



Loyola Marymount University
STUDENT ORGANIZATION CONSTITUTION OUTLINE

The Graduate Students of Loyola Marymount University further the University's mission to advocate and engage students, foster a rich academic, professional, and social network, and promote a Jesuit and Marymount heritage of being men and women for others.

ARTICLE I (Name)

Section 1. The name of the Association shall be "Graduate Students of Loyola Marymount University," also referred to as "GSLMU."

ARTICLE II (Purpose)

Section 1. The Association works:

- To advocate for graduate students' needs
- To establish interdisciplinary networking for academic and professional engagement
- To foster a sense of community and camaraderie
- To promote greater affiliation to the University

ARTICLE III (Affiliation)

Section 1. The Association is not affiliated with any other local, state, or national association.

ARTICLE IV (Membership)

Section 1. The qualifications for General (non-voting) membership of the Association permits any matriculating or enrolled graduate student who is degree seeking.

Section 2. Voting membership requires a matriculating or enrolled graduate student who is in good standing with the Association. Good standing requires a payment of an activity fee. Students seeking multiple degrees are permitted to vote only once.

Section 3. "Graduate Students of Loyola Marymount University" openly admits all graduate students to its membership and does not discriminate. Membership in the Association will not be denied to anyone on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. (Title 5, California Code of Regulations, Section 41500).

Section 4. There shall be no hazing.

ARTICLE V (Leadership Board)

Section 1. The officers of the Association will be a President, a Vice President, a Treasurer, and a Secretary.

In addition to the Officers, the Leadership Board will encompass two representatives as Senators from each school:

- Bellarmine College of Liberal Arts
- Frank R. Seaver College of Science and Engineering
- College of Communications and Fine Arts
- College of Business Administration
- School of Film and Television
- Loyola Law School
- School of Education

Senators apply to be part of the Leadership Board through an application process. The Officers of the Leadership Board will select two Senators from each College based on each applicant's experience and ability to meet the needs of the Board.

Additionally, one to two (1-2) Graduate Student Advisors will be non-voting members of the Board.

Section 2. The term of office for Officers shall be one year – beginning at the time of election in the Spring semester until new officers take office immediately following the next election in the next Spring semester. The term of office for Senators shall be one semester with renewable terms subject to appointment.

Section 3. In case of a vacancy, the Leadership Board will appoint a person to the vacant seat for the remainder of the term.

Section 4. The signature of the Treasurer, the President, and the Advisor are required on all financial transactions through the Controller's Office.

ARTICLE VI (Duties of Leadership Board)

Section 1. The President shall preside at all meetings, post the agenda at least 24 hours prior to the meeting, name all special committees, and appoint all committee chairs. S/he serves as the spokesperson to the administration and represents and advocates for the body of Graduate Students to the University. The President is a non-voting member, except in submitting a tie-breaker.

Section 2. The Vice President shall assume the duties of the President in his/her absence. The Vice President will chair the Election committee and the Research committee. The Vice President's primary responsibility is to oversee the committees and their events and to meet with them once a month.

Section 3. The Secretary shall record minutes of each meeting, maintain accurate records of all business pertaining to the Association, receive and respond to all official correspondence, chair the communication committee and manage GSLMU communications within the University community.

Section 4. The Treasurer shall collect and disburse funds as directed by the Association, and make monthly financial reports to the general memberships.

Section 5. The Advisor(s) to GSLMU serves as a primary resource to the Leadership Board and assures that GSLMU functions are in compliance with the rules and regulations and in the spirit of Loyola Marymount University.

The Advisor is a non-voting member but assists with the development of GSLMU meetings, functions, and events.

Section 6. The Leadership Board shall have the power to:

- Establish and implement policy of the Association
- Authorize financial decisions and expenditures
- Adopt resolutions and seek redress of student grievances
- Confer with the administration and faculty in matters concerning the welfare of the Association
- Institute rules for governing and regulating necessary to execute the foregoing powers
- Sanction and impeach board members.

In the event of a tied vote, the President will make the final decision.

Section 7. Senators act as liaisons between their representative student body and the Leadership Board. Senators will disseminate information from GSLMU to their constituents. Additionally, Senators will be required to staff one of the six standing committees, either as a chair or as a member.

In the case of a vacancy of a Senator seat, the corresponding body and academic officer will choose a replacement Senator to serve for the remainder of the term.

Senators who do not fulfill his or her duties may result in dismissal.

The signature of the Treasurer, the President, and an Advisor are required on all financial transactions through GSLMU and the Controller's Office.

ARTICLE VII (Nominations and Elections)

Section 1. For Officers: Nominations will follow the calendar of other Student Associations within the University. Nominations and elections will occur during the 9th and 13th week of the Spring semester. Candidate statements will be distributed the week following the nominations. Elections will take place two weeks after nominations are due. The election process will be supervised and coordinated by an elections committee.

Section 2. Officers will be elected by plurality vote.

Section 3. For Senators: Nominations and elections will occur during the 9th and 13th week of the Fall and Spring semesters. Senators are elected for one semester with no term limits. Nominations and applications will be received and reviewed by the Election committee. Applicants will be chosen based on candidate's experience and needs of the board.

Section 4. For Committees: Committee positions are available for the six standing positions. All graduate students are encouraged to apply for a committee position. Applications will be requested between the 9th and 13th week of the Fall and Spring semesters.

ARTICLE VIII (Meetings)

Section 1. Meetings will be held at least once a month during the academic year. This requirement may be waived by a majority agreement of the Board for no more than two months. The calendar of meetings will be determined by the sitting leadership board and announced at the start of each semester.

Meetings are open to any general member of the Association. Visitors may be invited by the President to present or to attend any meeting.

Section 2. The President has the authority to call special meetings, or by the petition of 1/3 of the Leadership Board.

Section 3. Quorum is 2/3 of the Leadership Board who must be present to conduct business.

Section 4. The parliamentary authority of this Association shall be Robert's Rules of Order, Revised.

Section 5. Attendance at all Board meetings is mandatory for Officers.

ARTICLE IX (Committees)

Section 1. The Executive Board has the authority to name committees. Any voting member has the ability to nominate a committee to the Executive Board. The President shall nominate all committee chairs, except for the Elections committee, which is chaired by the Vice President, the Communications committee, which is chaired by the Secretary, and the Finance committee, which is chaired by the Treasurer.

Committees are chaired by an individual (the "Chair") appointed by the President.

Regular Committees will include:

- Academic and Research Committee: Develops and organizes initiatives and programming related to intellectual, scholarly, academic and professional life. This committee will also help represent the interests of the Association with the Faculty.
- Alumni Committee: Maintain and bridge relationships with LMU's Alumni Relations and with alumni from the University.
- Communication Committee: Develops and manages communication through social and traditional media for events and information sharing of meetings.
- Election Committee: Develops and oversees the election process for Officers each spring, oversees filling of vacancies.
- Technology Committee: Manages technology for the Association and supports the Communication committee in managing the appropriate communication tools for the message.
- Social and Service Committee: Develops and Organizes programming that addresses a broad range of social and community building interests.

ARTICLE X (Dues and Fees)

Section 1. An activity fee will be collected from each graduate student after approval from the University leadership (Board of Trustees and/or University Cabinet).

The GSLMU budget will be used for engaging students in social, academic and professional events, promoting events and the Association, supporting academic conference registration and travel, and for leadership planning.

ARTICLE XI (Discipline)

Section 1. The sanctioning, impeachment, and removal of any Leadership Board member will be undertaken for gross neglect of duty and/or other just cause.

Section 2. The President will oversee the impeachment process. If the President is the member in question, the Vice President will oversee the impeachment process

Section 3. Should the vote impeachment pass, the Leadership Board member under impeachment will be removed from office immediately.

ARTICLE XII (Amendments)

Section 1. The Elections committee must originate an amendment.

Section 2. The Elections committee will present the amendment in a meeting and be available at least two weeks prior to the vote to the voting membership.

Section 3. Constitutional Amendments are proposed to the Leadership board and passed by majority vote.

Section 4. The amendment becomes effective immediately unless otherwise indicated in the amendment.

*Adopted on _____