

GRADUATE STUDENT ASSOCIATION (GSA)

School of Criminal Justice
Michigan State University

Constitution

Article I. Name

The name of this association shall be the Graduate Student Association (hereafter referred to as GSA).

Article II. Purpose

The purpose of the Graduate Student Association (GSA) is to support the teaching, research, and service missions of the School of Criminal Justice (SCJ), enhance the professional development of SCJ graduate students, promote the values of diversity, equity, and inclusion in the SCJ graduate student body, and protect SCJ graduate students' rights and guarantees.

Article III. Membership

Membership (i.e., having full voting rights and participation) in this organization shall be open to only current students admitted to the SCJ graduate programs at Michigan State University (MSU). GSA prohibits discrimination and harassment on the basis of race, ethnicity, color, national origin, sex, disability, religion, age, gender, gender identity, disability, height, marital status, political persuasion, sexual orientation, veteran status, or weight under the University's Anti-Discrimination Policy (ADP) and Policy on Relationship Violence and Sexual Misconduct (RVSM). Only current MSU students admitted to the SCJ on-campus graduate programs may be officers.

All members shall be allowed to participate in all meetings, elections, and issue-related votes.

Article IV. Operating Procedures

Except where otherwise specified in the Constitution, the rules of procedure for the conduct of meetings shall be those set out in Roberts Rules of Order (Revised) insofar as they apply to the making and passage of motions, the keeping of minutes, and convening and ending meetings. A summary of Roberts Rules of Order can be found here: [Roberts Rules of Order](#).

Article V. Executive Committee

The executive committee shall be comprised of the following positions: President, Vice President of Student Affairs, Vice President of International Student Relations, Vice President of Media, Treasurer, Secretary, Master's in Criminal Justice Representative, Master's in Forensic Science Representative, Council of Graduate Students (COGS) Representative, Graduate Employee Union (GEU) Department Steward Representative

The Executive Committee shall be comprised of the elected GSA officers.

Only current MSU students admitted to the SCJ on-campus graduate programs may be officers. The composition of the EC shall include, at a minimum, (1) SCJ Doctoral Student.

If no SCJ Doctoral Student is nominated and elected to serve upon the EC, the EC shall enact the position of 'SCJ Doctoral Representative'. The EC shall call for nominations for the position. Nominated persons must be SCJ Doctoral Students. The nominated individual will assume the responsibilities of the position upon confirmation indicated by a majority vote of the EC. The elected SCJ Doctoral Representative will serve in the position for the duration of the semester in which they are elected, and the remaining of the academic year. The need for this position shall be evaluated annually after elections by the newly elected EC.

Article VI. Election Procedures

Elections will be held at the end of each spring semester for the following fall semester.

Officers:

- A. Nominations will be taken for members, or a member can self-nominate.
- B. Nominated members will be elected to the desired positions by majority vote.
- C. Voting for each position shall take place through an anonymous vote in order to encourage full member participation.
- D. Once the positions are filled, new officers shall meet with previous officers to collect all information from the previous year.
- E. Whenever there is a vacancy in a position, the EC shall nominate current MSU student(s) admitted to the SCJ on-campus graduate programs who shall take office upon confirmation by a majority vote of the EC.
- F. Members serve as an officer in the same position for a period of one year beginning each fall semester, with the option of being reelected to the same position one time.
- G. Members shall not serve in more than one elected position at the same time.

Article VII. Officer Disqualification

Conditions for disqualification:

- A. Continuous violations of the Constitution.
- B. Removal from or successful completion of SCJ graduate program.

Procedures:

- A. If the conditions for disqualification are due to violations of the Constitution, then executive board members vote on the disqualification of an officer. The outcome of such circumstances must be decided by a majority vote. The Vice President of Student Affairs will then complete a written document explaining the reasons for disqualification (e.g., continuous violations of the constitution). If the Vice President of Student Affairs is disqualified, the Vice President of International Relations will write up the disqualification document.

Article VIII. Amendments

Adding an Amendment:

- A. Any member can request an amendment in writing to the President.
- B. Motions for proposed amendments may be brought forth at regular EC or GSA meetings.
- C. A proposed amendment must be brought before the GSA for open discussion prior to voting.
- D. A majority of members must approve or disapprove of the proposed Amendment.
- E. If the amendment is adopted, the secretary will add it to the Constitution.

(This Constitution of the SCJ GSA was approved and adopted, this date, 7.9.2021.)

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Bylaws

Article I. Duties and Powers of the Executive Council

- A. President:
The President shall:
1. Preside over all meetings and call special meetings.
 2. Keep members informed of all relevant memos, letters, reports, and current events.
 3. Have the right to determine which other organizations and programs seek to fulfill the purposes and goals of GSA when working with faculty and other organizations.
 4. Serve as graduate student representative on the SCJ School Advisory Council (SAC).
 5. Work closely with faculty members, staff, and graduate students to promote the interests of graduate students and enhance the SCJ graduate programs.
 6. Meet regularly with the Director of the SCJ and Graduate Director.
 7. Meet regularly with a member of the School Graduate Committee to stay abreast of the work that committee is doing, and to report said work to back to the GSA.
- B. Vice President – Student Affairs:
The Vice President shall:
1. Organize social and professional events for SCJ graduate students.
 2. Manage and update the GSA media platforms regularly. “Regularly” to be determined by the GSA Executive Committee.
 3. Ensure that elected officers, advisors, and members carry out the Constitution.
 4. In the event of permanent absence of the President, the Vice President for Student Affairs shall take over all functions prescribed to the President. An election for the Vice President following the procedure of Article VII will begin at the next meeting to fill the Vice President’s position.
 5. Keep members informed of all relevant memos, letters, reports, and current events.
 6. Work closely with graduate students to promote collegiality, address concerns, and inform the chair on issues relevant to graduate students.
- C. Vice President – International Student Relations:
The Vice President (International) shall:
1. Attend to issues relevant to the international student population in the SCJ.
 2. Participate in the organization of Dae Chang Colloquium events.
 3. Ensure that elected officers, advisors, and members carry out the Constitution.
 4. Keep members informed of all relevant memos, letters, reports, and current events.
 5. Work closely with graduate students to promote collegiality, address concerns, and inform the chair on issues relevant to graduate students.
- D. Treasurer:
The Treasurer shall:
1. Ensure that elected officers, representatives, and members carry out the Constitution.
 2. Open and/or maintain any financial accounts of the GSA.
 3. Work with SCJ office staff to monitor the financial accounts of the GSA.

4. Work with GSA members seeking or receiving financial donations or contributions to the GSA, GSA-led-events, or other GSA related endeavors.
5. Furnish account/financial information to the GSA executive committee each meeting.

E. Secretary:

The Secretary shall:

1. Record and maintain minutes of meetings.
2. Keep minutes of prior meetings on hand for meetings.
3. Forward meeting minutes to all members by email after each meeting.
4. Maintain attendance record of all meetings.
5. Maintain the organizations files and correspondence.

F. Master's in Criminal Justice Representative:

The MCJ Rep shall:

1. Represent the interest of graduate students in the Master's of Criminal Justice program
2. Ensure that elected officers, advisors, and members carry out the Constitution.
3. Keep members informed of all relevant memos, letters, reports, and current events.
4. Work closely with graduate students to promote collegiality, address concerns, and inform the chair on issues relevant to graduate students.
5. Be an currently enrolled on campus student in the Master's of Criminal Justice program
6. Be subject to the same disqualification procedures as elected officers.

G. Master's in Forensic Science Representative:

The MFS Rep shall:

1. Represent the interest of graduate students in the Master's of Forensic Science program
2. Ensure that elected officers, advisors, and members carry out the Constitution.
3. Keep members informed of all relevant memos, letters, reports, and current events.
4. Work closely with graduate students to promote collegiality, address concerns, and inform the chair on issues relevant to graduate students.
5. Be an currently enrolled on campus student in the Master's of Forensic Science program.
6. Be subject to the same disqualification procedures as elected officers.

H. Council of Graduate Students (COGS) Representative:

The COGS Rep shall:

1. Participate in COGS meetings and activities and remain in good standing with COGS according to their bylaws.
2. Report back to the GSA on COGS business and keep members informed of all updated and ongoing activities in MSU.
3. Be elected each spring semester to a one-year term beginning the following fall semester.
4. Be subject to the same disqualification procedures as elected officers.

I. Graduate Employee Union (GEU) Department Steward Representative:

The GEU-Department Steward Rep shall:

1. Join the GEU as a full or associate member.
2. Serve as a union member representative for the SCJ student body and will appropriately discharge the duties and responsibilities of a GEU-Department Steward.

3. Participate in Stewards' Council meetings and related union activities and remain in good standing with the GEU.
4. Report back to the GSA on GEU business and keep members informed of all updated and ongoing GEU activities.
5. Be subject to the same disqualification procedures as elected officers.

K. SCJ Doctoral Student Representative [enact if needed, see Article VI]:

The Representative shall:

1. Represent the interest of graduate students in the SCJ Doctoral program
2. Ensure that elected officers, advisors, and members carry out the Constitution.
3. Keep members informed of all relevant memos, letters, reports, and current events.
4. Work closely with graduate students to promote collegiality, address concerns, and inform the chair on issues relevant to graduate students.
5. Be currently enrolled in the Criminal Justice doctoral program.
6. Be subject to the same disqualification procedures as elected officers.

Article II. Meetings

Meetings shall be held on a regular basis and according to the convenience of the members, with the understanding that meetings be held at least once a month during the academic year.

Regular business shall be transacted only when an elected officer is present. Any business conducted on behalf of the GSA shall be communicated with the Executive Committee in written or spoken form, and within a reasonable time frame.

Article III. School and University Governing Committees

Members shall actively participate in SCJ governing committees.

- A. SCJ Committees that permit or require SCJ graduate student representation include:
 1. School Advisory Council (SAC)
 2. By-Laws
 3. Communication Committee
 4. International
 5. Hearing Board
 6. Committee on Equity, Inclusion and Justice
 7. Graduate Committee
- B. Volunteers for each of the SCJ committees will be solicited each fall semester by the Executive Committee (hereafter referred to as EC). Members may not serve on more than one committee at any given time, unless approved by a majority of the EC officers during extenuating circumstances.
- C. The President shall serve as the graduate student representative on the School Advisory Council (SAC) and shall NOT serve on any other SCJ governing committees.
- D. Committee representatives shall report back to members regarding committee proceedings at each GSA meeting during the academic year unless restricted by the rules of the SCJ governing committee (e.g. Hearing Board).

Article VIII. Bylaw Amendments

Adding an Amendment to the Bylaws:

- A. Any member can request an amendment in writing to the President.
- B. Motions for proposed amendments may be brought forth at regular EC or GSA meetings.
- C. A proposed amendment must be brought before the GSA for open discussion prior to voting.
- D. A majority of members must approve or disapprove of the proposed Amendment.
- E. If the amendment is adopted, the secretary will add it to the Bylaws.

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