

Executive Board

There shall be an Executive Board of the GSO composed of the President (as chair), the Vice President, and the Treasurer (who shall all be elected from among the graduate students in a general election); and the Graduate Vice President for Multicultural Affairs (who shall be appointed by the Socio-Cultural and Multicultural Assembly - SCMA); and such other officers as shall be added by provision of the by-laws.

Elections

Elections shall be held during the month of April, and the terms of office shall run from July 1 following the elections through June 30 of the following year. (See Article VI).

Eligibility

Candidates for Office must have been registered for at least one semester before running for that office and must be matriculated.

Duties

Duties of officers shall be the following:

1. President

- a. The President acts as chair of the Senate.
- b. Unless otherwise specified in the constitution, the President shall nominate, and with the advice and consent of the senate, shall appoint graduate students to fill all positions, created or vacated, during her or his term of office. If an office or position remains vacant for more than 31 days, the Senate shall have the power to fill the vacant office or position, provided a majority of the Executive Board consents to the appointment. This authority extends to all graduate student positions in the University above the level of the individual department.
- c. The President shall serve as liaison between the graduate students and the administration.
- d. The President shall be responsible for all official GSO correspondence, and shall keep a record of all correspondence.
- e. The President is a non-voting ex officio member of all GSO committees.
- f. The President shall be responsible for all insurance matters of the GSO, including liability insurance, workers' compensation, disability insurance and any other necessary insurance approved by the Senate.

2. Vice President

- a. The Vice President assumes the duties of the President when the President is absent, and in the event of the President being unable to fulfill the duties listed

above, the Vice President succeeds to the Presidency for the remainder of her or his term office.

- b. The Vice President is in charge of elections and is chair of the Elections Committee.
- c. The Vice President is Chair of the Constitution, By-Laws, and Chartering Committee, and shall provide to members of the Senate, upon request, up-to-date copies of the GSO Constitution and by-laws.
- d. The Vice President shall be responsible for the minutes of Senate meetings and shall see that they are distributed or posted at least one class day prior to each regularly scheduled meeting.
- e. The Vice President shall mail senators and representatives written announcements of, and agendas for, all Senate meetings at least 72 hours before the meeting and shall inform all graduate students of general meetings in accordance with Article VII, sect. C.
- f. The Vice President shall maintain and publish once a month a list of all registered GSO senators and their attendance at Senate meetings, and shall promptly notify the Senate if any senator or officer has missed more than three meetings as specified by Article VI, section 1.2.
- g. The Vice President may represent the President as a non-voting member of any GSO committee.
- h. In the event of a Vice President being unable to fulfill the remainder of her or his term of office, the executive committee may appoint, with the approval of the Senate, an Acting Vice President who will assume all of the duties listed above and be granted all of the privileges accorded to an elected Vice President.

3. Treasurer

- a. The Treasurer shall keep a permanent record of the funds allocated to and by the GSO and shall meet with the Treasury Overseeing Committee to discuss those allocations at least once a month when classes are in session.
- b. The Treasurer shall make a financial report to the Senate at each regular meeting, and shall make a published semester report to the graduate student body.
- c. The Treasurer shall chair the Budget Committee and shall inform at least two officers of each GSO suborganization of GSO budget requirements by March 15.

- d. The Treasurer shall schedule budget hearings during the Spring Semester of each year with all GSO suborganizations, which will submit a budget by April 1, and shall ensure that hearings are held in accordance with the guidelines established by the GSO Budget Committee.
- e. The Treasurer is responsible for the presentation of a budget to the Senate no later than the penultimate Senate meeting. Copies of the budget proposal shall be mailed to senators 72 hours in advance of presentation.
- f. The Treasurer shall notify organizations of their budget allocations, or in the case of departmental suborganizations, their approximate allocations.
- g. The Treasurer shall hold regular office hours and shall make GSO financial accounts available for Graduate Student inspection during those hours and by appointment (as described in the by-laws).
- h. The Treasurer is responsible for insuring that the GSO contributes no more than its fair share to various campus-wide activities.
- i. In the event of a Treasurer being unable to fulfill the remainder of her or his term of office, the executive committee may appoint, with the approval of the Senate, an Acting Treasurer who will assume all of the duties listed above and be granted all of the privileges accorded to an elected Treasurer.

4. Graduate Vice President for Multicultural Affairs

- a. The GVPMA shall organize and coordinate the Socio-cultural and Multicultural Assembly (SCMA) as a forum for promoting communication and exchange, and for organizing socio-cultural and multicultural groups within the graduate school and the GSO.
- b. The GVPMA shall work with the Office of Affirmative Action in the overlooking of fair practices in the Graduate School, and institute the VPMA as the chief GSO officer in charge of screening and otherwise consulting on issues related to affirmative action.
- c. The GVPMA shall collaborate with concerned organizations and individuals within the university community to advocate for improving the representation and protecting the rights and interests of women, gays and lesbians, people of color, and working-class students and faculty within the graduate community.
- d. The GVPMA shall collaborate with the undergraduate VPMA to advocate for democracy and diverse representation at all levels of university life.
- e. The GVPMA shall advocate for multiracial/multicultural understanding and democracy in our academic community.

- f. The GVPMA shall chair a Grievance Committee designed to arbitrate issues related to the advocacy of Affirmative Action policies. The committee shall include one additional GSO Executive Board member, one member of the Socio-cultural and Multicultural Assembly, and two additional graduate students appointed by the GVPMA. The committee shall reserve the right to freeze the funds of any socio-cultural and multicultural organization pending an investigation into any grievance deemed sufficiently substantive by the committee. The committee shall reserve the right to freeze the funds for a period no greater than one year at the conclusion of the investigation.

Salaries

The salaries of officers as established in the by-laws may not be changed for any officers during their term of office.

