

**Constitution of the
Graduate Student Association
Texas Tech University Health Sciences Center
Lubbock, Texas**

ARTICLE I. Name

The name of this organization shall be the Texas Tech University Health Sciences Center Graduate School of Biomedical Sciences Graduate Student Association (hereafter referred to as the Graduate Student Association or GSA).

ARTICLE II. Purpose

The purpose of this organization shall be to provide a source of communication between the graduate students and the administration and to coordinate graduate student extracurricular activities.

ARTICLE III. Membership

Membership of the Graduate Student Association consists of all graduate students enrolled in the Graduate School of Biomedical Sciences (GSBS) at the Texas Tech University Health Sciences Center, Lubbock Campus. Students are automatically enrolled as members when they register as students in the GSBS.

ARTICLE IV. Officers/Executive Committee

1. The Executive Committee shall be composed of the following officers with the following responsibilities:
 - a. President
 - i. Sees that the GSA operates in accordance with TTUHSC operating procedures
 - ii. Ensures the execution of the responsibilities of the Executive Committee and to coordinate the activities of the GSA officers as listed
 - iii. Establishes, with the approval of the Executive Committee, temporary offices and committees as necessary to ensure efficiency in the operation of the GSA
 - iv. Serves as an ex-officio member on all committees
 - v. Serves as the chair and as a voting member of the Executive Committee
 1. Makes final decision in the event of a tie vote
 - vi. Presides over all meetings of the Graduate Student Association
 - vii. Represents GSBS student body at appropriate TTUHSC business and social functions or appoints a representative to do so
 - viii. Meets with the Dean of GSBS at the end of the academic term to give a report and receive feedback on progress of the organization
 - ix. Meets with the Director of Student Services and confirms that all documentation required by Student Services is completed and submitted on time throughout the fiscal year
 - x. Oversees all voting and elections within the Graduate Student Association and authenticates results
 - xi. Serves as the student representative to the Graduate Council
 1. Attends all meetings of the Graduate Council and represents the official position of the students of the GSBS
 2. Reports to the GSA any proceedings of interest from the Graduate Council meetings

- xii. Welcomes new GSBS graduate students at every fall orientation and informs them of their membership in GSA and delivers a copy of the GSA constitution and amendments
- xiii. Updates the GSA constitution (every odd year) and provides funding guidelines to GSA members annually

b. Vice President

- i. Acts as President in case of the President's absence
- ii. Acts as Secretary
 - 1. Records the minutes of all GSA meetings and distributes them to all graduate students and to the Director of Student Services
 - 2. Responsible for producing and distributing meeting agendas at least twenty-four hours in advance along with reminders for meetings
 - 3. Maintains a contact information list of all GSBS students
 - 4. Maintains attendance records of all GSA meetings
 - 5. Ensures that information on the GSA website is updated
- iii. Coordinates scheduling and reservations for GSA meetings and invites the GSBS Assistant Dean/Managing Director to each of these meetings in coordination with the Executive Committee

c. Graduate School of Biomedical Sciences Senators

- i. Number of senators is determined by TTUHSC Student Government Association (SGA) constitution and by-laws
- ii. Serve as the GSBS representatives for the SGA
- iii. Fulfill all duties of the position of Senator as outlined in the SGA constitution and by-laws
- iv. Inform members of Graduate Student Association of SGA minutes

d. Treasurer

- i. Responsible for all GSA monies allocated from Student Services and other accounts
- ii. Maintains records of transactions with GSBS monies allocated for Student Research Week
- iii. Organizes budget request for the Graduate Student Association and presents it to the Executive Committee
- iv. Verifies records with OrgSync with the help of the Advisor and President at the end of his/her term
- v. Prepares Funding Guidelines for approval by the Executive Committee
- vi. Submits a financial report to the Executive Committee at the conclusion of each school semester
- vii. Oversees all financial responsibilities and compliance with funding regulations of the Graduate Student Association
 - 1. Travel funds
 - a. Use of GSA funds allocated for travel of its members will be determined annually by the officers
 - b. Requirements to obtain the funding will be decided by the GSA officers each year and presented to the members at the first general meeting
 - c. All members must be able to meet requirements as outlined in the GSA Bylaws
 - d. Any funding allocated for travel will be divided evenly among the number that apply for the funds and will be distributed to those that have completed the requirements
- viii. With the help of the graduate students, the GSA will provide the GSBS with stipend and benefit comparisons every year and if appropriate, propose GSBS stipend increases, and additional benefits in coordination with GSBS Dean and in coordination with request for state funds

a. Public Relations Director

- i. Organizes and publicizes GSA membership participation in community service events sponsored by GSA as well as those events in collaboration with SGA

- ii. Serves as Journal Club Coordinator for the Graduate Student Association
 - 1. Contacts all GSBS students at the beginning of the fall semester and gets a list of those who wish to have funding for travel
 - 2. Schedules these students along with guest speakers to present at Journal Club meetings
 - 3. Advertises Journal Club meetings
 - 4. Maintains attendance records of all Journal Club meetings
 - 5. Coordinates with Treasurer and President to make sure all students who travel have fulfilled their requirements
 - iii. May organize social events for members of GSA with money raised by GSA and kept in an outside account
 - iv. May coordinate involvement of GSA members in activities sponsored by the Office of Diversity and Multicultural Affairs, as well as any other events held by TTUHSC organizations
- b. Student Research Week Director
- i. Ensures the execution of Student Research Week (SRW) activities and the responsibilities of the SRW Committees
 - ii. Recruits guest speakers and coordinates their schedules and accommodations
 - iii. Coordinates with Treasurer and GSA Advisor for budgeting
 - iv. Organizes scheduling of SRW
 - v. Delegates and oversees SRW Committees. Also verifies that host department for the following year has representatives on the current committees.
 - vi. Compiles data from current year to be passed on to the next SRW Director

ARTICLE V. Meetings

- 1. At least two general meetings of the Graduate Student Association will be held each year at times decided upon by the officers
 - a. These two meetings will each serve one of the following purposes
 - i. Welcome new students
 - ii. Elect officers
 - b. All officers will give a report at each meeting
- 2. The officers will hold an executive meeting at least once every month. These meetings are open to all members of GSA who may attend as non-voting parties
 - a. The Vice President records minutes for every meeting and updates this section on the GSA website
- 3. New motions or items of business to be voted on must be submitted to the President to be placed on the agenda prior to the next executive meeting

ARTICLE VI. Elections

- 1. Nominees
 - i. In order to be eligible for any officer position, and continue to hold a position, a student must:
 - i. Permit GSA Advisor to evaluate their academic standing
 - ii. Maintain a cumulative graduate level GPA of 3.0 or above
 - iii. Not violate the Code of Professional and Academic Conduct published in the Student Affairs Handbook
 - iv. Not be placed on academic probation by GSBS in the semester of election or during term of office

- v. In addition to the above requirement, the following additional requirements apply for election to President and SRW Director
 - 1. The nominee for GSA President must have served one term as an officer or as chair of a Student Research Week committee
 - a. An exception will be made if there are no nominees with previous involvement in the GSA or SRW
 - 2. The nominee for SRW Director must be a member of the department that is hosting the SRW on that year and must have served one term as an officer or as chair of a Student Research Week committee or served as GSA President
 - a. An exception will be made if there are no students from the host department who can fulfill this requirement
- b. The President will advertise the GSA and SRW positions and call for nominations in a communication to all students
 - i. A member can nominate someone else or themselves
 - ii. The number of SGA Senator positions will be determined the number of GSBS students
 - iii. The GSA Advisor will confirm their eligibility according to the guidelines mentioned in article VI Section 1
 - iv. The President will contact the eligible nominees individually to make them aware of their nomination and allow them to accept or decline the nomination
 - v. Two weeks before the general meeting is held, the President will announce the nominees for every office and set a date for the meeting

2. Voting

- a. Officer elections shall be held at the general GSA meeting at the end of the Spring semester with a one-year term of office and no restrictions on multiple terms
- b. Decisions of the GSA shall be made by a simple majority vote (more than half of the votes cast) of students present at a meeting or by a simple majority vote of students casting mail or email ballots. A quorum is defined as the number of students attending the meeting or responding to mail and/or email ballots
- c. All willing and eligible nominees will be placed on a ballot for voting by the members of the Graduate Student Association at a general meeting
 - i. nominees are required to give a 5 minute or less speech stating their goals and vision for their office
 - ii. Voting will be conducted by secret ballot
 - iii. The President and Vice President will count the votes and announce the elected officers at the same general meeting
 - 1. The President will make the final decision in the event of a tie vote
 - 2. If the President and/or the Vice President are being nominated for an office, the Treasurer and Public Relation officers will count the votes and make final decision in the event of a tie vote
- d. New officers will begin their term of office at an executive meeting of the outgoing and new officers to occur no more than two weeks after elections

1. Resignation and Vacancy procedures

- e. Resignation
 - i. In the event that an officer no longer meets the requirements of office or is unable or unwilling to perform the duty of that office, it is the duty of that officer to submit his or her resignation to the highest remaining officer according to rank in Article IV
- f. Vacancies
 - i. In the event that the President resigns before his or her term is complete, the Vice President shall be promoted to President
 - ii. Any other position vacancy will be filled by a special election

- g. Vote to Remove
 - i. Members may call for a vote to remove any officer not meeting the requirements or responsibilities of office by submitting a written agenda request for a special general meeting for this purpose to the highest-ranking officer not being voted on
 - 1. This officer will chair an investigative committee consisting of two additional officers chosen at random and two GSA members chosen at random
 - ii. Any officer who receives a two-thirds majority vote affirmative for removal by secret ballot shall be removed from office and any responsibilities thereof
 - iii. Members will be informed of the special general meeting by the highest officer not being voted upon

ARTICLE VII. Activities

1. No GSA member may be excluded from any GSA activity, including but not limited to:
 - a. Community Service Activities
 - b. Journal Club
 - c. Student Research Week
 - d. Fundraising Events
 - e. Social Events
2. Journal Club
 - a. Provides a forum for GSA members and guests to give presentations on scientific and related subjects to other GSA members and guests
3. Student Research Week
 - a. A week-long event, occurring annually during the first full week of March (exceptions to this date must be approved by the GSBS Dean), consisting of:
 - i. Seminars from prominent scientists in the biomedical field
 - ii. Poster competition open to all GSA members and other invitees
 - b. Host Department rotation will cycle in this order listed below:
 1. Immunology and Molecular Microbiology
 2. Cell Biology and Biochemistry
 3. Pharmacology and Neuroscience
 4. Cell Physiology and Molecular Biophysics
 - ii. If the GSA members of a department decline to host Student Research Week then the department will be skipped and the next willing department will become responsible
 - c. SRW Officer positions
 - i. There will be four SRW positions listed below:
 1. SRW Director
 2. SRW Vice Director of Marketing
 3. SRW Vice Director of Operations: Judging, Food & Vendors
 4. SRW Poster Competition Coordinator
 - ii. The SRW Director must be from a student from the host department and must have served as a GSA officer or SRW chairperson before
 - iii. All other chairpersons can be from any department within the GSBS

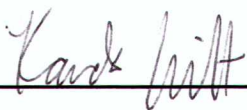
ARTICLE VIII. Advisor

The Assistant Dean / Managing Director in the GSBS office will serve as the GSA advisor and be available to the officers and members for consultation about the organization's affairs, will attend organization meetings and functions as often as possible, offer suggestions regarding the operations of the organization, and oversee adherence to TTUHSC regulations and the organization's constitution and bylaws. The advisor will ensure that

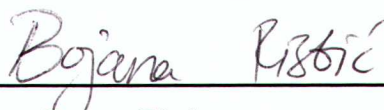
all officers meet the requirements outlined in Article VI, 2. The Assistant Dean/ Managing Director will also serve as an *ex-officio* advisor to the GSA and will certify the expenditures of the organization utilizing GSA funds.

ARTICLE IX. Ratification and Amendments

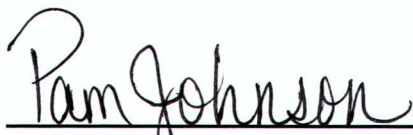
1. This constitution shall be ratified by the membership at a meeting called for that purpose and shall not become valid until approved by the majority of voting quorum at said meeting. The constitution may also be approved by email vote if no major changes are being made to the constitution that would warrant discussion. The "majority" of email votes is calculated by the number of respondents, not by the total number of students.
2. This constitution may be amended by a simple majority of a voting quorum at a meeting called for the purpose of amending the constitution. The majority will be calculated on members present at meeting.
 - a. Any member wishing to amend this Constitution, must present a written proposal to the President
 - b. President will present the amendment within two weeks to the officers at a special officer meeting
 - i. The officers will then decide whether to accept or decline the amendment
 - ii. The President is responsible for informing the author of the proposal of the decision made by the officers
 - iii. Accepted proposals will be distributed to all GSA members at least one week prior to the meeting called for the purpose of amending the constitution
 - c. All amendments are voted upon at the first general meeting of the GSA
 - i. If the amendment is not accepted as proposed, the President will schedule a special general meeting to occur within one month to vote on the revised amendment
 - ii. The executive committee may call for a special general meeting in order to vote on pressing amendments
3. Ratification or amendments shall become effective immediately upon approval unless otherwise stated in the amendment to be approved.



Kandis Wright
President



Bojana Ristic
Vice President



Pam Johnson
GSA Advisor

Ratified: April 21, 2006

Edited: May 22, 2017

Sent to students: May 12 & June 9, 2017

Amended: July 3, 2017