

**University of Redlands – School of Education  
Graduate Student Association (GSA)**

**Article I: Name**

This organization shall be known as the School of Education Graduation Student Association of the University of Redlands, hereinafter referred to as the GSA.

**Article II: Mission/Purpose**

The mission of the Graduate Student Association (GSA) is to serve as a governing body for graduate students of the University of Redlands' School of Education. The GSA will seek to be a collaborative space that encourages open communication between Students, Faculty, and Administration. The GSA advocates for the unique concerns and needs of graduate students by encouraging and uplifting the voices of the student body. The GSA will provide a platform for active community engagement across the School of Education.

**Article III: General Membership**

All graduate students of the School of Education are welcome to participate in the activities of the GSA. The decision to not require a formal membership procedure or process is intentional. It clears all barriers to participation and is in line with GSA's stance that all voices must be heard. All members must be enrolled in one of the graduate programs listed below which includes regional campuses and online programs.

Membership in the association will not be denied to anyone based on race, religion, national origin, age, sex, disability, veteran's status, and sexual orientation or identity. In pursuit of social justice and equity for all students, the GSA stands as a safe and brave space to voice all concerns from the student body without fear of retaliation. Where all perspectives are allotted a seat at the table and all voices are encouraged to participate through collaborative means.

General Membership applies to all graduate students enrolled in the School of Education. General Members are differentiated from elected members and cabinet members of the GSA through the absence of a formal term timeframe, no election procedure, and General Members' ability to have fluidity in their participation.

General Membership participation involves attending meetings, GSA sponsored events, and exercising voting power. General Members can request meetings with their Program Representatives and Department Liaisons to voice themselves. General Members are also invited to attend General Student Council meetings, which will be called by the GSA during moments in which the GSA seeks to advocate for large scale reform or express an official stance under extraordinary circumstances. More information regarding General Student Councils will be provided under meeting descriptions.

The School of Education at the University of Redlands is composed of three departments:

- Department of Teaching and Learning
- Department of Counseling and Human Services
- Department of Leadership and Higher Education.

Each department contains multiple programs:

Department of Teaching and Learning:

- Master of Arts in Education, Teaching and Learning
- Master of Arts in Education, Curriculum and Instruction
- Master of Arts in Education, Curriculum and Instructional Design

Department of Counseling and Human Services:

- Master of Arts in Clinical Mental Health Counseling
- Master of Arts in Education, Human Services
- Master of Arts in Education, School Counseling

Department of Leadership and Higher Education:

- Master of Arts in Education, Educational Administration
- Master of Arts in Education, Higher Education
- Doctor of Education, Leadership for Educational Justice

The programs listed above are specifically Masters/Doc programs. There are other credentialing programs that are not listed.

#### **Article IV: Elected Representatives**

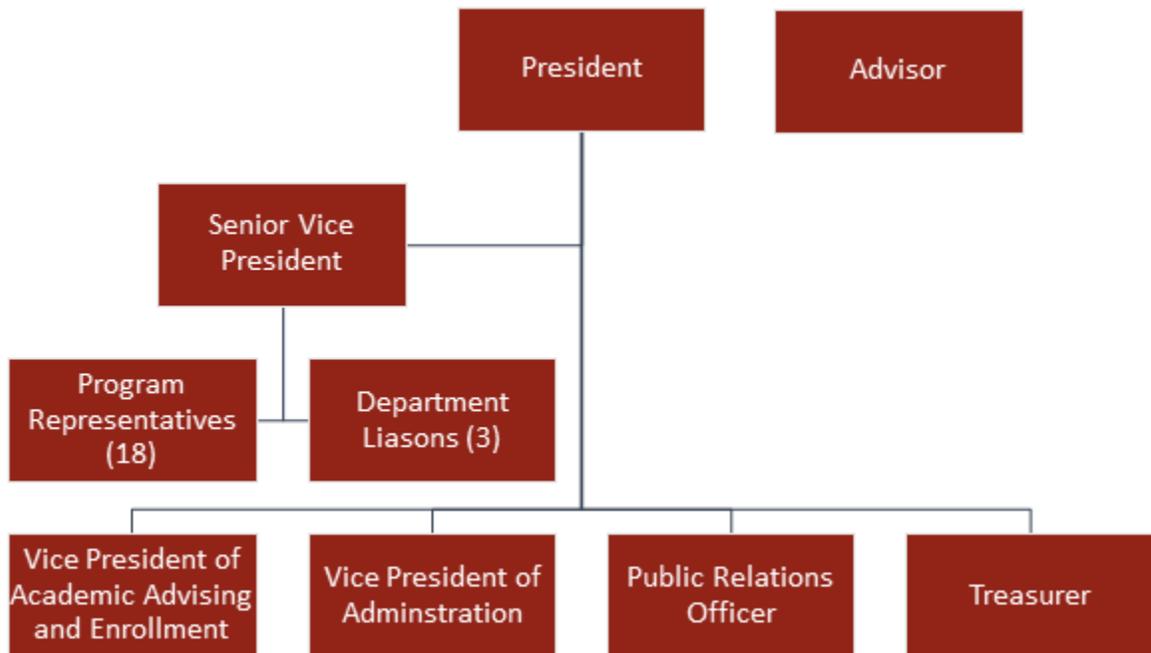
All graduate students of the School of Education are welcome to run for office to become an elected representative of the GSA. Elected officers bear responsibility to the students they represent and to the institution they attend. Elected officers hold equal voting rights of General Members and are required to attend General Council Meetings, as well as other meetings depending on specificity of position.

#### **Article V: GSA Structure**

The structure of the GSA will provide maximum amplification of student voices. To this end, the following structural proposal seeks to integrate each program in the three departments and provide them with a platform for self-advocacy, while also enabling more complex concerns to be routed through a formal chain-of-command. Each elected

position is contracted for one (1) full academic year beginning Fall and ending after the Summer term. Election Procedures are listed immediately following this section. Elected officers cannot hold more than one position, unless approved by the GSA Cabinet.

Program Representative and Department Liaisons can run for reelection after having served their contracted full academic year. All positions in the GSA Cabinet are limited to a one-year term and are unable to run for reelection for the same positions but can run for other elected positions.



### **GSA Cabinet:**

The GSA cabinet consists of the GSA leadership team, which includes: President, Senior VP, VP of Administration, Treasurer, VP of Academic Advising and Enrollment, and a Public Relations Officer.

- **President**
  - The President's role will be to serve as the primary spokesperson for GSA and will have a formal line of communication with the Dean and the School of Education's administration.
  - The President will be responsible to meet quarterly with other GSA's as they emerge on campus. The establishing of the formal relationship with other GSAs will be responsibility of the President.
  - The President will be responsible for voicing the concerns of SOE Graduate Students at various campus administrative meetings including, but not limited to: Board of Trustees, SOE Dean's Cabinet, University of Redlands President's Cabinet. Other meetings can be added as necessary.
- **Senior Vice President**

- The Senior Vice President (SVP) will serve as the primary support officer for the Department Liaisons. The SVP will offer themselves as sounding boards to Department Liaisons and will assist them in the critical thinking process to troubleshoot department/program concerns.
  - The Senior Vice President will share the responsibility of meeting quarterly with other GSA's as they emerge on campus.
  - The establishing of the formal relationship with other GSAs will be responsibility of the President and Senior Vice President.
  - The SVP will share the responsibility of representing SOE Graduate Students at various campus administrative meetings including, but not limited to: Board of Trustees, SOE Dean's Cabinet, University of Redlands President's Cabinet. Other meetings can be added as necessary.
- **Vice President of Administration**
  - The VP of Administration will serve as the collector, disseminator, and organizer of information for the GSA. Administrative duties can also be expanded to include financial officer duties should GSA have a budget.
  - Keep the minutes of the Cabinet and General Student Council.
  - Maintain and distribute minutes, committee reports, and correspondence for the Cabinet. GSA minutes, Committee reports, and correspondence shall be maintained on file.
  - Take attendance at General Student Councils and submit copies to the Cabinet.
  - Take the official tally of votes during Cabinet and General Student Councils.
  - Assemble and send notices of meetings, agendas, and other materials to the Cabinet.
  - Maintain accurate and current files of information.
  - Draft communication at the request and approval of the Cabinet.
  - Respond to general inquiries via Email
  - Carry out all other responsibilities as delegated by the Cabinet.
- **Program & Finance Organizer (Treasurer/Bursar)**
  - Implement the budget plans as outlined by the Cabinet. This includes following School and University procedures for deposits to, and payments from, the accounts of the GSA.
  - Report at each meeting of the Cabinet about the financial standing of the GSA.
  - Oversee and coordinate the competitive awards.
  - Meet with members of the Cabinet to decide upon requests for additional program funding.
  - Notify programs whose funds are in jeopardy, have been frozen, or discontinued.

- Regularly review the monthly attendance of Department and Program Representatives to determine which programs are eligible for additional funds requested.
  - Consult with the Cabinet as necessary to discuss discrepancies regarding Department and Program representation.
  - Carry out all other duties as assigned by the Cabinet.
- **Vice President of Academic Advising and Enrollment**
  - The VP of Academic Advising and Enrollment will serve as the primary liaison with those offices.
  - Any concern brought to the cabinet involving those centers will be handled primarily by this VP.
  - The VP of Academic Advising and Enrollment will be responsible for attending and representing Graduate Students at Faculty Senate meetings.
- **Public Relations Officer**
  - The Public Relations Officer will be tasked with handling communication of the GSA. This communication will be both internally and externally facing. The PRO will be responsible for representing the concerns of SOE Graduate Students at ASUR meetings and will serve as a general liaison between the two governmental associations.
  - Approve all GSA marketing, communications, and public affairs related material
  - Document and present all issues and feedback to the Cabinet from graduate student “members”
  - Carry out all other responsibilities as delegated by the President.
  - Responsible for establishing, maintaining, and growing social media presence and lead digital outreach programs
- **Advisor**
  - A staff member from the School of Education Office of Student Success will serve as the Advisor for the GSA
  - Meet with the Cabinet once a semester or as needed —to be determined by the Cabinet
  - Provides staff approval for social media posts on SOE page, changes to the GSA website, approval for events to occur on campus, and other services as determined by the Cabinet
  - Act as liaison for University Communications and other campus partnerships as needed
  - Review official documents and communications between GSA and students, faculty, and staff
  - Keep the GSA aware of and in compliance with University policy, procedures, and guidelines
  - Provide guidance on GSA campaigns (social media, flyers, email communications, and events)
- **Program Representatives**

- Each program will be allotted two (2) Program Representatives. This will ensure broad representation among the SOE.
  - These program representatives, eighteen (18) in total, will serve as the ears of the GSA.
  - As students in the programs they are representing, they have unique access to inquire about student concerns while also providing personal context to those concerns. This will ensure that each program is given special attention and provided with a clear avenue to voice their concerns and give feedback on University functions.
  - Program Representatives will be responsible to meet regularly with their Department Liaison.
  - Program Representatives will also be tasked with creating communication channels among students in the programs they represent. This can be done via social media apps or messaging apps.
  - Along with establishing communication channels, Program Representatives should seek to establish community through organizing various socials, mixers, or similar events for students in their specific program. This can be done in conjunction with Department Liaison support.
- **Department Liaisons**
- The program representatives will be supported by Department Liaisons. As there are three (3) departments in the School of Education, there will be three (3) liaisons.
  - The department liaisons will be essential to providing avenues for self-advocacy within the programs and will serve as the gatekeepers through which complex concerns reach GSA leadership.
  - The Department Liaisons will be required to hold regular meetings with their six (6) Program Representatives to maintain an open channel of communication.
  - The Department Liaisons will also be tasked with having formal relationships with the faculty Department Chairs. Each department in the School of Education has a faculty member assigned as the Department Chair. The Department Liaisons will work closely with this person so that the Departments and Students can have formal channels through which to communicate and advocate.
  - For issues that arise that are specific to the Department or Program, Department Liaisons are empowered to troubleshoot those issues between their Department Chair and the Students they represent.
  - For issues that are more complex or have implications affecting the School of Education, Department Liaisons will bring them to the GSA cabinet meetings, where GSA leadership can petition the Dean or other functional areas of the School of Education.

- Department liaisons are encouraged to collaborate with program representatives, Department Chair faculty, and students in their departments for programming and event planning.

## **Article V: Election Procedures**

Elections will be held the first week of the July. This will create overlap in the Summer term, which will allow for incumbent officers to train, mentor, and provide a smooth transition of power to the officers-elect, who will assume their responsibilities after the Summer term. All Department Liaison positions, Program Representatives, and GSA Cabinet positions will be filled using these election procedures.

Prior to the final week of the Spring term, the GSA will send out an announcement to all School of Education graduate students, faculty, and staff announcing the upcoming elections and listing all open positions with full descriptions of responsibilities. The announcement will detail that in order to be listed as a nominee for any of the open positions, one must submit a candidate statement to the GSA. The deadline to submit candidate statements must not be less than one (1) week from the election in July. Students seeking open positions can only apply for one position per election cycle. We will send out a second announcement one week prior to the July election to allow sufficient time for incoming students to submit a candidate statement and run for office.

The GSA will then compile the list of candidates from those who submitted their candidate statements prior to the deadline. Starting the first Monday of the last week of July, the GSA will email out the ballot to all Students and will give them the entire week to complete and email it back. The ballots will be composed through online survey hosting sites to keep official tally. Students may only vote for one candidate per category unless otherwise noted on the ballot. Students running for elected positions may vote for themselves.

Incoming first-year graduate students can run for elected office with an exception. The exception being that they can only run for Program Representative positions and cannot run for positions that makeup the GSA cabinet.

Results will be announced no later than one week after election day. Candidates who won their race will be notified first and can choose to accept or decline their nominations. If a winning candidate declines their nomination, the position will be given to the next highest vote receiver. If there is no other candidate running for that position, the position will remain open. The GSA cabinet can choose an already elected officer to undertake the responsibilities of the open position through calling a Special Council or can call a special election at any point in the school year to fill the position.

Officers-elect will shadow incumbent officers through the Summer term and will assume full duties starting the first week of the Fall semester.

New Cabinet officers will become active Cabinet officers in a General Student Council that takes place the first week of Fall classes. Newly elected officers will assume their duties upon reciting the oath below.

(a) **Oath:** I, \_\_\_\_\_, have entered the serious pursuit of office to serve the School of Education Graduate Student body. I will uphold the principles of justice, equity, integrity, and scholarship for our community, and swear to uphold this office with the highest sense of leadership, purpose, and community. I will speak truth to power and will amplify the voices of those I am elected to represent. I will carry out the justice-oriented mission of the GSA and will undertake the labor of creating an equitable space in the School of Education by any means necessary.

#### **Article VI: Vacancies/Resignation/Removal Procedures**

**Resignations:** Should an elected officer decide to resign from their position before the end of their term, they must submit a letter of resignation to the GSA Cabinet for review and approval. Upon approval, the resigning officer must draft a statement detailing current responsibilities and projects. The resigning officer may appoint a new officer in their place, upon GSA review and approval.

**Removal:** Any member may be removed by a two-thirds majority vote of the General Student Council when there is evidence of malfeasance, severe dereliction of duty, or egregious abuse of power. A bill of impeachment outlining the charges against a member may be prepared, introduced, and passed at any time. If a member is removed the General Student Council will be notified and the Cabinet has the responsibility to fill the vacancy through means listed below.

**Vacancies:** Should a position become vacant through the manners listed above, or any other, the Cabinet shall assume the responsibility of appointing a graduate student to fill the position. The Cabinet can accomplish this by calling a Special Council and voting on the recommended candidate. The Cabinet can also call a General Student Council to vote on filling a vacant position. In either case, an approval to fill the position will require a (3/4) passing vote.

#### **Article VII: Voting Rights**

All members of the GSA are given equal voting rights. Each vote from General Members to the GSA Cabinet counts for one (1) vote. Voting takes place during General Student Council meetings, GSA Cabinet meetings, and Special Council Meetings. In order to pass a vote through any of the meeting formats, a simple majority is needed (50% + 1).

Voting can only take place during an official GSA meeting in which all invited members are given advance notice of at least three business days. In order to call a vote during a

meeting a minimum number of members or quorum must be established. Quorums for each meeting type will be detailed in the subsequent section.

## **Article VIII: Meetings**

The GSA will hold various meetings to collaborate, plan, and discuss issues pertaining to the School of Education and Graduate Students. Attendance in meetings is dependent upon meeting type and issues being discussed. Voting can only take place during specified meeting types and when the quorum has been reached.

### **General Student Councils**

The largest meeting type is the General Student Council. All meetings will be accessible through online platforms. This meeting type can be called by the President with unanimous support of the Council or by a simple majority of Students petitioning GSA. General Student Councils can be attended by all graduate students in the School of Education. Attendance for General Members is not mandatory. Attendance by elected officers is mandatory.

General Student Councils can be convened during moments in which the GSA will make formal wide-ranging stances, demands, or protests to the School of Education. The General Student Councils can vote on measures presented during the meeting with a passing threshold of a simple majority (50%+1). Given the nature of General Student Councils and the non-mandatory nature of general members attendance, a quorum is not necessary to call for a vote.

### **Cabinet Meetings**

GSA Cabinet meetings will occur monthly and will include only members of the GSA cabinet and Department Liaisons. General Members along with Program Representatives can petition the Cabinet to be seated at the meetings. Cabinet meetings are mandatory for Cabinet members. Cabinet meetings will cover administrative concerns, policy and legislation creation, and other business related to the Student experience in the School of Education. Votes taken here require a simple majority to pass (50%+1). The quorums for Cabinet meetings will two-thirds (2/3) of eligible members.

### **Department Meetings**

Department Meetings will occur monthly and will include Program Representatives and their corresponding Department Liaison. These meetings are mandatory for these positions. These meetings will be organized by the Department Liaison and will cover administrative concerns, policy issues, and other business related to the specific programs covered under that department. Department Meetings do not hold votes. Department Liaisons are encouraged to bring concerns noted in the Department meetings to the Cabinet meetings should the concerns reflect larger trends in the School of Education.

### **Special Councils**

Special Councils can be called by the GSA Cabinet in order to resolve issues including, but not limited to, filling vacant elected positions, amending the Constitution, and resolving disputes regarding GSA functions. Special Councils are mandatory attendance by GSA Cabinet. Votes or Resolutions require a simple majority to pass (50%+1). Quorums for Special Councils will be established with three-fourths ( $\frac{3}{4}$ ) of the mandatory members.

#### **Article IX: Constitutional Amendments**

All amendments to the constitution will be cast in a two-step system as outlined below:

- (a) all amendments must be brought to the General Student Council from either the Cabinet or by members of the Council to begin the voting process.
  - (b) Vote must first pass the Council with a simple majority vote in order to proceed to the Cabinet.
  - (c) The Cabinet must pass the vote on a  $\frac{3}{5}$  majority in order to be ratified.