



CONSTITUTION & BYLAWS

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 & professional engagement
- To foster a sense of community between the colleges through our work and research in alignment with the mission of the university.
- To connect graduate students with university constituents.
- To provide opportunities for meaningful service

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 membership of the association permits any matriculating or enrolled graduate student who is degree seeking. Students seeking multiple degrees are permitted to vote only once.

Section 2 “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, gender identity, or disability. (Title 5, California Code of Regulations, Section 41500)

Section 3 There shall be no hazing.

Article V Executive Board

Section 1 The officers of the association will be a president, a vice president, a treasurer and a Chief Communications Officer, hereafter referred to as the Executive Board.

Section 2 The term of office for the Executive Board shall be one year beginning the day after the final day of the spring semester. Only the position of Vice President is eligible for re-election.

Article VI Duties of the Executive Board

Section 1 The President shall preside at all meetings, name all special programs, and appoint all program directors (excluding Elections and Marketing and Publicity). They shall serve 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. The president is required to serve as the GSLMU representative on various University committees. The President, in conjunction with the Treasurer, is responsible for the preparation and presentation of the annual budget, assisting also with the overall budget management.

Section 2 The Vice President shall assume the duties of the President in their absence. The Vice President will amend the Constitution in conjunction with the Senate and chair the Elections committee. The Vice President will assign someone from the Leadership Board to take over the Election committees in the event that the Vice President runs for reelection. The vice president’s primary responsibility is to oversee the senators and their events and to meet with them once a month.

Section 3 The Chief Communications Officer shall record minutes of each meeting, post the agenda at least 24 hours prior to the meeting, create timeline for media postings and maintain accurate records of all business pertaining to the association, receive and respond to all official correspondence, chair the Marketing and Publicity program and manage GSLMU communications within the University committee.

Section 4 The Treasurer shall collect and distribute 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 Executive Board shall have power during the summer terms to accomplish the following tasks:

- Set the first meeting of the Fall term
- Plan and execute orientation activities
- Plan and execute the opening Fall social

The Executive Board shall have the power to access twenty percent of the academic year budget to accomplish the tasks listed in this section.

Article VII Leadership Board

Section 1 In addition to the Executive Board, the Leadership Board will include the Senate, which encompasses two representatives as Senators from each school:

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

And one representative Senator from each special interest group:

- International
The International Senator will represent the interests of all international students. An international student is defined as an individual who is enrolled on a temporary visa, and who is not an immigrant (permanent resident with an I-51 or Green Card), or an undocumented immigrant, or a refugee.
- Commuter
The Commuter Senator will represent the interests of all commuter students. A commuter Student is defined as an individual whose primary place of residence is “off-campus” or is not affiliated or sponsored by the University or in a fraternity or sorority house.

- At-Large

The At-Large Senator will represent the interests of the whole membership of the Graduate Students of Loyola Marymount University.

Senators apply to be part of the Leadership Board through an application process. The Executive Board will select two Senators from each College and one Senator representing each special interest group based on each applicant's experience and ability to meet the needs of the Leadership Board. Additionally, one to two (1-2) Graduate Student Advisors will be non-voting members of the Leadership Board.

Section 2 The term of office for Senators shall be one academic year beginning at the start of the fall semester, with renewable terms subject to appointment.

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

Section 4 The approval of the Treasurer, the President, and/or the Advisor is required on all financial transactions.

Article VIII Duties of the Leadership Board

Section 1 The Leadership Board shall have the power to:

Establish and implement policy of GSLMU.

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 GSLMU

Institute rules for governing and regulating necessary to execute the forgoing powers.

Sanction and impeach Leadership Board members.

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

Section 2 Senators act as liaisons between their representative student body and the Leadership Board. Senators will disseminate information from GSLMU to their constituents. Senators may also serve an additional role as a university committee representative.

In case of a vacancy of a Senator seat, the applications for the seat will be solicited and a replacement will be appointed from the applicant pool by the Executive Board. The appointee will serve for the remainder of the term.

Senators who do not fulfill their duties three or more times may result in dismissal at the discretion of the Executive Board.

Article IX Appointments and Elections

Section 1 For Executive Board: The General Election will occur between the ninth and thirteenth week of the spring semester. Candidate statements will be distributed the week following the nominations. The elections will take place two weeks after nominations are due. The election process will be supervised and coordinated by an elections committee.

Section 2 The Executive Board will be elected by plurality vote.

Section 3 For Senators: Senators are appointed for one academic year with renewable terms subject to appointment. Applicants will be chosen based on candidate experience and needs of the board.

Section 4 For Directors: Director positions are available for the six regular positions. All graduate students are encouraged to apply for a Director position. Applications are accepted year-round.

Article X Meetings

Section 1 Meetings will be held at least once every full month during the academic year. This requirement may be waived by a majority agreement of the Leadership 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 ½ of the Leadership Board, and members must participate in the conduct of GSLMU business. Participation in the meeting can be accomplished through a member's physical presence at the meeting place, by proxy, or by electronic participation.

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

Section 5 Attendance at all Leadership Board meetings is mandatory for members of the Executive Board.

Article XI Programs

Section 1 The Executive Board has the authority to name programs. Any voting member has the ability to nominate a program director to the executive board. The President shall appoint all program directors, except for the Elections committee which is chaired by the vice president, and the Marketing and Publicity, which is chaired by the Chief Communications Officer.

Section 2 Programs are chaired by an individual (the “Director”) appointed by the President.

Regular programs will include:

Academic and Professional Development: Develops and organizes initiatives and programming related to intellectual, scholarly, academic and professional life including our Graduate Student Summit. This program will also help represent the interests of the Association with the faculty.

Alumni: Maintain and bridge relationships with LMU’s Alumni relations and with alumni from the university.

Marketing and Publicity: Develops and manages communication through social and traditional media for events and information sharing of meetings.

Elections committee: Develops and oversees the election process for officers each spring, oversees filling of vacancies.

Service and Faith: Develops and organizes programming that addresses a broad range of interfaith and community building interests.

Social Justice: Develops and organizes programming that addresses a broad range of social and community building interests.

Grad Gala: Develops the Spring social event. This committee is tasked with planning, organizing, and marketing GSLMU’s signature social engagement.

Diversity and Inclusion: Honors the diverse backgrounds and needs of individuals by ensuring GSLMU programming meets the needs of graduate students from racial and ethnic minorities, women, the LGBT+ community, and international students.

Recognitions: Identifies and promotes the accomplishments of the university’s graduate student community, for both individuals and organizations.

Article XII Budget

Section 1 The GSLMU Budget is derived from Graduate Student activity fees.

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.

Section 2 The GSLMU annual budget shall be presented before the Leadership Board for approval no later than the second general meeting of the academic year.

Senators may question the Treasurer and request a verbal explanation for specific budget allocations.

A two-thirds (2/3) vote shall be needed to make a line item amendment to the budget. Amendments shall only be used to reduce a line item or remove a specific allocation(s) and must be remanded back for re-allocation.

A simple majority (1/2) of the Leadership Board is required for approval of the budget. In the event budget deadlines are not met, the Leadership Board may pass resolutions to operate GSLMU under the previous fiscal year budget; each resolution must never do so for more than a three-week period.

Section 3 The Treasurer is responsible for the administration and regular monitoring of the budget with the assistance of the President. The Treasurer will regularly update the Leadership Board on the status of the budget during the monthly general meetings as outlined in Article 6 section 4.

Section 4 If the GSLMU budget is to be changed from the form approved by the Leadership Board, the Leadership Board must give its approval (by simple majority) to the changes.

Section 5 At the final general meeting of the current administration, the President shall report to the Leadership Board with full financial disclosure of their administration, how the Student Activities Fee was used, and its benefit to the Graduate Students of LMU.

Section 6 Conference Reserve Budget (CRB)

\$2500 per semester of the GSLMU budget will be reserved to support academic conference registration. This amount is limited to \$500 per applicant per academic year. Travel expenses are not included.

Any remaining CRB Fall semester funds may be rolled over to reserve in Spring semester.

The conference must be tied to applicant's academic program of study.

Students will be reimbursed for fees after submission of post-event report. On a case by case basis, applicants may be issued funds prior to conference registration.

Applications will be voted upon by the Senate during a monthly meeting. Senators who submit an application shall abstain from voting upon their application.

Article XIII 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 A simple majority vote is required to impeach a member of the Leadership Board. A 2/3 vote is required to remove a member of the Leadership Board from office.

Section 4 Should the vote impeachment pass, the Leadership Board member under impeachment will be removed from office immediately.

Article XIV Amendments

Section 1 Amendments must originate from an executive board officer or a Leadership Board Officer.

Section 2 Proposed amendments available at least two weeks prior to the vote to the voting membership.

Section 3 Constitutional amendments passed by majority vote of the Leadership Board.

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

Approved 5/2/2018