



## **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 strives to be a collaborative space that facilitates 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 provides a platform for active community engagement across the School of Education.

### **Article III: General Membership**

All School of Education graduate students are considered “general members” of the GSA. All University of Redlands graduate students are welcome to participate in GSA activities. 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. Organization membership will not be denied to anyone based on race, religion, national origin, age, sex, disability, veteran status, or sexual orientation or other identities. In pursuit of social justice and equity for all students, the GSA is a safe and brave space to voice all concerns from the student body without fear of retaliation. 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 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 town hall meetings, GSA-sponsored events, and exercising voting power.
- General Members can request meetings with their Department Liaisons to voice their concerns.
  
- General Members are also invited to attend General Town Hall Meetings 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 Town Hall Meetings will be provided under meeting descriptions.

The School of Education at the University of Redlands is composed of three departments and each department contains multiple programs:

**Department of Teaching and Learning:**

- Bachelor of Arts in Education Studies: Multiple Subject
- Master of Arts in Education: Learning and Teaching (Multiple Subject, Single Subject, or Education Specialist)
- Preliminary Teaching Credential: Multiple or Single Subject
- Preliminary Teaching Credential: Educational Specialist
- CAS Undergraduate Teaching Credential Pathway Program

**Department of Counseling and Human Services:**

- Master of Arts in Clinical Mental Health Counseling
- Master of Arts in Counseling and Psychotherapy
- Master of Arts in Education: School and College Counseling
- Pupil Personnel Services Credential: School Counseling

**Department of Leadership and Higher Education:**

- Master of Arts in Education: School and District Leadership
- Master of Arts in Education: Higher Education and Student Affairs
- Doctor of Education: Leadership for Educational Justice
- Preliminary Administrative Services Credential

**Article IV: Elected Representatives**

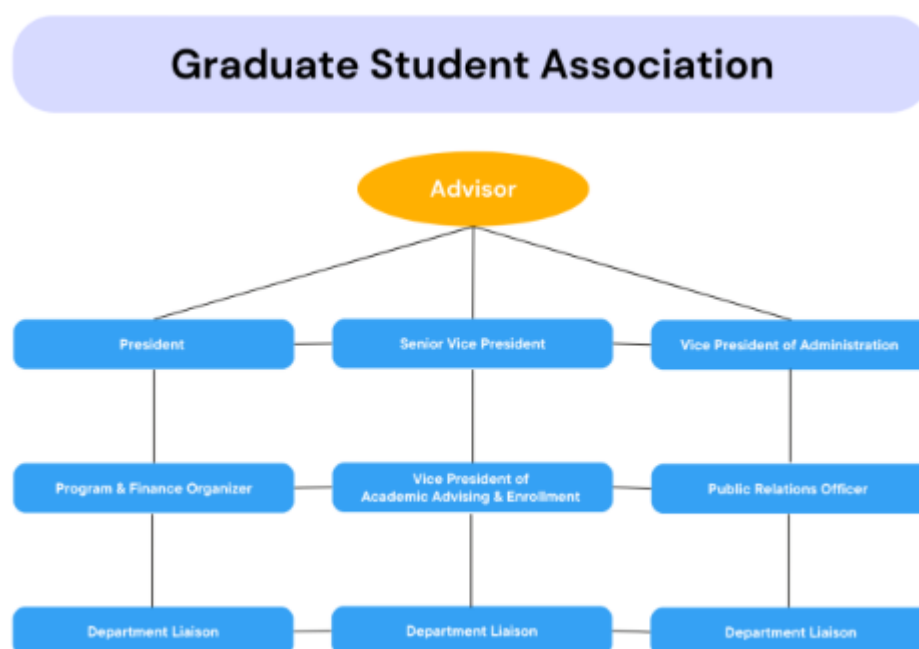
All graduate students of the School of Education are welcome to run for office to become

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 the 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 in the fall semester 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. All positions in the GSA Cabinet are limited to a one-year term and are able to run for reelection for the same position as well as run for other elected positions.

### GSA Organization Chart:



### GSA Cabinet:

The GSA cabinet consists of: President, Senior Vice President, Vice President of Administration, Program and Finance Organizer, Vice President of Academic Advising and Enrollment, and a Public Relations Officer.

### **President**

- Serve as the primary spokesperson for GSA and have a formal line of communication with the Dean and the School of Education's administration.
- Meet quarterly with other GSA's as they emerge on campus and establish a positive and formal relationship with other GSAs
- Voice the concerns of School of Education graduate students at various campus administrative meetings including, but not limited to: Board of Trustees, School of Education's Dean's Cabinet, University of Redlands President's Cabinet. Other meetings can be added as necessary.

### **Senior Vice President**

- Serve as the primary support officer for the Department Liaisons. The Senior Vice President will offer themselves as a consultant to Department Liaisons and assist them in the critical thinking process to troubleshoot department/program concerns
- Meet quarterly with other GSA's as they emerge on campus and establish a positive and formal relationship with them
- Represent School of Education graduate students at various campus administrative meetings including, but not limited to: Board of Trustees, School of Education Dean's Cabinet, University of Redlands President's Cabinet. Other meetings can be added as necessary

### **Vice President of Administration**

- 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 Town Hall Meetings
- 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 Town Hall Meetings and submit copies to the Cabinet
- Take the official tally of votes during Cabinet and General Town Hall Meetings.
- 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)**

- Create budget proposals as approved by the Cabinet
- Implement the budget plans as outlined by the Cabinet. This includes following school and university procedures for deposits to, and payments from, the GSA account
- Report at each meeting of the Cabinet about the financial standing of the GSA
- 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
- Carry out all other duties as assigned by the Cabinet

#### **Vice President of Academic Advising and Enrollment**

- Serve as the primary liaison with those offices and bring any concern involving these offices to the cabinet
- Attend and represent graduate students at Faculty Senate meetings
- Plan, organize, and implement event projects.
- Work with the Public Relations Officer to distribute external communication and collaborate with other organizations on campus
- Write up agendas for events to organize staffing and responsibilities for other GSA members
- Assist the Public Relations Officer with projects as needed. Other duties as assigned by the Cabinet

#### **Public Relations Officer**

- Handle internal and external communication of the GSA
- Represent the concerns of School of Education graduate students at Redlands Student Government 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
- Establish, maintain, and enhance social media presence and lead digital outreach programs

#### **Department Liaisons**

Due to the three (3) departments in the School of Education, there will be three (3) liaisons as outlined below:

1. Department Liaison, Teaching and Learning
2. Department Liaison, Counseling and Human Services

### 3. Department Liaison, Leadership and Higher Education

All Department Liaisons will:

- Support the Program & Finance Organizer as needed
- Provide avenues for self-advocacy within the programs and serve as the gatekeepers through which complex concerns reach GSA leadership
- For issues that arise that are specific to the Department or Program, Department Liaisons are empowered to troubleshoot those issues between their Program Coordinator/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
- Maintain an open channel of communication and collaborate with Program Coordinator/Department Chair, faculty, and students in their departments for programming and event planning
- Carry out all other duties as assigned by the Cabinet

#### **Advisor**

- A School of Education Office of Licensures and Credentialing staff member will serve as the GSA Advisor
- Meet with the Cabinet once a semester or as needed —to be determined by the Cabinet
- Provide staff approval for social media posts on the School of Education webpage, 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)

#### **Article V: Election Procedures**

Elections will be held in the summer, preferably around the first week of 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 GSA Cabinet positions will be filled using these election procedures,

or ones similar to these, outlined below.

- 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 applying for open positions can also apply for a backup position
  - The GSA 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 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 the ballot to all students and will give them the entire week (or more) to complete it. The ballots will be composed through online survey hosting sites to keep the 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.

Note: **Incoming first-year graduate students can run for elected office positions with an exception. The exception being that only current GSA Cabinet elected officers can run for GSA President, unless otherwise agreed upon by the Cabinet.**

Results will be announced no later than one week after election day unless otherwise agreed upon by the Cabinet. Candidates who won their race will be notified first and can choose to accept or decline their election. If a winning candidate declines their election, 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. Open Cabinet positions can also be filled by those who complete a GSA Interest Form and are elected by the GSA Cabinet during the academic year.

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 Town Hall Meetings that take 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, and 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 Town Hall Meetings 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 be prepared, introduced, and passed at any time. If a member is removed the General Town Hall Meetings 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 Town Hall Meetings to vote on filling a vacant position. In either case, an approval to fill the position will require a  $(\frac{3}{4})$  passing vote.

**Long-Term Absence:** In case a current GSA cabinet member is unable to serve their position and requests a temporary break from GSA, this break may be granted. The cabinet member will be sent communication via email to inform them of their potential replacement if their break is more than 2 months. Cabinet members will be given 1 week to respond to the email. If a cabinet member does not respond to the email and/or is unable to serve in their position for more than 2 months, GSA will hold a special election to elect a new member for this role.



## **Article VII: Voting Rights**

All GSA members are given equal voting rights. Each vote from General Members to the GSA Cabinet counts for one (1) vote. Voting takes place during General Town Hall Meetings 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 its 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 Town Hall Meetings**

General Town Hall Meetings are the largest meeting type. 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 Town Hall Meetings can be attended by all graduate students. Attendance for general members is not mandatory. Attendance by elected officers is mandatory. General Town Hall Meetings 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 Town Hall Meetings can vote on measures presented during the meeting with a passing threshold of a simple majority (50%+1). Given the nature of General Town Hall Meetings 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. General members 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 be two-thirds (2/3) of eligible members. Meetings will have a remote option available when needed.

## **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 the 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 Town Hall Meetings 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.