Constitution

of the

Graduate Student Advisory Council

at

Texas Tech University

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Graduate Student Advisory Council™
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ARTICLE I. NAME
The name of this organization shall be the Graduate Student Advisory Council. It shall be hereinafter referred to as the GSAC.

ARTICLE II. MEMBERSHIP
Section 1 – General Member
All graduate students of Texas Tech University are members of GSAC. These members are considered to be General Members. No dues or membership fees are required to hold membership. The GSAC membership shall be limited to graduate students of Texas Tech University regardless of ethnicity, race, national origin, creed or political affiliation, gender, sexual orientation, religion, age, disability, and/or veteran status.

Section 2 – Associate Member
Associate membership may be acquired by the graduate student interested in membership by contacting an executive officer about his/her interest in GSAC. Thereafter, the student will become an Associate Member who do not hold voting rights. These members have not satisfied minimum participation requirements detailed in the Bylaws to obtain Council membership.

Section 3 – Council Member
Graduate students who have been nominated and elected by their peers shall be known as a Council member. These members are considered representatives of the graduate student body. In addition, Associate members who have satisfied the minimum participation requirements for Council member status and who have been nominated and approved by a majority of Council members present at the GSAC general meeting shall also be Council members of GSAC. Commission Chairs are also automatically considered Council Members. Council members will have the responsibility of using their voting privileges to help conduct GSAC business at council meetings. Council membership is a privilege that demands a continuing satisfaction of the minimum participation requirements in order to maintain the status.

ARTICLE III. THE GRADUATE STUDENT ADVISORY COUNCIL
Section 1 – Definition and Mission
The Graduate Student Advisory Council is comprised of all graduate students in all graduate programs at Texas Tech University and is dedicated to enhancing graduate life and representing graduate students through active advisement of the Dean of the Graduate School and University Administration. The main mission of the GSAC is to enhance and improve the condition of graduate student life and well-being through the work of the council itself, its commissions dedicated to specific issues of concern, and through collaboration with the graduate student body, Student Government Association, and other departments and associations.

Section 2 – Objectives
The objectives of this council shall be:
A. To be the student advisory council for the Vice Provost and Dean of Graduate School and his staff, and represent the graduate students of Texas Tech University in a matter which positively affects the welfare of the on-campus and distance education graduate students.

B. To disseminate information of interest or of importance to the graduate students.

C. To provide a forum for discussion of problems and other matters of importance to the graduate students.

D. To provide services to the graduate student body through academic, professional, community, social activities, and other events the Council finds beneficial to graduate students.

Section 3 – Council Composition

The GSAC shall be composed of:

A. The GSAC Executive Officers who are defined as follows:
   1. The Executive Board Members shall be those of President, Internal Vice President, and External Vice President.
   2. The Appointed Officers shall be the Chief of Staff, Judicial Counselor, and Financial Counselor. They will be appointed by majority vote of the Executive Board.

B. Council members, other than the GSAC Executive Officers, elected by graduate peers in an open election, the number of which will be decided by the present Council prior to the following election by a simple majority vote. Elected members will be Council members and shall have voting privileges at GSAC working meetings.

C. Non-elected council members include General Members and Associate Members who do not hold voting privileges.

D. At least 1 current Senator of the Student Government Association. This member will not have voting privileges at the GSAC meetings, unless the SGA representative is also a Council Member.

E. A faculty advisor appointed by the Graduate School. This member will not have voting privileges at the GSAC meetings.

F. Any alternates designated by the GSAC members or the faculty advisor or the GSAC. This member will not have voting privileges at the GSAC meetings.

G. The Dean of the Graduate School. This member will not have voting power at the GSAC meetings.

H. The Secretary of the GSAC who will be appointed by the Graduate School. This position will not have voting power.

ARTICLE IV. AMENDMENTS

Amendments to this constitution shall be passed by simple majority of the votes present at the second reading of the proposed amendment. The first and second readings shall occur at consecutive council meetings at which a quorum\(^1\) is present.

\(^1\) Quorum is the minimum number of members with voting privileges that must be present at a meeting in order to make proceedings of the meeting valid.
Bylaws

of the

Graduate Student Advisory Council

at

Texas Tech University

TExAS TECH UNIVERSITY
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BYLAWS

Section 1 – Election of the GSAC Members

General Election Rules

A. The following rules apply to the GSAC elections unless otherwise stated in the bylaws:

1. The annual call for ballot submissions for representatives for regular elections shall occur the last week of August, and remain open for minimum of two weeks and no longer than one month. Elections for the GSAC officers will be described in Section 1, Paragraph B. The opening of ballots for other elections must pass by a simple majority vote.

2. Ballots are open only to students who are classified as “graduate students” or those who are enrolled in a post-baccalaureate certification program. Those which are enrolled as temporary graduate students (GTMP) are also eligible for election to the GSAC. Eligible graduate students may be enrolled part-time or full-time.

3. Individuals wishing to be placed on said ballot to be elected to the GSAC must be in “good standing” with Texas Tech University. Whether the graduate student is in good standing is determined by the rules of the Graduate School.

4. Individuals wishing to be placed on said ballot to be elected to the GSAC and meet the requirements mentioned above must submit a statement of purpose to the GSAC Executive Board and faculty advisor no later than two weeks before the vote is held.

5. Online elections shall last two days; representatives with the highest percentage of the popular vote will be inducted into the GSAC as a Council member.

6. The Graduate faculty advisor to the GSAC shall oversee the general election.

7. The council shall vote on the number of new members to be elected to the GSAC at the last working meeting of the Spring Semester with a minimum of 20.

B. Regular Elections of Executive Officers

1. Nominations for the Executive Board elections shall be opened during the March general meeting and closed two weeks thereafter. Candidates must be Council Members, nominated by a GSAC Council Member by a motion which must be seconded by a GSAC Council member other than the nominee. Nominations and seconds may be made at the regular GSAC working meeting or via the official GSAC listserv².

2. Regular elections shall be held during the April general meeting. Newly elected officers shall assume office at the conclusion of old business at the

² Listserv is the official secured electronic mailing system used by GSAC, provided by Texas Tech University.
last general meeting of Spring Semester and may not serve as an individual GSAC Commission Chair or an Alternate during their term of service unless specifically stated in the bylaws.

3. Candidates for Executive Board must submit a written personal statement no later than one week after their nomination. Their personal statement shall be posted within 3 days to the GSAC website and sent to all existing members via official GSAC listserv. Unopposed candidates will also write a personal statement.

4. Before elections are held, all candidates for President and Vice President positions shall give speeches of ten minutes or less. This time limit may be changed by a majority vote at the council meeting at which nominations are closed.

5. All elections shall be won by a simple majority of the votes present.

6. If there is only one nominee, voting shall be done by voice vote. In this case, the nominee shall not be present for the election. In the event of a tie vote, the officer presiding over the council meeting will cast a vote.

7. For elections with two or more nominees, elections will be done by anonymous ballot which will be counted by the Chief of Staff.

8. If no person receives a majority of votes, the two candidates receiving the most votes shall have an immediate runoff. In the event of a tie, the presiding officer will vote to break the tie.

9. Voting totals will not be included in the meeting minutes, but will be kept in the permanent records by the Chief of Staff.

C. In the event that quorum is not met at the April or May general council meetings or other circumstance prevents the election of officers by the end of Spring Semester, then an online election will be conducted within 2 weeks, and new officers will assume their positions immediately upon announcement of online elections results.

D. Temporary Officers and Special Elections

1. A temporary officer must be an associate member and serves for the span between two regular council meetings. The temporary officer performs specified duties, which may include those of a vacant permanent position. In the case where a vacancy in a permanent officer position arises during months when the council is not in session, the president may appoint a stand-in to serve until the next council meeting.

2. A description of the temporary post for the temporary officer will be set by the council before nominations are opened.

3. Nominations and elections for a temporary post occur at the same council meeting. Nominations and elections for a special election occur at separate council meetings.

4. An officer elected at a special election is a full officer, and serves for a specified period not to extend past the council meeting at which the new permanent officers assume their positions, as described in Article V, Section
5. The officer serves as a member of the Executive Board. The officer elected by special election may be replacing a vacant permanent officer post, or may perform other specified duties.

6. The description of duties and time of service for a position in a special election must be set by the council before nominations may be opened. In the case of a special election to fill a vacant permanent officer post, the description and time of service follow that of the regular officer’s post.

E. Term Length of Council Members

1. A term of service for Executive Officers shall be 12 months. An individual holding an Executive Board position may only hold the same position for a maximum of three consecutive terms, if re-elected. Appointed officers must be re-appointed yearly or as needed.

2. Representatives elected by graduate peers in an open election shall remain Council members so long as they are enrolled as a graduate student in “good standing” with Texas Tech University and meet the minimum participation requirements. They may relinquish their position as a Council member at the end of new business at the last working meeting of the academic year by submitting a resignation letter to the Internal Vice President (VP).

Section 2 – Removal and Status Change

Removal/Impeachment of Members

A. The removal of any member of the GSAC must adhere to the following:

1. A motion to move to impeach must be brought to the floor of a working meeting and must be seconded by an Executive Board Member.

2. Upon being seconded, the move to impeach must pass a simple majority vote of the GSAC Council members in an anonymous paper ballot which will be counted by the Chief of Staff.

3. An impeachment hearing will be conducted under supervision of the Judicial Counselor. If the Judicial Counselor is not present, any Executive Officer may step in as supervisor. During this hearing the Council Member who motioned to impeach will present charges and state the case for the removal, the impeached representative will be given an opportunity to present a valid defense and refute the charges brought against him/her. The time between an approved impeachment vote and the impeachment hearing shall be no longer than two weeks.

4. At the next working meeting following the impeachment hearing, the first order of business will be to conduct a vote to remove the impeached representative. Of quorum, a minimum of two-thirds vote must be reached to remove the GSAC member.

B. GSAC members who are impeached and removed from the GSAC are not eligible to run for election on future GSAC ballots, unless all of the Executive Board Members
vote otherwise.

C. A vote to remove a member may only take place if a quorum is present.

Membership Status Change

D. The status change of the members is as follows:

1. All membership status changes will be administered and communicated by the Internal VP.
2. A General Member may become an Associate Member when he/she contacts an Executive Officer about his/her interest in GSAC.
3. An Associate Member may become a Council Member by (1) being nominated elected in a general election by their graduate peers, (2) being nominated by another Council Member and seconded by an Executive Board Member, being voted for by the majority of the Council members and meeting the minimum participation requirements, or (3) becoming a Commission Chair in which the Associate Member will assume the responsibilities of the respective commission chair and be automatically a Council Member.
4. A Council Member may automatically be demoted to an Associate Member by Internal Vice President, if he/she fails to meet the minimum participation requirements.
5. An Associate Member may automatically be demoted to a General Member if he/she fails to meet the minimum participation requirements or if the Internal Vice President have justifiable evidence that the Associate Member has lost interest in GSAC or is failing to take or pursue his/her responsibilities.
6. If an Appointed Officer fails to satisfy their duties the Executive Board reserves the right to remove the officer with a unanimous vote and appoint a new Appointed Officer to that position.

Resignation of Officers

E. The resignation of officers shall follow these guidelines:

1. An officer may resign by written or email notification to the Executive Board. The resigning officer must notify the Executive Board at least one week before the next council meeting.
2. An officer may resign their office and still serve as a GSAC Council member given no impeachment charges were brought against him/her and meets the minimum participation requirements.

Section 3 – Duties of the Officers

A. The President shall:

1. Preside over the GSAC council meetings.
2. Call the GSAC council and/or Executive officer meetings outside of scheduled meeting times whenever necessary.
3. Call the GSAC elections and special elections whenever necessary.
4. Serve as the initial point of contact for and represent the GSAC at all university and Student Government functions.
5. Provide supportive leadership to establish a climate of enthusiasm, openness and concern in GSAC.
6. Provide the overall vision and sense of direction for the organization as following the mission of GSAC.
7. Develop relationships with key administrators in TTU System, executive members of other student organizations and community with the External VP.
8. Ensure other Executive Officers and Chairs are fulfilling their duties timely and accurately.
9. Work with Executive Board and Chairs to make short-term and long-term plans for GSAC.
10. Encourage other GSAC members to recruit members throughout the year and take necessary steps to retain the current ones.
11. Represent GSAC Internal VP and External VP in their absence.
12. Be accessible to all members for their ideas, suggestions, and concerns.
13. Work closely with the Internal VP to maintain the internal structure and organization of GSAC and take steps to make them more efficient.
14. Work closely with the External VP to promote a positive image of GSAC to the public.
15. Work with and supervise the Chief of Staff to ensure the smoothness of staff-related operations.
16. Work with the faculty advisor to ensure involvement with the Graduate School, the Dean of the Graduate School and other personnel.
17. Ensure decisions are made in a timely manner and then translated into meaningful actions holding appropriate parties accountable for success.
18. Foster at least one knowledgeable and eager member to train and prepare for the next election session for his/her position, if need be.

B. The Internal Vice President shall:
1. Maintain parliamentary procedure at the GSAC council meetings and have a copy of Robert’s Rules of Order present at each council meeting.
2. Serve as supervisor, but not chair, of the following commissions: Student Advocacy and Welfare, Distance Education, and Academic and Professional Development.
3. Act as proxy for the President at University or Student Government functions at the President’s request in the event the External VP is unable to do so.
4. Actively track and record attendance of the GSAC members during monthly meetings and administer and maintain the point system.
5. Communicate all internal operations of GSAC and advise the President and other members.
6. Assume the duties of the President when the President is not available, has a
conflict of interest or the position becomes vacant.

7. Preside over the GSAC council meeting at the request of or in the absence of the President.
8. Determine if a quorum is present at general meetings.
9. Ensure proper internal organization, structure, and communication within GSAC.
10. Work with the President to set short-term and long-term goals for GSAC.
11. Report, communicate, meet, and advise the President in a regular and timely manner.
12. Plan and organize internal and special elections with the President.
13. Conduct performance evaluations of the Executive Board and the Associate Members.
14. Inform the related Executive Officers about new missions, instructions, and developments, when Chairs are not present or fail to do so.
15. Work with the Chief of Staff to organize, follow, evaluate the performance of the members and update their status.
16. Work with the Judicial Counselor to advise the President about the issues related to the Constitution.
17. Foster at least one knowledgeable and eager member to train and prepare for the next election session for his/her position, if need be.

C. The External Vice President shall:
1. Preside over the GSAC council meeting at the request of or in the absence of the President and the Internal VP.
2. Act as proxy for the President at University or Student Government functions at the President’s request.
3. Serve as supervisor, but not chair, for the following Commissions: Community Outreach, Social, and Public Relations.
4. Work to create a close-knit working relationship with the Student Government Association, the City of Lubbock, as well as community and student organizations such as the Lubbock Chamber of Commerce or the Student Bar Association.
5. Be the liaison between Student Government Association and GSAC.
6. Oversee, set goals and work to fulfill goals related to external operations.
7. Maintain regular communication with the alumni of GSAC and TTU.
8. Reach out to graduate students to actively recruit them to GSAC and regularly assess the problems, concerns, questions of the graduate student body via mass surveying or by other means.
9. Work with the President to set short-term and long-term goals for GSAC.
10. Report, communicate, meet, and advise the President regularly and timely.
11. Inform the related Executive Officers about new missions, instructions, and developments, when Chairs are not present or fail to do so.
12. Attend meetings and serve on committees as the representative of the GSAC.
to external organizations.
13. Bring graduate and professional student concerns to local, state, and national legislative bodies.
14. Seek information about policies from external organizations that may affect graduate student body.
15. Be responsible for maintaining the GSAC’s “organizational membership” and/or to the National Association of Graduate-Professional Students (NAGPS), maintain communication with the NAGPS regional board members, and keep the GSAC members apprised of national events.
16. Foster at least one knowledgeable and eager member to train and prepare for the next election session for his/her position, if need be.

D. The Chief of Staff shall:
1. Schedule and write agendas for working meetings to be followed by the presiding officer.
2. Fulfill the responsibilities of absent Executive Board Members during the meetings.
3. For elections with two or more nominees, elections will be done by anonymous ballot which will be counted by the Chief of Staff.
4. Voting totals will not be included in the meeting minutes, but will be kept in the permanent records by the Chief of Staff.
5. Advise the Executive Board for council management, member planning and strategic initiatives
6. Ensure member work conforms to the mission, Constitution’s guidance, and time available
7. Integrate Risk Management across the members and throughout the business of GSAC.
8. Be an active part of GSAC initiatives.
9. Work with the Executive Board to integrate and synchronize plans, events, and duties of members.
10. Work with the President and Internal VP in their internal duties and address internal issues.
11. Work with External VP on recruitment and training matters.
12. Work with the Internal VP to ensure effective communication between the members and the Executive Board.
13. Work with the Secretary to provide information and deliverables to the Executive Board for increased productivity and efficiency.
14. Work with the Academic and Professional Development Commission to plan leadership events.

E. The Judicial Counselor shall:
1. Review the constitution of the GSAC and to make recommendations to the GSAC for improvements when necessary.
2. Review proposed amendments to the constitution to ensure they follow the
mission and goals of the GSAC.

3. Advise the Executive Board on the impeachment process the GSAC members and on legislative and judicial matters.

4. Facilitate the removal of those members who operate in a manner not conducive to the goals and mission of the GSAC.

F. The Financial Counselor shall:
   1. Prepare an annual budget proposal for submission to and approval by the GSAC members.
   2. Serve an assistant and advisory role for financial planning and fundraising with the Executive Board.
   3. Meet with the faculty advisor on a bi-monthly basis to discuss the budget and present the results to the Executive Board.

Section 4 – Quorum
   A. A quorum shall consist of at least one eligible vote above one-half of all the GSAC Council Members.
   B. In determining if a quorum is present, the Internal Vice President, or in the absence of the Internal Vice President, Chief of Staff, shall:
      1. Take the roll at the beginning of each council meeting to calculate whether or not a quorum is present.
      2. Record the names of the GSAC Council Members.
      3. Announce whether or not a quorum is present for the meeting.
      4. Record and distribute meeting minutes to all the GSAC members.

Section 5 – Voting
   A. Only Council Members may vote.
   B. The presiding officer may not have a vote, unless it is needed to break a tie.
   C. Each GSAC Council Member shall have one vote.

Section 6 – Council Meetings
Council meetings shall be held at least once per month during the academic year, except December and May. Meetings shall be open to all graduate students of Texas Tech University and to guests, but non-council members shall enter discussion only with permission of the presiding officer. Procedure shall be informal. However upon motion and majority vote of those present, meetings shall be held in accordance with Robert’s Rules of Order. The date of the next meeting shall be announced via email and posted on the GSAC website. Additional meetings will be called when the council deems necessary.

Section 7 – Executive Board
   A. The Executive Board shall include the President, Internal Vice President, and External Vice President.
   B. The Executive Board shall:
      1. Produce the agendas for the GSAC council meetings.
2. Conduct and apply all of the responsibilities and duties of individual officers stated in the Constitution.

C. Executive Orders
   1. When an issue arises that normally requires a vote of the council and a council meeting is not possible before a decision is necessary, the Executive Board shall have the power to issue an executive order regarding that decision.
   2. Only the Executive Board Members can propose an executive order. The proposition must be seconded by another Executive Board Member in favor of the executive order for it to be valid.
   3. The Executive Order must be made known to Associate members and Council members as soon as the order is issued via the GSAC website and/or email.

D. Executive Board Meetings
   1. The Executive Board shall meet at least once between monthly council meetings of the GSAC.
   2. Meetings of the Executive Board will be closed to the all other members of the GSAC unless the participation of the member is prominent to the issues or concerns at hand.

Section 8 – The GSAC Commissions
   A. The Distance Education Commission
   B. The Public Relations Commission
   C. The Academic Development Commission
   D. The Student Advocacy and Welfare Commission
   E. The Social Commission
   F. The Community Outreach Commission

Section 9 – Duties of the GSAC Commissions
   A. The Distance Education Commission shall:
      1. Be composed by a majority of distance students.
      2. Investigate and conduct surveys regarding the status of graduate distance education at Texas Tech University.
      3. Work with university administration to improve the quality of distance education.
      4. Seek out new methods in which distance education can be delivered in an effective and efficient manner.
      5. Prepare reports for university administration concerning student concerns, issues, grievances and areas of improvement in distance education.
      6. Pursue any other activities or initiatives that positively affect the welfare of the graduate students, within the limits of the duties of the commission defined in this section.
      7. Collaborate and work with other Commissions of the GSAC as needed.
8. Report to the GSAC Internal Vice President.

B. The Public Relations Commission shall:
1. Address issues concerning communications, publications, and media dealing with the GSAC.
2. Ensure that GSAC is represented and known within Texas Tech University community, social media and elsewhere.
3. Construct the GSAC newsletter as well as prepare material for dispersal to incoming students, faculty, and administration.
4. Serve as liaison between the GSAC and university and local media outlets.
5. Pursue any other activities or initiatives that positively affect the welfare of the graduate students, within the limits of the duties of the commission defined in this section.
6. Collaborate and work with other Commissions of the GSAC as needed.
7. Report to the GSAC External Vice President.

C. The Academic and Professional Development Commission shall:
1. Organize events to improve the career, professional, research, and academic development of the graduate student body.
2. Organize functions and events in conjunction with enrollment management of The Graduate School.
3. Assess and meet the academic and professional needs of the graduate students.
4. Pursue any other activities or initiatives that positively affect the welfare of the graduate students, within the limits of the duties of the commission defined in this section.
5. Collaborate and work with other Commissions of the GSAC as needed.
6. Report to the GSAC Internal Vice President.

D. The Student Advocacy and Welfare Commission shall:
1. Assess and address the unique needs of graduate students in regards to general welfare, international affairs and cultural diversity.
2. Establish ways in which to improve graduate student life.
3. Provide a forum for the communication of grievances, issues, and concerns.
4. Highlight, promote, and reinforce the international and cultural diversity of the graduate student body.
5. Publicly recognize any student, university figure, community member, or group demonstrating exceptional dedication to the GSAC, university, or community.
6. Pursue any other activities or initiatives that positively affect the welfare of the graduate students, within the limits of the duties of the commission defined in this section.
7. Collaborate and work with other Commissions of the GSAC as needed.
8. Report to the GSAC Internal Vice President.

E. The Social Commission shall:
1. Promote the social and networking environment of the graduate student body.
2. Organize functions, events, socials, and other gatherings involving students, their families, administration, and community members.
3. Pursue any other activities or initiatives that positively affect the welfare of the graduate students, within the limits of the duties of the commission defined in this section.
4. Collaborate and work with other Commissions of the GSAC as needed.
5. Report to the GSAC External Vice President.

F. The Community Outreach Commission shall:
1. Serve as liaison between the GSAC and the community outside of Texas Tech University.
2. Organize outreach activities for the GSAC to interact with and benefit the community outside of Texas Tech University.
3. Create positive connections with alumni, scholarship donors, and external entities willing to assist and promote the graduate student body and the GSAC in cooperation with other university entities, e.g. the Development Office of the Graduate School.
4. Communicate with community members about the issues and efforts dealt with by the graduate student body and the GSAC.
5. Pursue any other activities or initiatives that positively affect the welfare of the graduate students, within the limits of the duties of the commission defined in this section.
6. Collaborate and work with other Commissions of the GSAC as needed.
7. Report to the GSAC External Vice President.

Section 10 – Commission Appointments and Membership

A. Each commission shall include at least 5 members of the GSAC
   1. Each Council member of the GSAC is required to be an active member in at least 1 commission of their own choice.

B. Commission chairs shall be chosen by the members in each respective commission. Any GSAC member present at commission meetings may be elected to serve as commission chair. Any member who is elected by commission members to serve as their chair is immediately promoted to the status of Council member of the GSAC with all the rights and responsibilities thereof.

C. Commission chairs may serve for a term of one year for any single commission when they are elected. They must be re-elected in the respective commission to continue their position after the term of service.

D. Commission chairs whose term of service ended yet not re-elected may continue to be a Council Member status as long as they satisfy the minimum participation requirements.
Section 11 – Ad Hoc Commissions
Ad hoc commissions shall be defined and approved by the President and must be seconded by an Executive Board Member. Commission members shall be appointed by the President. Ad hoc commissions shall be disbanded by a simple majority of the Executive Board Members.

Section 12 – Legislative Process
Official legislation concerning amendments to the GSAC Constitution or proposals stating the position of GSAC on certain issues shall be required to undergo a universal review and passage procedure.

A. Any member(s) of the GSAC (as defined by Article II of the Constitution), the GSAC Commission, or graduate students in good standing with Texas Tech University may initiate legislation on behalf of their constituents. Any legislation shall be referred to as a “proposal” with a corresponding proposal number.

B. Procedure for Legislation
1. Compelling concerns or ideas requiring legislation shall be presented to the Executive Board for review at a regular meeting of that commission.
2. The Executive Board, in conjunction with the initiating party, will draft a proposal for submission to the GSAC members at the next regular council meeting.
3. All new proposals, regardless of the number of readings required, shall come to the floor during New Business.
4. All proposals requiring only one reading shall be debated and voted on after they are read unless tabled until a later council meeting.
5. All proposals requiring two readings, as outlined in Article IV of the Constitution, shall be debated and voted on after the second reading.
6. Any proposal passed by the GSAC is final and does not require approval of the GSAC President.

Section 13 – Participation Points System
A. Purpose of the Participation Point System
1. To encourage active participation among GSAC members. The minimum participation requirement is a specified number of points a Council Member must fulfill in order to continue the membership status.
2. The point system a quantitative measure of participation among GSAC members to determine worthiness of a Graduate School scholarship that is awarded by the current Dean of the Graduate School and GSAC Advisor.

B. Duties of the Executive Board and Commission Chairs
1. It is the duty of the Internal VP to actively track attendance of the GSAC members during monthly working meetings. The Internal Vice President shall allocate points for attendance at GSAC General Meetings and at Graduate School activities, conferences, and related activities shown to benefit GSAC.
2. Chairs of the commissions sponsoring qualifying events are responsible for
recording member attendance at events and allocating points for attendance at and planning of events. Commission chairs shall also track points related to commission work and report the allocation of points to the Internal VP.

3. Executive Board Members have the prerogative to change the defined numerical point distributions at their discretion. These modifications must have prior approval of the faculty advisor, or by the majority vote of the Executive Board Members in the absence of faculty advisor.

C. Minimum Participation Requirements

Minimum Points Required

1. Council members are required to obtain 8 points each semester in order to retain Council membership status for the following semesters. If a Council Member fails to obtain 8 points in any given semester that member shall be demoted to Associate Member status.

2. General and Associate Members who obtain 15 points in a semester are eligible for nomination as Council members in accordance with Article II of the GSAC Constitution.

3. The points obtained in Summer-I Semester will be added to the Spring Semester. The points obtained in Summer-II Semester will be added to the consecutive Fall Semester.

4. Members are responsible for keeping track of points and ensuring that points are credited as set forth in Section 13, A. Disputes concerning participation points and requests for credit for activities other than those set forth in Section 13, C., should be directed to the Internal Vice President.

D. Point Values for Qualifying Activities

1. GSAC council meeting attendance: 1 point per meeting

2. Commission work: 2 points per activity
   a. Meeting (outside of the GSAC general meeting) with and/or communicating with commission members regarding a commission-related issues and/or events.
   b. Meeting with an administrator or other individual on behalf of graduate students to fulfill a task or goal.
   c. The completion of a stated goal, task, or event.

3. Event attendance and participation: 1 point per event

4. Event organization: 2 point per event
   a. Planning, preparing and completing of an event
   b. Creating flyers and advertisements
   c. Advertising and promoting events through social media outlets such as Facebook, Twitter, Tech Announcements, etc.

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3 Participation is defined as being actively involved at an event, activity, or function.
d. Meeting with donors, venue managers/owners, supply distributors, etc.

5. Conference and related functions: 3 points per participation in function
   a. National Association of Graduate and Professional Students (NAGPS) national or regional conference (locations vary)
   b. Legislative Action Days in Washington D.C. or Austin, Texas
   c. GSAC annual or semi-annual retreats

6. Participation in Graduate School activities: 1 point per activity
   a. Commencement ceremony
   b. Workshops