**Constitution**

**of the**

**Graduate Student Association**

**James Madison University**

**Preamble**

*We, the graduate students of James Madison University, in order to serve the needs, the welfare and the interests of past, present, and future graduate students at the university, do establish this constitution.*

**Article I: Name and Purpose**

Section I. Name: The name of this organization shall be the “James Madison University Graduate Student Association (JMU GSA)

Section II. Mission: The Graduate Student Association exists to promote an engaged, interdisciplinary, and collaborative graduate community at James Madison University. This will be accomplished by:

* Providing opportunities for professional and social engagement amongst graduate students, faculty, and community members
* Enhancing professional knowledge, skills, and networking through workshops and career development events.
* Promoting service through leadership roles in various positions at James Madison University
* Advocating for the welfare of graduate students and providing a means of communication to the greater JMU community at large

**Article II. Membership**

Section I. Eligibility for membership: Membership in this organization is open to all registered graduate students at James Madison University. Membership will not be restricted on the basis of age, ability, ethnicity, gender, national origin, race, color, religion, veteran status, sexual orientation or political affiliation. As an active member, one is required to attend organizational meetings regularly and support organizational projects.

Section II. In the event that an executive council member does not fulfill the obligations of their position, he/she may be removed from said position with ⅔ approval of the executive council and approval of the faculty adviser.

**Article III. Program Representatives**

Section I. Program representative selection will be at the discretion of each program. If a program representative is not selected, the executive council will contact the head of the graduate program to select a program representative.

Section II. Duties of the program representative include disseminating meeting notes and information to their respective programs and helping with additional projects by GSA.

**Article IV. Officers**

Section I. Officer Qualifications: Members interested in becoming an officer must be in good academic standing (maintain a 3.0 cumulative GPA). All officers must be current James Madison graduate students. All officers of the JMU GSA shall comprise the legislative and executive committee of the organization. The executive committee shall consist of President, Vice President, Secretary, Treasurer, Social Chair, and Program Representative Liaison.

Section II. Elected Officers:

President:The President is the Chair and chief presiding officer of the James Madison University Graduate Student Association, and has the primary responsibility for the administration of the affairs of JMU GSA. The President shall:

* Act as the representative and chief spokesperson of the Graduate Student Association.
* Preside over all meetings and establish the agendas.
* Ensure that the organization is operating in conformity with the standards set forth by James Madison University and the Office of Student Activities and Involvement (OSAI).
* Maintain communication with the GSA faculty adviser.
* Support the officers and members of the GSA in their activities and responsibilities.
* Ensure GSA compliance and registration in accordance with JMU policies.
* Request funding and resources; appropriating where necessary.
* Serve as a representative of the GSA on appropriate JMU committees.
* Continually work with the Executive Council to identify, develop and communicate advantages of graduate students’ participation in the GSA.
* Maintain relations with partnering organizations and seek out to create new partnerships.
* Give GSA progress reports at meetings with JMU administration (i.e., Graduate Council and Board of Visitors).

Vice President: The Vice President will be responsible for GSA programming. This includes, but is not limited to, social, community service and outreach, and professional development events. The Vice-president shall:

* Schedule and coordinate, with fellow members, special events, social meetings, and professional workshops.
* Work in collaboration with **GSA & TGS to produce GSA recruiting/marketing materials (for online use as well).**
* Assist in maintaining close relations with partnering organizations.
* Act in place of the GSA President if the President is unable to represent him or herself.
* Oversee **Grad ‘n Go and Lending Library including coordination of donations and promoting the resource on campus.**
* Serve as the moderator for the **JMU Graduate Student Housing Forum on Facebook.**

Secretary: This secretary is responsible for recruiting new GSA members, maintaining communication channels and media sources, and ensuring the support and attendance of active members. The secretary shall:

* Record notes during all meetings.
* Attend GSA meetings and track attendance.
* Work with the communications and marketing committee to publicize the GSA to new graduate school students and current graduate students that are not currently active GSA members.
* Facilitate interactions among faculty and students throughout the JMU community.
* Assist in maintaining and updating The Graduate School webpage as it pertains to the GSA.
* Oversee recruitment efforts for the GSA, including participation at events such as **Student Organization Night and Orientation, amid others.**
* Communicate responsibilities to active GSA members.
* Facilitate undergraduate and graduate student interactions and relationships.
* Communicate with GSA members about GSA information.
* Coordinate all GSA communications to outside parties.
* Maintain GSA JMU and Google Email accounts and associated files on Google Drive/DropBox.

Treasurer: The treasurer is responsible for handling all GSA finances including managing the budget, overseeing donations, and managing the checking account. The treasurer shall:

* Keep track of all expenditures and review the budget regularly, in addition to **presenting the budget report at the beginning of each GSA meeting.**
* Coordinate/communicate with the **Finance and Data Manager within TGS to ensure appropriate use and distribution of state funds.**
* Coordinate **donations from local businesses for prizes at GSA events.**
* Coordinate donations from the GSA to any external party (charities, Big Event, etc).
* Manage the **checking account, write checks if necessary, and make sure the checkbook is balanced**.
* Coordinate the Research/Travel Grants and Professional Development Grant application processes.

Program Representative Liaison: The program representative liaison is responsible for

connecting and communicating with the grad reps of the programs. The program

representative liaison shall:

* Connect and communicate with graduate representatives
* Recruit graduate volunteers to participate on committees that are presented to GSA
* Help recruit people for special events where we may need graduate volunteers

Social Chair: The social chair is responsible for planning and executing social events for graduate students. The social chair shall:

* Plan and schedule at minimum 1 social event per month.
* Promote social opportunities for graduate students and organize GSA sanctioned events.
* Monitor the GSA Ideas form.
* Monitor the GSA social media accounts.

**Article V. Adviser**

Section I. The adviser shall be a full time faculty or staff member at James Madison University. The adviser will assume those responsibilities as outlined in this constitution and/or found in University Policy NO. 3103 entitled “Faculty Advisers to Student Organizations”.

Section II. The Faculty Adviser shall

* Be an advocate for the graduate student body at James Madison University.
* Provide guidance and support as needed by the executive council.
* Be a liaison to the James Madison University Faculty.
* Remain informed about GSA meetings and communications.
* Meet with the GSA President as requested.

**Article VI. Meetings**

Section I. The James Madison University Graduate Student Association will meet monthly during the academic term except when holidays, examination periods, or other events make meeting impractical.

Section II. Attendance at organization meetings for the executive council and program representatives is expected.

Section III. Exec will meet with the advisor at least once per month to discuss updates and new ideas.

**Article VII. Hazing**

Section I. The Graduate student Association, in keeping with JMU’s expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

Section II. The Graduate Student Association opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule to its members or potential members. In addition, no individual nor recognized organization may by physical or mental stress or by subtle or convert techniques, impair, make captive, or destroy an individual’s freedom of thought or choice.

Section III. Hazing, under Virginia law, is defined as activities for the initiation or induction into an organization which include calisthenics or other strenuous activity; exposure to inclement weather; consumption of food or compartment; spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing or another activity which may result in physical injury or endanger the health or life of the individual being hazed.

Section IV. J17-101 Section 18.2-56 of the Code of Virginia, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the university when a student has been found guilty of hazing.

Section V. It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and The Graduate Student Association if there is an instance of hazing by its organization or any members of this organization. It is the duty of the officers of The Graduate Student Association to educate membership of this policy.

**Article VIII. Amendments**

Section I. An amendment to this constitution shall be proposed in writing at a regular meeting of the organization or at a special meeting called by the president. The said amendments will be voted on at a subsequent meeting. An amendment must be approved by unanimous decision of all GSA members in attendance.

**Article IX. Ratification**

Section I. This constitution shall become effective upon approval of a majority of the graduate students voting in a referendum (in which ⅔ vote of the membership participates). Ratified constitutions must be submitted to the Office of Student Activities and Involvement within ten (10) days for final approval.

**Graduate Student Association 2024 Executive Council**

President Sophia Park

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Masters in College Student Personnel Administration

Graduate in 2024

Vice President Brittany Schulz

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Masters in Sport and Recreation Leadership

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Secretary Mackenzie Harry

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Treasurer Allyson Whitt

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Masters in Business Administration

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Program Representative Liaison Juste Mehou

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Masters in Quantitative Psychology

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Social Chair Sidnie Baker

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Masters in College Student Personnel

Administration

Graduate in 2025