

Indiana University – Bloomington
School of Education Graduate Student Association (SOEGSA) Constitution

Title

Constitution of the School of Education Graduate Student Association (SOEGSA)

Preamble

The SOEGSA aims to amplify the voice for School of Education graduate students and to support SoE students' intellectual, social, and professional development. We seek to build a discourse among the SoE graduate students from all departments, faculty, and larger university, with consideration for diverse experiences and interests. We also seek to partner with and to create a collaborative forum for issues at the School of Education by uniting the Departmental GSOs (LSGSA, GIST, LCLE GSO, HESA DSA, et al) for common goals and problem-solving, yet to not create a redundant GSA.

The aims of this organization are:

1. To represent and advocate for the collective interests of SOEGSA members in all matters of policy and action at Indiana University including ensuring that the School of Education has a representative in the IU Graduate Professional Student Government (GPSG).
2. To address matters pertaining to the general academic, professional, and social aspects of the School of Education as they affect the life and well-being of the graduate student population.
3. To optimize the environment within which SoE graduate students develop, both scholarly and personally through interdepartmental collaboration.

Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Anti-Hazing Policy: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Statement of Non-Discrimination: SOEGSA allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Personal Gain Clause: This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Commitment to Diversity: The SOEGSA is dedicated to developing a diverse and collegial environment that aims for inclusivity. We believe that each graduate student's individual experience is strengthened and enriched by the diversity of our population, which includes students, faculty and staff. To that end, we are actively committed to social justice and engaging issues of race, ethnicity, sexuality, nationality, religion, and gender and to evaluating and addressing the ways in which social, cultural, and economic inequalities impact the graduate student experience. In collaboration with the Associate Dean of Diversity, we hope to expand services and offerings to support diversity efforts within the SoE and to expand such services locally, nationally, and internationally.

Article I: Membership

The members of the SOEGSA shall be comprised of School of Education graduate students at Indiana University, including any School of Education graduate student without a graduate student program affiliated with their specific program. No SoE graduate student shall be denied the benefits of membership in the student organization on account of age, race, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Article II: University Compliance

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

Article III: Executive Officers

The Executive Committee ("EC") shall be the legislative and organizational body of the SOEGSA. The Executive Committee will consist of the following positions: President, Vice-President, Secretary, and Treasurer.

Article III(A): Executive Committee Nomination and Election Procedures

The process for nominating and selecting executive officers shall be as follows:

1. No later than March 31, the current EC shall send out an email to all current SOEGSA members asking for self-nominations or nominations of others for a specific EC position (President, Vice-President, Secretary, Treasurer);
 - a. In the event an individual is nominating another person, that nominated person must be cc'd in the email and acknowledge/accept the nomination in order to be placed on the ballot.
 - b. For anyone nominated to serve in a EC position, they shall include with the nomination a paragraph explaining the reasons for which they wish to be elected, as well as what the person believes they can contribute to the SOEGSA through this position ("statement of nomination").
2. By April 7, The EC shall compile a list of nominated individuals for each EC position along with the statements of nomination into a survey/poll (the specific survey engine can be chosen at the EC's discretion) that is then disseminated to SOEGSA members for review and vote.

3. After one week of the initial survey distribution, the EC shall close the voting, tally the results, and announce the newly elected members.
4. No later than 7 days after the closing of the election, the EC-elect shall meet with the incumbent EC to transition the new team.
5. The newly elected members shall assume their positions following the last day of the academic year.

Article IV. Responsibilities of the Executive Committee

(A) Purpose:

The EC shall serve as the conduit between SOEGSA student members and the School of Education administration and organizations. It shall have the primary responsibility of both enforcing all provisions of the constitution and ensuring that the goals and aims listed in the Preamble of the SOEGSA constitution are being carried out to best meet the needs of SOE graduate students. In addition, the EC should consistently consolidate and disseminate any relevant information gathered from administrative or departmental organizations, communications with SOE administration, and other important and pertinent news to SOEGSA members.

(B) Meeting Requirements:

The SOEGSA Executive Committee will meet throughout the semester at the committee's discretion. Agenda items should be submitted to the Secretary up to one week prior to the meeting.

Article V: Departmental Representative Committee (If Applicable)

(A) Purpose:

The Departmental Representative Committee ("DRC") shall serve as the primary body of the SOEGSA that seeks to identify, develop, and host various professional, academic, or social activities for SOEGSA members, and if possible/necessary, non-SOEGSA members. The goal of the DRC shall be to facilitate events that provide both professional as well as social contributions to the lives and careers of SOE graduate students. Because the School of Education serves graduate students in a number of different fields and specialties, the goal of establishing a DRC is to ensure that each SOE department has a voice in SOEGSA decision-making, so that the SOEGSA serves all School of Education graduate students to the greatest extent possible.

If the Executive committee decides not to organize a DRC, external committees are strongly encouraged to garner participation specific to graduate students' interests.

(B) Composition and Selection of DRC members:

The DRC shall be comprised of one graduate student from each department within the School of Education (ELPS, C&I, LCLE, IST, and C&P), as well as one member of the EC. No later than the second week of September of every academic year, each department and the EC shall nominate (through a selection process of their choosing) one graduate student of

that department (or in the case of the EC, a current member of the Committee) to serve on the DRC.

(C) Approval of Events/Activities

Any decisions made by the DRC regarding events or activities undertaken by the SOEGSA must be submitted to the EC for final approval.

Article VI: SOEGSA Meeting Requirements and Procedures for Modification of Bylaws
Before a meeting

(A) Purpose:

The membership of SOEGSA shall strive to meet bi-annually (once during fall semester, once during spring semester) or at their discretion to discuss any or more of the following:

- (a) Organizational administrative matters;
- (b) Graduate student feedback on the work and activities undertaken by the SOEGSA, as well as suggestions on future events or work;
- (c) Proposed modifications or additions to the SOEGSA bylaws; or
- (d) Any other matters deemed pertinent to discuss with all members of the SOEGSA not limited to socio-political issues, campus and local issues, and anything impacting their success or livelihood.

(B) Process for Modification of Bylaws:

Any member of the SOEGSA, including members of the DRC and EC, are permitted to submit suggestions for changes to the SOEGSA bylaws. Any suggested changes should be submitted to the President or Vice President, no later than a week before an EC meeting through some form of written communication (letter, email, etc.).

After the deadline for changes, and before the spring semester bi-annual SOEGSA meeting, the EC and DRC shall convene together to review the suggestions, and vote on which suggestions are to be brought before the entire SOEGSA during the spring bi-annual meeting for discussion and vote. In both instances, a vote of "YES" by more than 50% of the members in attendance is required for a suggestion to pass.

Article VII: Responsibilities of the Executive Committee

The organization is coordinated by an elected President, whose function is to ensure communication of information to members and to otherwise coordinate the organization's activities. This person is charged with ensuring a chair and Secretary are secured for moderating each meeting, posting all pertinent information, and keeping track of each of the committees' activities. The President is further charged with officially communicating SOEGSA views to the Dean's office, SoE faculty, or other departments of Indiana University when appropriate, and representing SOEGSA on the GPSP President's Committee. The President will at no time, however, represent personal views as that of the SOEGSA.

Vice President: The second member of the Executive Committee will serve as Vice President. The member will have the following responsibilities: 1. To organize and moderate his/her assigned meeting; 2. to fulfill the duties of the President when s/he is temporarily unable to perform them; 3. To consolidate information gathered by SOE Policy Council Committee representatives and disseminate monthly newsletters (with the assistance of the President, when necessary) to SOEGSA members to apprise them of policy developments in the SOE; 4. to perform other duties requested by the Executive Committee.

Secretary: The third member of the SOEGSA Executive Committee will serve as secretary. The member shall have the following responsibilities: 1. to take minutes during the meetings, and post them on the SOEGSA website where members can access them and comment; 2. to report back to the EC at the beginning of each meeting on the community commentary and concerns; 3. to record procedures used by the committee (such as tools used for the election process, publishing minutes, etc.); 4. to help execute the decisions made at the Executive Committee meetings; 5. to collect, organize, and communicate suggested agenda items for monthly meetings; 6. to perform other duties requested by the Executive Committee.

Treasurer: The fourth member of the SOEGSA Executive Committee will serve as treasurer. This position is elected for an entire year. The member shall have the following responsibilities: 1. to maintain SOEGSA funds and bank account; 2. to manage payments on behalf of SOEGSA based on vote of the membership; 3. to attend meetings and updates the membership on SOEGSA transactions (payments from or deposits to the account); 4. to steer any fundraising initiatives undertaken by SOEGSA.

Article VIII: Policy Council Sub-Committee Representatives

(A) Purpose:

The SOEGSA acts as the organizational body that provides graduate student representatives to serve on School of Education Policy Council Sub-Committees. The Graduate representatives serving on each sub-committee have the following responsibilities:

- 1) Serve as the graduate student voice on the sub-committee, offering input and perspectives that represent the needs and opinions of SOE graduate students;
- 2) Attend the sub-committee meetings, or if unable to attend a meeting, arrange for a fellow SOEGSA member to serve as a proxy;
- 3) To take notes of the issues and decisions discussed in those meetings;
- 4) To report to the Vice President any significant discussions or decisions relevant to SOE graduate students.

(B) Election Process:

Before the start of each academic year, the EC shall send out an email calling for SOEGSA members interested in serving as sub-committee Representatives. Interested members shall provide a short description of their academic/personal background, and a short explanation of why they feel they should serve as the representative for that sub-committee. The EC shall be responsible for collecting the names and descriptions of those interested in

serving on each sub-committee, creating and sending out a voting poll to all SOEGSA members, and announcing the elected members of each sub-committee. SOEGSA members are not limited in the amount of consecutive years they may be elected and serve as a representative for a particular sub-committee. The newly elected executive committee shall appoint members to the respective position.

(C) Policy Council Sub-Committees:

The sub-committees in which SOEGSA members may serve as graduate student representatives include (but may in the future not be limited to) the following:

1. Policy Council
2. Faculty and Budgetary Affairs Committee
3. Graduate Studies/Recruitment, Admissions, Financial Aid Committee
4. Long Range Planning Committee
5. Faculty Development Committee
6. Grievance Committee
7. International Programs Committee
8. Undergraduate Scholarships Committee
9. Undergraduate Studies Committee
10. Learning and Teaching with Technology Committee
11. Research, Development, External Partnerships Committee
12. Teacher Education Committee
13. Committee on Diversity

(D) Limitation on EC Members:

Unless absolutely necessary, EC members shall not also serve as a graduate representative for any Policy Council Committee.

Article IX: Advisor

The Executive Committee will have an advisor. The advisor will be student-administration relations chair for each calendar year and will have the following responsibilities: 1. The advisor will meet with the executive committee twice a semester; 2. The advisor will join the group's meetings whenever invited by the Executive Committee and available; 3. The advisor will work with the student representative to present any student initiatives, concerns, or questions to the Dean during Dean's cabinet meetings as-needed.