

**CONSTITUTION OF  
THE GRADUATE SCHOOL OF EDUCATION STUDENT GOVERNMENT (GSESG)**

**ARTICLE I – NAME, MISSION, GOALS, AND MEMBERSHIP**

SECTION 1: NAME

The name of this organization shall be the Graduate School of Education Student Government, herein abbreviated as GSESG.

SECTION 2: MISSION

GSESG's mission is to encourage participation and input of all interested Graduate School of Education (GSE) students in student life, and to foster and support the development, maintenance and growth of all new and existing student organizations at GSE. GSESG allocates funds to GSE student organizations, and reserves the right to recognize and/or fund any organization associated with GSE in light of their stated mission.

SECTION 3: GOALS

Divisional — Promote events and resources of specific interest to the different GSE divisions.

Community Service — Promote, host, and fund events that engage GSE students with their community, including community service projects and trips at home and abroad.

Social Events — Promote, host, and fund events that increase student interaction and provide social networking opportunities for students.

Alumni Affairs — Maintain and facilitate alumni-student interaction and enable access to alumni speakers, mentors, and networking for students.

Leadership — Gather feedback from the student body and student leaders to identify preferences and needs, as well as create hands-on leadership opportunities and events for students.

Facilities — Investigate new and best ways to arrange and make use of GSE space and physical resources.

Academic — Work to improve the access to and quality of GSE programs by addressing such issues as course availability, grading policies, and access to productive faculty guidance

Diversity — Increase and promote awareness of all aspects of diversity, including but not limited to those of race, ethnicity, gender, cultural, sexual orientation, national origin, or ability.

SECTION 4: MEMBERSHIP

- A. Membership in GSESG is open to all persons registered as a student in the Graduate School of Education at the University of Pennsylvania and elected or appointed to a position within GSESG.
- B. We will not haze according to Pennsylvania State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

**ARTICLE II – ELECTED OFFICERS**

SECTION 1: GENERAL QUALIFICATIONS, TERM OF OFFICE, AND VACANCIES

- A. The executive officers of GSESG shall be the President, Executive Vice President, Vice President of Finance, Vice President of Communication, and Vice President of Events.
  - a. The President and Executive Vice President shall be elected during the Spring Semester in April, and their term of office shall be for one year, beginning the day after GSE graduation.
  - b. Vice President of Finance, Vice President of Communication, and Vice President of Events shall be elected during the Fall Semester, and their term of office shall be for eight months, beginning the first day of October.

- B. Division Representatives of GSESG shall be from Applied Psychology-Human Development; Foundations and Practices of Education; Language and Literacy in Education; Teach Education Program; Policy, Management and Evaluation; and Higher Education.
  - a. Division Representatives shall be elected from within the representative's division during the Fall Semester, and their term of office shall be for eight months, beginning the first day of October.
- C. In the event of a vacancy occurring in any executive officer or division representative position after the first day of October, the nominations for replacement will be made by the President. All GSESG elected officers shall consider such nominations, and shall, by a two-thirds (2/3) vote of the entire student government, approve a replacement.
  - a. The replacement's term shall be until a special election is held to fill the elected position.

## SECTION 2: PRESIDENT

As the senior-most position in the government organization, the President is ultimately responsible for all actions and consequences (intended or not) of the governing board. In concert with the governing board, s/he develops, communicates, and promotes a strong vision for the organization that aligns with its mission and core values.

- A. Provide thoughtful, ethical, responsive, and constructive leadership for the organization in general.
- B. Assume responsibility for setting the tone and culture of the governing board-fostering trust, encouraging transparency, and supporting the initiative of all members.
- C. Work in conjunction with the Executive Vice President to oversee the operations of the governing board, with special attention to its healthy and effective internal functions.
- D. Promote a highly democratic decision-making process, although it will ultimately fall to the President to make difficult decisions in times of great conflict or indecision.
- E. Act as the group's "Learner-in-Chief," constantly assessing the governing board's direction. Identifying opportunities for its improvement, listening to its members, asking probing questions, and anticipating its (and the general student body's) needs.
- F. Act as the primary liaison with the administration and faculty of GSE, and play a significant role in representing GSESG and GSE itself in public and to the larger university.
- G. Operate with the highest integrity and always lead by example

## SECTION 3: EXECUTIVE VICE PRESIDENT

The executive Vice President is an elected official who supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The Executive Vice President shall:

- A. Work in close cooperation with the President of the GSESG
- B. Preside at GSESG meetings when the President is unavailable to do so.
- C. Assume the duties of the President should the position become vacant at any time during the term of office.
- D. Exercise management responsibilities for the Division Representatives.
- E. Schedule and facilitate GSESG meetings so that they will proceed effectively
- F. Serve as an ex-officio member of and contributor to both the Events and Budget committees
  - a. As a member of the Events Committee, s/he shall:
    - i. Work with the Division Representatives and the Vice President of Events to plan affairs and implement programs which shall enhance GSE students' academic, professional, and social experience.
  - b. As a member of the Budget committee s/he shall;
    - i. Work with the Vice President of Finance to prepare budgetary recommendation, monitor, verify and reconcile expenditure of budgeted funds.

## SECTION 4: VICE PRESIDENT OF FINANCE

The Vice President of Finance is an elected official who supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The Vice President of Finance shall:

- A. Oversee the Budgeting Committee which is responsible for the allocation and budgeting of SG funds (SG funds are typically used to fund student groups, student conference reimbursements, and other SG expenses.)
- B. Design and oversee the budgeting procedure for student groups.
- C. Provide guidance and advice on GSESG financial decisions.
- D. Work with other members of the GSE community to ensure the smooth transfer of funds to appropriate persons.
- E. Work with the other representatives of GSESG to ensure a successful administration

#### SECTION 5: VICE PRESIDENT OF COMMUNICATION

The Vice President of Communication is an elected official who supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The Vice President of Communication shall:

- A. Work in close cooperation with the other members of the GSESG Board
- B. Act as an advocate for GSESG on campus
- C. Oversee GSESG organizational branding efforts, including logo and tagline creation and GSESG merchandise creation.
- D. Manage and update all GSESG web-based tools (the GSESG website, Google Group, Facebook Group and Twitter Page) to ensure effective and timely communication between GSESG Board members and between GSESG and GSE students.
- E. Oversee the creation and dissemination of all GSESG print-based materials.
- F. Collaborate with GSE Communications Officer on a regular basis.
- G. Exercise his/her power, if necessary, to appoint interested GSE students to a Communication committee
  - a. As a member of the Communication Committee s/he shall:
    - i. Work with other committee members to assign, divide and complete tasks related to the management and upkeep of GSESG web-based tools.
    - ii. Work with other committee members to assign, divide and complete tasks related to the creation and dissemination of GSESG print-based materials.

#### SECTION 6: VICE PRESIDENT OF EVENTS

The Vice President of Events is an elected official who supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The Vice President of Events shall:

- A. Be concerned with the level of student involvement at GSE through annual surveys.
- B. Maintain a good relationship with the leaders of Student Organizations at GSE
- C. Oversee management of GSESG events
- D. Exercise his/her power, if necessary, to appoint interested GSE students to an Events Committee
  - a. As a member of the Events Committee s/he shall:
    - i. Work with the Division Representatives and the executive Officers to plan affairs and implement programs, which shall enhance GSE students' academic, professional, and social experience.
    - ii. Lead and direct an Executive Board of three directors (two Academic Directors and one Social Director. Directors will support and facilitate the execution of events sponsored or co-sponsored by GSESG. The will also be in charge of monitoring and tracking the attendance of GSESG students to events and survey student's social interests.

#### SECTION 7: DIVISION REPRESENTATIVES

- A. APPLIED PSYCHOLOGY-HUMAN DEVELOPMENT DIVISION (APHD) REPRESENTATIVE
- B. FOUNDATIONS AND PRACTICES OF EDUCATION (FPE) DIVISION REPRESENTATIVE
- C. LANGUAGE AND LITERACY IN EDUCATION (LLE) DIVISION REPRESENTATIVE
- D. TEACHER EDUCATION PROGRAM (TEP) REPRESENTATIVE
- E. POLICY, MANAGEMENT AND EVALUATION (PME) DIVISION REPRESENTATIVE
- F. HIGHER EDUCATION (HE) DIVISION REPRESENTATIVE

- G. GSE/ TEACH FOR AMERICA URBAN EDUCATION PROGRAM REPRESENTATIVE
- H. Division Representatives are elected officials who support the role of the GSESG Board and share the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The division representatives are responsible for the following:
  - a. Advocating on behalf of their division students to the GSESG
  - b. Working on initiatives that directly affect their division
  - c. Interacting with high ranking officials at times to diplomatically represent and promote the position and policies of their division to the GSESG
  - d. Appropriately and skillfully conveying the views of the division to the GSESG and in turn, reporting back to the division on issues that affect them.
  - e. Attending every scheduled GSESG meeting (unless prior notice of absence is given)
  - f. Planning and attending social functions for his/her division to generate camaraderie among the students in the part time, full time, masters, and doctorate programs in their division and to be a recognizable presence among his/her students.
  - g. Serve as a voting member of the GSESG
  - h. Enhancing student participation in the GSE and Philadelphia communities.
  - i. Generating interest in GSESG activities, community service, etc.
  - j. Assisting in publicizing GSESG events.
  - k. Assist president, executive vice president and vice presidents in tasks, delegated to division representatives
  - l. Main relationship with their division/program coordinators, staff and faculty.

### **ARTICLE III – APPOINTED OFFICERS**

#### **SECTION 1: GENERAL QUALIFICATIONS**

All appointed positions referenced in this Constitution must be approved by 2/3rds of the voting body of GSESG unless otherwise stated. If GSESG votes on and fails to meeting the minimum number of votes to approve the appointment, that person shall immediately leave the position voted on.

#### **SECTION 2: CONSTITUTION/BY-LAWS DIRECTOR**

The Constitution / By-Laws Director is an appointed official who supports the role of the GSESG Board and shares the responsibility of supporting GSESG so that it can effectively fulfill its stated mission and purpose. The Constitution / By-Laws Director shall:

- A. Review and if necessary update the GSESG Constitution

#### **SECTION 3: DIVERSITY DIRECTOR**

The Diversity Director is an appointed official who supports the role of the GSESG Board and shares the responsibility of supporting GSESG so that it can effectively fulfill its stated mission and purpose. The Diversity Director shall:

- A. Support the Executive Vice President in creating events to promote diversity and interdepartmental interactions within GSE.
- B. Partner with GAPSA and other university groups in promoting diversity

#### **SECTION 4: RESOURCES DIRECTOR**

The Resources Director is an appointed official who supports the role of the GSESG Board and shares the responsibility of supporting GSESG so that it can effectively fulfill its stated mission and purpose. The Resources Director shall:

- A. Support the Executive Vice President in increasing resources and networking opportunities for students.

#### **SECTION 5: ACADEMIC EVENTS DIRECTOR**

The Academic Events Director is an appointed official who supports the role of the GSESG Board and shares the responsibility of supporting GSESG so that it can effectively fulfill its stated mission and purpose. The Academic Events Director shall:

- A. Support the Vice President of Social Events in creating academic support for students.

#### SECTION 6: SOCIAL EVENTS DIRECTOR

The Social Events Director is an appointed official who supports the role of the GSESG Board and shares the responsibility of supporting GSESG so that it can effectively fulfill its stated mission and purpose. The Social Events Director shall:

- A. Support the Vice President of Social Events in creating social events for students.
- B. Partner with GAPSA in creating and promoting social events for students

#### SECTION 7: DOCUMENT SPECIALIST/DIRECTOR

The Social Events Director is an appointed official who supports the role of the GSESG Board and shares the responsibility of supporting GSESG so that it can effectively fulfill its stated mission and purpose. The Document Specialist / Director shall:

- A. Takes minutes for GSESG meetings.
- B. Achieves documents relating to all GSESG events.

### **ARTICLE IV - FISCAL MATTERS**

#### SECTION 1: FUNDING

Funds allocated by the Student Government are from the University Student fees, the amount of which is a function of the number of full time students at GSE. GSESG will work with the most recently submitted constitution and budget in determining allocations.

### **ARTICLE V – ELECTIONS AND RECALL**

#### SECTION 1: ELECTIONS

- A. President and Executive Vice President will work with the GSE Student Affairs Graduate Assistant to run elections for the next President and Executive Vice President. Elections for these positions will begin on April 1st.
  - a. Those elected for the positions of President and Executive Vice President will shadow the current President and Executive Vice President beginning on April 15<sup>th</sup>.
- B. Elected President and Executive Vice President will work with the GSE Student Affairs Graduate Assistant to run elections for the Vice President of Finance, Vice President of Communication, Vice President of Events, and division representative positions. Elections for these positions will begin on September 15<sup>th</sup> and be filled by the end of September.

#### SECTION 2: RECALL

- A. Division Representative Recall
  - a. A division may at any time vote to recall their representative. If a representative is absent from 3 meetings, GSESG may choose to review the representative's status. For any representative, recall will require a 2/3 majority of the total GSESG voting body.
  - b. In the event of a division representative being recalled, GSESG has the right to select a replacement; a separate election is not necessary.
- B. Executive Officer Recall
  - a. Recall of an Executive Officer may be considered by the body if a petition is submitted including at least 250 individual signatures of registered GSE students and a specific statement of the reasons for the proposed removal. A recall committee of at least 3 division representatives shall be selected by the representative body to confirm the validity of the petition. If the petition is valid, this committee shall set a special meeting, not subject to the Executive Officer's approval, where the subject of the recall may be allowed to speak on her/his behalf. GSESG body shall vote during the meeting on whether or not to accept the petition. The petition may be approved

by a simple majority or quorum. If the petition is accepted, the representative body will proceed to vote on impeachment. Impeachment requires a 2/3 majority of the total GSESG voting body.

## **ARTICLE VI - MEETINGS**

### **SECTION 1: QUORUM**

Quorum shall consist of at least a simple majority of the total GSESG voting body. GSESG cannot hold a vote until quorum is met. No motions requiring a 2/3 majority of the total GSESG voting body may be voted on until more than a 2/3 majority of the total GSESG voting body is present.

### **SECTION 2: RIGHT OF CALLING MEETINGS**

The president will call all general meetings, and if necessary, special emergency meetings concerning special topics or issues that require urgent attention. Members will be notified of meetings primarily via email.

### **SECTION 3: ATTENDANCE AND PRIVILEGES**

- A. Rights of Attendance
  - a. Meetings of GSESG are open to all members and officers. The officers must attend all meetings. Members are encouraged to attend all meetings.
- B. Absences
  - a. Officers may not miss a meeting unless there are severe extenuating circumstances and sufficient notification is communicated to the President and/or Executive Vice President.

## **ARTICLE VII – AMENDMENTS**

### **SECTION 1: AMENDMENTS**

- A. An amendment to the GSESG Constitution may be presented by either a 2/3 vote of the GSESG voting body or a petition signed by 500 registered graduate students in GSE.
- B. A vote of at least 2/3 by the GSESG voting body in favor of the amendment shall be necessary for the amendment to be passed and enacted on the date specified in the amendment.

## **ARTICLE VIII - DISSOLUTION**

Understanding that the assets of the GSESG constitute a continuing trust for the benefit of graduate students on the Graduate School of Education at the University of Pennsylvania, the event of dissolution of the GSESG, for whatever reason, its assets, after payment or adequate provision for payment of all outstanding debts and obligations of the GSESG shall be transferred to a non-profit fund, foundation or corporation which is organized and created exclusively for the purposes for which GSESG was established.