Article I: Name

This organization shall be called the "Council of Graduate Students of the Missouri University of Science and Technology (Missouri S&T)," hereafter referred to as "CGS."

Article II: Purpose and Objectives

The purpose of this organization shall be to govern through programming and policy decision-making, and to serve as the representative body for the graduate students of Missouri S&T in inter- and intra-university affairs, promoting and maintaining the interests of its stakeholders. As a means of accomplishing this overall mission, CGS shall focus on the following objectives:

- To promote a high-quality graduate program and encourage participation in activities that will benefit the university and its graduate students;
- To work in tandem with graduate-level academic departments to improve both Masters and Doctoral programs;
- To promote a fertile environment for research productivity and enhancement at Missouri S&T;
- To provide a means of communication between the graduate students, and key departments within the university; to include the Office of Graduate Studies, academic departments which grant graduate degrees, and the Faculty;
- To coordinate the professional development activities of graduate students;
- To keep its stakeholders informed about relevant issues; and
- To develop the leadership skills of graduate students.

Article III: Membership

Section A

1. A graduate student shall be defined as any person who has received a Bachelors degree, or the equivalent, and is working towards either a Masters or Doctorate degree at the Missouri S&T.
2. All graduate students in good standing with the Missouri S&T shall be regular members of the Council of Graduate Students. Membership will automatically be terminated when a graduate student is no longer enrolled at Missouri S&T either through graduation or willful or otherwise termination of his or her graduate education.

Section B

For a Candidate to become a president, he/she should be a member of the executive board or a department representative. All official business of the Council of Graduate Students shall be conducted by 1) the Executive Board, comprised of the offices of the President, Vice President, Secretary, and Treasurer; and 2) the Board of
Representatives, comprised of the graduate student representatives from each graduate-degree-granting academic department at Missouri S&T.

Section C

1. Student representation from each academic department shall be allotted in the following manner. Only on-campus students shall be included in the census to determine the number of departmental representatives.

<table>
<thead>
<tr>
<th>Graduate Students</th>
<th>Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 25</td>
<td>1</td>
</tr>
<tr>
<td>25 to 50</td>
<td>2</td>
</tr>
<tr>
<td>50 to 75</td>
<td>3</td>
</tr>
<tr>
<td>75 to 100</td>
<td>4</td>
</tr>
</tbody>
</table>

2. Should an academic department exceed 100 graduate students during any academic session, that department is entitled to one additional student representative for every additional 25 graduate students.

3. Each student representative shall serve for the period of one academic year, to include the fall, winter, and summer semesters. Any regular member of the CGS in good standing is eligible for the position of department representative.

Article IV: Election

Section A

1. The graduate students of the University of Missouri -- Rolla shall choose the Executive Board through an election.
2. Candidates for the Executive Board must have at least five graduate students in good standing endorsing their candidature.
3. Nominations for the Executive Board will close one week prior to the Election Day.
4. No candidate for a CGS office may spend more than ten dollars of his or her own money for campaign expenses. All expenses must be reported to the Treasurer.
5. If no candidate receives a simple plurality of the direct votes in the election, the Board of Representatives shall determine the outcome of the election by a simple majority vote at the next general meeting of the CGS.
6. Regular elections of officers shall be carried out no earlier than February 15th, and no later than April 15th of each year. The term of office shall be for one year, to include the summer, fall, and winter semesters subsequent to the election.
7. The new Executive Board shall begin its term immediately at the close of the winter semester, and its term shall last through the close of the following winter semester. (Please note that these date requirements will not become effective until the 2007-2008 year).
8. The newly elected Executive Board shall review the CGS Constitution within two weeks following the Executive Board elections. Amendments may be submitted to the Board of Representatives at the next general meeting of the CGS.

Section B

1. All regular members of the CGS shall be eligible to vote in the Executive Board elections.

Section C

1. In the case of a vacancy in the office of the President:
   a. The Vice President shall become President for the remainder of the term.
   b. The procedure for filling the position of Vice President shall be that defined in Article IV, Section A, Clause 1.
2. In the case of vacancy in another office:
   o A special election shall be held following the provisions of Article IV, Section A, Clause 1.
   o If the vacancy occurs with less than two months left in the remaining term in office, the Executive Board shall appoint a new officer with two-thirds approval of the Board of Representatives.

Section D

1. To remove any member of the Executive Board from his or her office for any reason, a petition, clearly outlining the basis for removal and containing signatures from twenty-five percent of the voting members of CGS, must be presented to the Executive Board. Impeachment can be accomplished at any meeting of the general assembly by a two-thirds vote of the Board of Representatives.
2. All members have the right of due process before removal is final.

Section E

It shall be the duty of the Executive Board to encourage and carry out elections for the Board of Representatives.

Article V: The Executive Board

Section A

Members of the Executive Board must:

1. Be classified by the University as a graduate student;
2. Have a 3.0 or higher cumulative Missouri S&T grade point average;
3. Not be on academic or disciplinary probation;
4. Not hold any office within Student Council or any other organization that may have conflict of interest with CGS;
5. Not hold any other office within CGS.
6. All new students are eligible to be on the board of representatives provided the above conditions are met in subsequent semesters.

**Section B**

1. The duties of the President shall be as follows:
   a. Chair meetings of the general assembly;
   b. Call special meetings of the Executive Board, as necessary;
   c. Prepare the agendas for Executive Board and general assembly meetings;
   d. Serve as the liaison for all media statements pertaining to the Council of Graduate Students;
   e. Coordinate the management of the day-to-day operations of the Council of Graduate Students office;
   f. Serve as an official representative from the Council of Graduate Students to the following constituencies:
      1. University President and University of Missouri System;
      2. Chancellor;
      3. Vice Chancellors;
      4. Provost;
      5. Vice Provosts;
      6. Intercampus Student Council;
      7. Academic Council;
      8. Chancellor's Council;
      9. Wherever there exists an entity with a vested interest in input from the graduate students of Missouri S&T;
   g. Represent the Council of Graduate Students at, and meet with student leaders of, other organizations, as necessary, and after consulting the other members of the Executive Board;
   h. Organize the inauguration and orientation of new members to the Executive Board;
   i. Complete other duties as mutually agreed upon by the Executive Board;
   j. Assume any additional duties that the Executive Board, the Bylaws, or Council may require.

2. The duties of the Vice President shall be as follows:
   a. Assume the duties of the President in the event that the President is absent due to resignation or inability to fulfill his or her duties;
   b. Serve as acting President if the President is unable to attend the meetings of the general assembly;
   c. Assist the President in preparation of general assembly meeting agenda;
   d. Serve as an official envoy of Council of Graduate Students when delegated by the President;
   e. Initiate and monitor all standing CGS committees;
   f. Appoint ad-hoc committees as needed;
   g. Appoint representatives to external bodies after consulting with the Executive Board and obtaining approval from the President;
   h. Organize and set calendar for Council of Graduate Students events;
i. Represent the Council of Graduate Students on the Intercampus Student Council;

j. Complete other duties as mutually agreed upon by the Executive Board;

k. Assume any additional duties that the Executive Board, the Bylaws, or Council may require.

3. The duties of the Secretary shall be as follows:

a. Prepare an information packet to be distributed among departmental representatives at the first general assembly meeting of the year;

b. Prepare an information packet to be distributed to all regular members of the Association;

c. Distribute, collect, and maintain attendance records of the department representatives;

d. Maintain a record (names, addresses, phone numbers, and attendance) and provide a monthly update to the Council of Graduate Students regarding Executive Board, Board of Representatives, and CGS representation to external bodies;

e. Record minutes of all meetings of the general assembly;

f. Organize and/or supervise the monthly general assembly mailings (i.e., minutes, agendas and other supplementary materials) to the Board of Representatives and Executive Board;

g. Serve as Membership Chairperson, seeking representatives to fill vacancies on the Board of Representatives;

h. Monitor attendance and voting, unless doing so would constitute a conflict of interest;

i. Verify the signatures on all petitions, unless doing so would constitute a conflict of interest;

j. Reserve rooms and make other arrangements (e.g. refreshments, overhead projector) as necessary for all meetings;

k. Complete other duties as mutually agreed upon by the Executive Board;

l. Assume any additional duties that the Executive Board, the Bylaws, or Council may require.

4. The duties of the Treasurer shall be as follows:

a. Provide a current fiscal report at each regular meeting of the general assembly;

b. Keep records of all funding requests (e.g. travel or organizational) and the status of requests (i.e., pending, approved, denied);

c. Maintain and distribute funding request forms and funding guidelines;

d. Prepare paperwork to allow payment of bills;

e. Serve as Chairperson of the Finance Committee;

f. Comply with the University of Missouri - Rolla time line for the next fiscal year budget, to include presenting the time line to the Executive Board and discussing Council needs for next year; building the budget; presenting the budget to the Executive Board and Board of Representatives for approval; and sending the approved budget to the Student Activities Fee Board;

g. Complete other duties as mutually agreed upon by the Executive Board;

h. Assume any additional duties that the Executive Board, the Bylaws, or Council may require.
Article VI: The Board of Representatives

Section A

Members of the Board of Representatives must:

1. Be classified by the University as a graduate student;
2. Have a 3.0 or higher cumulative Missouri S&T grade point average;
3. Not be on academic or disciplinary probation;
4. Not hold any office within Student Council or any other organization that may have conflict of interest with CGS;
5. Not hold any other office within CGS.
6. All new students are eligible to be on the board of representatives provided the above conditions are met in subsequent semesters.

Section B

The Board of Representatives shall:

1. Be elected by their constituent graduate students;
2. Represent CGS within the University and other campus organizations as required by the Council;
3. Carry out any actions necessary and proper to improve the general welfare of the CGS;
4. Carry out the provisions of the CGS Constitution;
5. Recommend the establishment of such committees as it sees necessary to carry out the functions of the Council.

Section C

Members of the Board of Representatives shall have the following duties:

1. Must attend all Council meetings, unless excused by the Vice President; a representative may have no more than two excused and two unexcused absences during an academic year;
2. Be active and participate in the various committees appointed by the Council unless otherwise excused by the Vice President; more than one unexcused absence during a semester may cause him or her lose his or her position on a committee;
3. Voice the opinions of his or her constituents during discussions at meetings of the general assembly, and vote according to the interests of his or her constituents;
4. Maintain regular communication with his or her academic departments, informing them of the issues and proceedings of the Council, as well as campus-wide activities, referendums, and other issues affecting the graduate student body;
5. Assume any additional duties that the Executive Board, the Bylaws, or the Council may require.
Article VII: Voting

Section A

Members of the Board of Representatives shall possess the right to vote within the assembly, except in the case of elections of members of the Executive Board, in which case any graduate student in good standing may cast his or her vote.

Section B

Voting can only occur if a quorum is present.

Section C

A quorum shall consist of the voting membership of the Board of Representatives present at any meeting. Voting by proxy will be allowed if the absent representative had informed the executive board a week prior to meeting regarding the same.

Section D

Only voting members present shall be counted in determining the outcome of a vote. Abstentions shall count as though the voting member were not present. Voting will be conducted via roll call of voting members of CGS.

Section E

The President or Acting President shall have no vote within the assembly except in cases where the voting members are equally divided.

Article VIII: Meetings

Section A

Meetings of the general assembly may be attended by any member of the Council of Graduate Students.

Section B

1. The Council shall hold regular meetings of the general assembly once per month during each semester of the academic year, except during the summer session.
2. Special meetings may be called by either the President or upon the written request of two or more members of the Executive Board.

Section C
Unless otherwise conflicting with the Constitution and By-laws of the Council of Graduate Students, the latest edition of Robert's Rules of Order, Newly Revised shall be the ruling authority in all questions of parliamentary procedure.

**Article IX: Faculty Advisor**

A member, or members, of the University of Missouri-Rolla Graduate Faculty, as defined in the Missouri S&T Bylaws, shall be elected to serve in an advisory capacity to the Council. Advisor(s) shall be elected by a majority vote of the general assembly. The term of office for a Faculty Advisor shall be two years.

**Article X: Amendments**

**Section A**

Proposed amendments to this Constitution may be submitted to any member of the Executive Board. The text of the proposed amendment will be sent to each member of the general assembly at least one week prior to voting on said proposed amendment.

**Section B**

Adoption of an amendment shall be effective upon approval by a two-thirds majority vote of the Board of Representatives, subject to approval by the Student Affairs Committee and the Academic Council or their designated representative(s).

**Article XI: Approval**

**Section A**

This Council of Graduate Students Constitution shall be effective immediately upon approval by a two-thirds majority vote of the Board of Representatives subject to Article X, and by the University through Student Affairs Committee and the Academic Council or their designated representative(s).

**Section B**

Upon ratification, this Constitution shall supersede and make inoperative any other Constitution in effect.