

VILLANOVA UNIVERSITY

GRADUATE STUDENT COUNCIL OF ARTS AND SCIENCES CONSTITUTION AND BYLAWS

Constitution

I. Name

A. The name of this organization shall be the Graduate Student Council of Villanova University, College of Liberal Arts and Sciences, hereafter known as the Graduate Student Council, College of Liberal Arts and Sciences (The GSC-CLAS).

II. Purpose

A. The GSC shall:

1. Serve as a forum for the discussion of matters pertaining to the welfare of graduate students in the College of Liberal Arts and Sciences at Villanova University.
2. Serve as a liaison between the graduate student body and the University by selecting graduate students in the College of Liberal Arts and Sciences to serve on committees, such as Academic Policy.
3. Contribute to the recognition and integration of graduate students in the College of Liberal Arts and Sciences at the University.
4. Facilitate public service and activities that foster unity among graduate students in the College of Liberal Arts and Sciences at Villanova University.
5. Strive to continuously improve the academic experience of Villanova's graduate students in the College of Liberal Arts and Sciences.

III. Membership

A. GSC membership shall be comprised of an Executive Board.

1. Any full-time or part-time graduate student in the Arts and Sciences at Villanova is eligible to serve on the Executive Board.

B. Any full-time or part-time graduate student in the College of Liberal Arts and Sciences at Villanova may participate in GSC activities or meetings as chosen by the executive board, as membership is not a requirement for participation.

IV. Executive Officers

A. The executive officers of the GSC shall consist of President, VP for Academic Affairs, VP for Communication, VP for Finance, VP for Social Activities, and VP for Community Outreach.

V. Faculty Advisor

A. The Dean of Graduate Arts and Sciences or any staff or faculty member within the Graduate Arts and Sciences is eligible to be appointed as the GSC's Primary Advisor. If requested, the Director of CLAS Graduate Studies can serve as a co-primary advisor.

B. The Primary Advisor shall serve in an advisory, non-voting capacity to advise the members of the GSC in accordance with the proper procedures of Villanova University and act as the liaison between the GSC and the staff, faculty, and administrative of the College of Liberal Arts and Sciences.

VI. Meetings

A. The GSC shall meet no less than once per month during each of the fall and spring semesters, and have the option to meet during the summer semester if desired, and as often as necessary to fulfill the Purpose stated in Article II.

B. The GSC shall solidify their meeting schedule during the first meeting of the semester, these dates will be designated by the President and approved by the executive board by a vote in a GSC meeting or through confirmed communication.

C. Meetings will be called as long as 75% of GSC Executive Board is in attendance. Those unable to attend are responsible for reading and responding to the meeting minutes.

D. The designated meeting space for town halls and in-person executive board meetings will be determined and published in advance.

VII. Voting Privileges

A. Voting privileges shall be extended to all members of the GSC and based on a majority vote, as described in Article III Sections A and B.

B. Voting on all appropriate issues will be done by a show of hands or a vote submitted to the executive board 24 hours prior to the meeting. The VP of Communication will keep a record of all voting.

VIII. Amendments

A. Proposals for amendments to the Constitution and Bylaws must be presented in writing to the Executive Board.

B. Proposals will be presented and discussed at the next GSC meeting following their submission.

C. Amendments to the Constitution shall require a three-fourths vote of a quorum (see subsection E below) of the GSC to be adopted.

D. Amendments to the Bylaws shall require a two-thirds vote of a quorum of the GSC to be adopted.

E. Quorum shall be defined as the executive board, 24 hours prior to the meeting.

Bylaws

IX. Duties of Executive Board and Officers

A. Executive Board shall:

1. At any point, any member of the executive board may be required to temporarily fulfill the duties of any other member of the executive board.
2. The executive officers must meet as discussed in the Constitution, and more often as necessary to fulfill the Purpose of the GSC.

3. Resignations must be submitted to any member of the Executive Board in writing.

B. The President shall:

1. Convene monthly GSC Executive Board meetings.
2. Preside over all GSC meetings and executive board meetings.
3. Call for a vote on any motion or proposal brought before the executive officers or GSC.
4. Delegate duties to the executive officers as necessary.
5. Represent the GSC in an official capacity at the University, regional, or national level, or appoint members to do so.
6. Meet with the Graduate Dean of the College of Arts and Sciences (or a representative of their office) at least once per semester or delegate another member of the executive board to do so.
7. Perform any other functions necessary and proper, such as but not limited to appointing graduate students to vacant or ad-hoc positions, for the welfare of the GSC not expressly prohibited or otherwise delegated by the provisions of the Constitution or Bylaws.

C. The VP for Academic Affairs shall:

1. Serve as a liaison between the University administration and GSC, in conjunction with the President.
2. Serve as the Academic Committee chairperson and report on relevant academic issues to the executive board.
3. Serve as ex officio graduate CLAS representative to the University Senate Academic Policy Committee, as requested.
4. Serve as ex officio graduate representative to the CLAS Assessment Committee.
5. Serve as GSC parliamentarian, assuring proper interpretation and implementation of the Constitution and Bylaws.
6. Review the Constitution and Bylaws annually (Spring semester) with the executive board to discuss potential amendments.
7. Serve as liaison to other graduate university constituencies in whatever manner is most efficient and necessary.

D. The VP for Communication shall:

1. Advertise GSC meeting times and locations to the GSC body.
2. Record attendance at all GSC meetings.
3. Record and distribute GSC meeting minutes.

4. Record and distribute executive officer meeting minutes.
5. Create advertisements for all GSC events and promote those to the graduate student body.
6. Work in collaboration with Graduate Center for social media.
7. Communicate with Student Government Association undergraduate council if the need arises.

E. The VP for Finance shall:

1. Maintain financial records for all transactions utilizing GSC funds.
2. Submit and propose a yearly budget to the GSC for membership approval.
3. Collect and present all requests for funding from outside groups or individuals to the GSC or executive officers for approval.
4. Maintain contact each semester with the appropriate office (E.g., Graduate Center) and the Graduate Studies Office about the budget.
5. Serve as the Fundraising/Philanthropy Committee co-chairperson with the VP of Philanthropy and report on relevant fundraising/philanthropic issues to the executive board.
6. Coordinate with the VP of Philanthropy, the appropriate office, and the Graduate Studies office to coordinate an appropriate method for collecting funds.
7. Coordinate with the VP of Philanthropy to create a financial report after the collection of any philanthropic funds.

F. The VP for Social Activities shall:

1. Report on relevant community needs from the graduate CLAS community to the executive board.
2. Communicate upcoming GSC-sponsored activities to the VP for Communications for prompt advertising to the graduate student community.
3. Plan at least two GSC-sponsored activities per semester.
4. Maintain a record of hosted events, campus partners, future improvements, etc. as a guide for successive officers in this position to successfully carry out their roles and responsibilities.
5. Maintain contact each semester with the Office of Graduate Studies and the Center for Graduate Research and Education about their upcoming event schedule to partner in collaboration and ensure no overlapping events.
6. A tentative Social Calendar should be established by May 1st for the upcoming academic year.

G. The VP for Community Outreach shall:

1. Serve as the Fundraising/Philanthropy Committee co-chairperson with the VP of Finance and report on relevant fundraising/philanthropic issues to the executive board.
2. Coordinate with the VP of Finance, the Graduate Center, and the Graduate Studies office to coordinate an appropriate method for collecting funds.
3. Organize service events for the GSC and graduate student body to participate in during the academic year.
4. Coordinate with the other Villanova personnel and organizations during campus-wide service events such as the St. Thomas of Villanova Day of Service, Special Olympics, and Martin Luther King Day Service projects.
5. Research and work with VP of Communication to advertise GSC and other campus philanthropic events available to graduate students.
6. A tentative Philanthropic Calendar should be established by May 1st for the upcoming academic year.

X. Executive Board Elections

A. All executive officers shall be elected for one year term by an open graduate student voting session during the second half of March and both sets of executive officers shall attend the next meeting following the election.

B. A transitioning meeting will occur in person during the last week of March to equip the new executive board with all the information and tools they need to succeed in their time on the board.

C. April 1st of each year will be the start date of the new executive board.

D. Any part-time or full-time graduate student at Villanova University shall be eligible to be a GSC executive officer, requiring a plurality of votes cast.

1. Self-nominations can also be submitted in writing to the executive board through a Microsoft Form sent out by the Graduate Student Council.
2. It is highly recommended that nominees attend GSC events prior to the special elections meeting.

E. No student may hold more than one position, please see Article I section 1a.

F. If any position becomes vacant during the subsequent academic year, an eligible graduate student shall be voted in by the GSC to complete the vacated term of office.

1. All candidates for executive officer positions shall be allowed to make a statement for nominations and go to a vote if there is opposition.

2. Voting shall be by secret ballot and tallied by faculty advisor or president.

G. All executive board members are required to create a transition document which details any information the next VP in their position will need to successfully take over the role.

XI. Implementation of Ad-hoc Committee(s)

A. Ad-hoc Committee(s)

1. Formed at the discretion of the GSC body during a meeting.
2. The committee Chair will be appointed by the GSC executive board during a meeting.
3. All Ad-hoc committees are temporary; will be considered active until the GSC body votes to disband them or a new academic year starts.

Adapted and amended February 2025 from the previous Villanova University Graduate Student Council Arts and Sciences Constitution and Bylaws (March 2023) by the 2024/2025 Executive Board Members Cecily Ritchie (President), Zach Baker (VP for Academic Affairs), Emily Khoo (VP of Communication), Sophia Edwards (VP of Social Activities), David Heuring (VP of Community Outreach), and Eileen Park (VP of Finance) with Dean Woodard (Dean of Graduate Studies). Approved by a majority of Executive Board Members on February 24th, 2025.