student Relations:* The Vice President, New Student Relations will be the primary contact for issues/activities relating to incoming and prospective students. This Board member will coordinate the Buddy program, welcome packets, and other information and activities for incoming students. For prospective students, this Board member will be the primary contact for NCA-related activities in the fall and the Recruitment Weekend in the spring.

*Vice President, Fundraising and Research:* The Vice President, Fundraising and Research is in charge of determining what type(s) of fundraising the CGSA will complete during the academic year. This person will also be responsible for delegating duties to other individuals on the CGSA Board as needed concerning fundraising. The VP of Fundraising and Research is also in charge of obtaining any permission necessary for completing the fundraising project(s). In addition, this Board member is in charge of conducting research within CGSA concerning changes in procedures, gauging departmental interest and satisfaction, and other inquiries as necessary.

*Vice President, Administration:* The Vice President, Administration will be responsible for various administrative tasks throughout the semester. This includes financial duties such as dues collection and budget management as well as secretarial duties such as recording and distributing minutes of CGSA meetings. In addition, this Board Member will be in charge of the Member-At-Large election in the fall semester.

*Vice President, Technology* - The Vice President, Technology is in charge of creating, and/or updating the CGSA website, maintaining the ListServ, and checking the CGSA email regularly.

*Vice President, Professional Development:* The Vice President, Professional Development will serve as the CGSA representative to faculty meetings and will be responsible for recording and reporting minutes of this meeting to the CGSA

Board. In addition, she or he will plan, organize, and evaluate the colloquia and CHHAOS series.

*Vice President, Graduate Relations:* The Vice President, Graduate Relations will serve as the liaison between graduate students and the graduate committee by attending graduate committee meetings (held weekly), reporting CGSA initiatives and graduate student issues back to the committee, and reporting the minutes of these meetings to the CGSA Board. Furthermore, she or he will work in tandem with the Vice President, Fundraising and Research to conduct surveys among students on pertinent graduate committee issues.

*Purdue Graduate Student Government Representative:* The Purdue Graduate Student Government Representative serves as the liaison between PGSG and CGSA. Duties include attending monthly PGSG meetings and serving on a PGSG committee (as determined by PGSG). This person is to update CGSA about the content of PGSG meetings that is relevant to CGSA or graduate students in the communication department. This information is also to be sent out to the CGSA listserv as appropriate.

*Member-At-Large:* The Member-At-Large will act as the liaison between new (incoming) students and the CGSA Board with the responsibility for providing new students' perspectives on issues of concern to the CGSA or as requested by the staff and faculty of the department. In addition, he or she is responsible for the elections held during the spring semester and for any staff appreciation efforts throughout his or her tenure.

Section 4A – The proposed duties are not meant to imply that the Board member to which they are linked are the sole members responsible for these activities and tasks. Instead, this is to outline a general responsibility matrix that allows for more efficient operation. For instance, the VP – Social Relations does not necessarily have to plan all FACs. Instead, this Board member is responsible for the delegation of this task and for overseeing the task's ultimate completion. As maintained in the job description, it is the role of the President to oversee that duties and responsibilities are being fulfilled and to re-delegate those responsibilities that are being neglected.

Section 4B – In the event that a Board member cannot fulfill his or her responsibilities due to class conflicts (e.g., making faculty or graduate committee meetings), the CGSA Board may take the initiative to switch officer roles and duties among remaining members in order to keep the aforementioned CGSA board member on the CGSA Board. The President and Member-At-Large are not eligible for this switch.

Section 5 - The CGSA Board, which is comprised of all of the officers mentioned above, will meet bi-weekly. The CGSA Board will call a general meeting for all CGSA members during the month of September.

Section 6 - CGSA board members may be removed from office by a two-thirds majority vote during any CGSA board meeting if it is determined that s/he is being grossly negligent of the duties outlined above.

Section 7 - In the event that a CGSA board member should resign from their office, a replacement will be sought. The position will be advertised and self-nominations will be solicited. CGSA will collect the nominations and an election by secret ballot will follow. If there is only one self-nomination, that person will immediately be appointed to the board.

#### Article IV: Responsibilities and Activities

Section 1 - CGSA will be responsible for providing activities that stimulate the academic, professional, and social lives of the Communication graduate students whom the organization represents.

Section 2 - CGSA will work with the graduate secretary to compile and mail out an orientation packet to all incoming students the summer before their first semester. CGSA will also meet with the new graduate students during orientation week.

#### Article V: Amending the Constitution

Section 1 - Active CGSA members may propose amendments to this constitution.

Section 2 - Proposed amendments must be submitted to the CGSA board. Once submitted the CGSA board will, on its next regularly scheduled meeting, vote on the amendment. If the amendment is not unanimously supported, improvements and/or revisions will be sought from all active members. Using these suggestions, the CGSA board will draft a revised version of the amendment which will be voted on by all active members. To be incorporated into the constitution, approval by a 2/3 majority of all active members is needed. If an amendment is not approved by a 2/3 majority then the amendment is considered quashed. Only upon a newly submitted amendment can the CGSA board continue this proposal-approval-voting procedure.

Section 3 - Suggestions for improvements and/or revisions to a proposed amendment must follow the process described in Sections 1 and 2.

Last Revised: April, 2006