GRADUATE STUDENT ASSOCIATION OF THE JOSEF KORBEL SCHOOL OF INTERNATIONAL STUDIES
CONSTITUTION

PREAMBLE

Whereas, the Josef Korbel School of International Studies was founded upon a mission to prepare a cadre of Masters- and Doctoral-level professionals and scholars, educated in the complexities of contemporary international politics and global affairs, through the development of our individual and collective stock of knowledge and understanding about the same;

Whereas, in concert with the Faculty and Administration of the Josef Korbel School of International Studies School of International Studies, the Student Body is empowered to participate in all decision-making with regard to academic programming, faculty appointments, faculty tenure and promotions, and other policy matters inside and outside the classroom;

Whereas, the Student Body of the Josef Korbel School of International Studies form the largest constituency within the JKSIS Community;

Therefore,

We, the Student Body of the Josef Korbel School of International Studies, in order to formally constitute ourselves as a Community within JKSIS, and to promote sound, fair, transparent and balanced governance to ensure the right of all JKSIS students to enjoy and participate fully in the academic and social life of the School, do hereby establish this CONSTITUTION of the Graduate Student Association of the Josef Korbel School of International Studies, University of Denver.

ARTICLE I: NAME AND MEMBERSHIP

The name of this organization shall be the Graduate Student Association of the Josef Korbel School of International Studies. All enrolled Masters students and Doctoral students and candidates shall be members of the Graduate Student Association.

ARTICLE II: PURPOSE

The purpose of the Graduate Student Association shall be: to represent the collective interest of the JKSIS student body in all policy-making activities; to provide opportunities for social interaction amongst the Student Body, outside the academic environment of JKSIS; to provide financial and logistical support to individual students or groups to further enhance the classroom experience; to facilitate activities that broaden the academic experience outside the classroom; to liaise with graduate unities throughout the University of Denver.
ARTICLE III: GOVERNANCE

III.A: Name
The governing body of the Graduate Student Association shall be known as the Executive Council.

III.B: The Executive Council
The Executive Council shall be composed of the President, Vice President, Secretary-Treasurer, and the International, Ph.D., First- and Second-Year M.A. Class Representatives. All officers of the Executive Council shall be elected by the general voting membership of the Graduate Student Association (the student body) annually.

III.B.1: Executive Council Responsibilities
The Executive Council shall have the following responsibilities:

a. To respond to issues raised concerning students at the Josef Korbel School of International Studies in the Faculty meetings or by the Administration of the Josef Korbel School of International Studies.

b. To develop and administer the budget of the Graduate Student Association.

c. To attend and vote in Faculty meetings and to report the results of the Faculty meetings to the Graduate Student Association.

d. To maintain the Graduate Student Association web presence including facebook, portfolio site and any other social media platforms.

e. All Executive Council Officers are required to attend to attend all meetings of the Graduate Student Association.

III.B.2: Duties of Individual Executive Council Officers

a. President. The President shall be the head of the Graduate Student Association. S/he will be chairperson of the Executive Council. His/her duties shall include: presiding in all Executive Council meetings and general Graduate Student Association meetings; providing non-voting representation for the Graduate Student Association in Faculty meetings and the decision-making process at the Josef Korbel School of International Studies; presenting an annual budget; drafting an annual report; and appointing temporary positions as needed.

b. Vice-President. The Vice-President shall assist the President in all matters listed in Article III, Section B, Sub-Section A. In the absence of the President, the Vice-President shall serve as Acting President of the Graduate Student Association and the Executive Council. In addition, the Vice President shall oversee and coordinate with the Social Chairperson; work with the Secretary-Treasurer on money-making merchandise; coordinate and promote all civic and volunteer activities.
c. Secretary-Treasurer. The Secretary-Treasurer shall be in charge of taking minutes at all meetings, and archiving all records of the Graduate Student Association. The Secretary Treasurer shall inform members of the Graduate Student Association about the time and place of meetings, the agenda, and the results of meetings. The Secretary-Treasurer shall be responsible for submitting reimbursement requests for approved expenses, keeping records of expenditures, and maintaining records of the current account and the budget. In the absence of the President and Vice-President, the Secretary-Treasurer shall serve as Acting President of the Graduate Student Association and the Executive Council.

d. Ph.D. Class Representative. The Ph.D. class representative shall keep his/her constituency informed about meetings affecting their particular interest, solicit information and feedback on all issues relating to his/her constituency, and represent the interests of his/her constituency in the decision-making process of the Josef Korbel School of International Studies. The Ph.D. Representative is a voting member of the JKSIS Graduate Studies Committee, the Ph.D. Committee, and the JKSIS Faculty Student Assembly, and will report on the proceedings of each meeting to the Graduate Student Association. In the absence of the President, Vice-President, and the Secretary-Treasurer, the Ph.D. Class Representative shall serve as Acting President of the Graduate Student Association and the Executive Council. The Ph.D Class Representative will be expected to hold quarterly meetings with his/her constituents in order to effectively respond to their questions and concerns.

e. Second-Year M.A. Class Representative. The Second-Year M.A. Class Representative shall keep the second-year constituency informed about meetings affecting their particular interest, solicit information and feedback on all issues relating to his/her constituency, and represent the interests of his/her constituency in the decision-making process of the Josef Korbel School of International Studies. The M.A. Representative is a voting member of both the JKSIS Graduate Studies Committee and the JKSIS Faculty Student Assembly, and will report on the proceedings of both meetings to the Graduate Student Association. In the absence of the President, Vice-President, Secretary-Treasurer, and the Ph.D. Class Representative, the Second-Year M.A. Class Representative shall serve as Acting President of the Graduate Student Association and the Executive Council. The Second-Year M.A. Class Representative will be expected to hold quarterly meetings with his/her constituents in order to effectively respond to their questions and concerns.

f. International Student Representative. The International Student Representative shall be a liaison between all international students and the Faculty, Staff and Administration of the Josef Korbel School of International Studies. The International Student Representative shall keep his/her constituency informed about meetings affecting their particular interest, solicit information and feedback on all issues relating to his/her constituency, and represent the interests of his/her constituency in the decision-making process of the Josef Korbel School of International Studies. The International Student Representative is a voting member of the JKSIS Faculty Student Assembly, and will report on the proceedings of meetings to the Graduate Student Association. In the absence of the President, Vice-President, Secretary-Treasurer, Ph.D. Class Representative, and the Second-Year M.A. Class Representative, the International Student Representative shall serve as Acting President of the Graduate Student Association and the Executive Council. The International Student Representative will be expected to hold quarterly meetings with his/her constituents in order to effectively respond to their questions and concerns.
g. First-Year M.A. Class Representative. The First-Year M.A. Class Representative shall keep the first-year constituency informed about meetings affecting their particular interest, solicit information and feedback on all issues relating to his/her constituency, and represent the interests of his/her constituency in the decision-making process of the Josef Korbel School of International Studies. The First-Year M.A. Representative is a voting member of both the JKSIS Graduate Studies Committee and the JKSIS Faculty Student Assembly, and will report on the proceedings of both meetings to the Graduate Student Association. In the absence of the President, Vice-President, Secretary-Treasurer, and the Ph.D. Class Representative, the Second-Year M.A. Class Representative, and the International Student Representative, the First-Year M.A. Class Representative shall serve as Acting President of the Graduate Student Association and the Executive Council. The First-Year M.A. Class Representative will be expected to hold quarterly meetings with his/her constituents in order to effectively respond to their questions and concerns.

III.C: Other Graduate Student Association Representatives

III.C.1: Duties of Individual Representatives

a. Graduate Student Association Council (GSAC) Representative. The Graduate Student Association Committee Representative shall be responsible for representing JKSIS student concerns to the all-campus GSAC. S/he will attend all GSAC meetings. Summary reports of meetings should be submitted in writing to the Secretary-Treasurer and be presented at general Graduate Student Association meetings. In addition, s/he is responsible for informing JKSIS students through the newsletter of important GSAC events. This representative can either be a previous member of the executive council or elected by the general student body.

b. Social Chairperson. With the assistance of the Vice President, the Social Chairperson shall be responsible for organizing social activities within JKSIS and between JKSIS and other organizations, on- or off-campus.

c. Other Committees as Constituted by the Dean. Korbel GSA will advise on the appropriate representative for committees when approached by chairs of active committees or by the Dean. On any other matters, Korbel GSA will consult with the administration of the Korbel School.

III.D: Executive Council and Graduate Student Association Meetings

1. The Executive Council shall meet at least once a month. Special meetings may be called by the President or by any active council member. Approval for special meetings requested by an active member must be given by the President. One week’s notice must be given to all members. No meeting shall be held without prior notification of the time, place, and agenda of the meeting.

2. All members of the Graduate Student Association may attend and vote in Association meetings.

3. Proxy votes will be accepted at Association meetings, provided the individual voting personally delivers his/her vote in the form of a physical, hand-written memorandum with signature to a member of the Executive Council.
ARTICLE IV: NOMINATIONS FOR OFFICE AND ELECTION OF OFFICERS

IV.A: Nomination Procedures and Eligibility

1. At least two weeks prior to an election a call for nominations will go out to the Korbel student body via an email from the Josef Korbel Office of Student Affairs.

2. All nominees must be graduate or PhD students in good academic standing at the Josef Korbel School of International Studies, as determined by the JKSIS Student Handbooks.

3. The nominee for President of the Executive Council shall have spent at least one academic year in residence at the Josef Korbel School of International Studies in order to be eligible for the office of President.

4. The Executive Council will confirm each nominee’s eligibility, and verify with each nominee that person’s acceptance of his/her nomination.

5. To accept a nomination, candidates for Officer positions must announce his/her intention to run, provide an outline of his/her qualifications for office, and a short statement of intentions should he/she be elected. The Executive Council will also see that these statements of nomination are posted on the Graduate Student Association bulletin board and website.

IV.B: Elections

1. Officers may hold only one office at a time. Unless under the circumstances described under Article 4, Section C, Clauses 2 & 3.

2. In the fifth week of the Spring Quarter, a ballot election for the positions of President, Vice President, Secretary-Treasurer, Ph.D. and Second-Year M.A. Representatives, International Student Representative, and Social Chairperson for the following school year shall be held.

3. In the fifth week of the Fall Quarter, a ballot election for the positions of First-Year and GSAC Representative shall be held.

4. In the event that there are no candidates for a particular office, that position shall then become open to the any member of the Graduate Student Association, provided s/he is eligible for the position. After presenting to the Graduate Student Association as a candidate for office, a simple majority vote of the Executive Council will determine an appointment to office.

5. Elections shall be based on the principle of one-person/one vote.

6. Elections will be held over an entire week. Voters will be required to submit their banner ID on the online election form sent out in a link via email to the student body.

7. At the end of the polling week, volunteers drawn from the current executive council will confer with Student Affairs on the results of the online election.
8. The candidate who receives the highest number of votes cast for each position shall designate the holder of the office.

9. In the case of tied votes between opposing candidates, a runoff election will be held at the time and place determined by the Executive Council.

IV.C: Vacancies

1. A vacancy will be deemed to occur if an officer resigns or is removed from office by a vote of no confidence.

2. If the position of President shall become vacant, the Vice-President becomes interim President until the office of President can be filled by a special election. If the office of the Vice-President is vacant or unable to fill the vacancy, the Secretary-Treasurer becomes interim President. If the office of the Secretary-Treasurer is vacant or unable to fill the vacancy, the Ph.D. representative becomes interim President. If the office of the Ph.D. Representative is vacant or unable to fill the vacancy, the Second-Year M.A. representative becomes interim President. If the office of the Second-Year M.A. representative is vacant or unable to fill the vacancy, the International Student representative becomes interim President. If the office of the International Student representative is vacant or unable to fill the vacancy, the First-Year M.A. representative becomes interim President. Officer positions for the forthcoming are set immediately once all ballots are counted and announcing of winners is made in the Spring quarter. Standard operating procedures regarding officer vacancies as outlined above are instituted with this announcement.

3. If there are any vacancies in the Graduate student Association besides the office of the President the appointment process (Article IV, Section B, Clause 4) will be followed.

4. In order to call a vote of no confidence of an Officer, demonstrated proof of the Officer’s inability and/or unwillingness to perform his/her duties must be presented at a general meeting of the Executive Council.

5. A member of the Executive Council can be removed from their position by a vote of no confidence if their conduct at events sponsored by the Graduate Student Government or their conduct outside of the university is shown to have damaged the reputation of Korbel Graduate Student Government, the Josef Korbel School of International Studies, or the University of Denver.

6. A decision on the severity of actions by individual officers will be at the discretion of the Executive Council.

6. Following a hearing at a general meeting of the Executive Council, a two-thirds majority vote of the Executive Council is required in order to successfully remove a member from office.

7. In the event of vacancies or unforeseen needs, the President may fill vacancies in the event a position is empty or becomes vacant, or to create positions on an as-needed basis for the
duration of one academic year by appointment after a majority vote by a quorum of the Executive Council.

ARTICLE V: BUDGET GUIDELINES

Each year the Graduate Student Association receives a budget allocation from the office of the Vice-Provost for Graduate Studies. That allocation is based upon the actual number of students who are enrolled at the Josef Korbel School of International Studies in a given academic quarter. In the interests of establishing a budget that reflects the priorities of the Graduate Student Association in fulfilling its stated purpose (Article II), the following is laid out as a guideline for allocating annual resources:

a. 20 percent of the annual budget will be set aside for conference funding.

b. 40 percent of the annual budget is set aside for social activities. Historically the Graduate Student Association has allocated money toward the hosting of a Halloween Party and the annual Korbel semi-formal, also known as Korbel Prom.

c. 40 percent of the annual budget is set aside for the discretionary use of the Executive Council.

d. These percentages may be ignored if the Graduate Student Association is in the situation where it needs to spend the rest of its budget after the fifth week of the Spring Quarter.

e. All spending of government funds must be approved by a simple majority of members of the Executive Council.

ARTICLE VI: CONFERENCE FUNDING

Each quarter the Josef Korbel Graduate Student Association designates up to 20% of its resources to reimbursing students who have presented at an academic conference, or attended an academic conference as part of their MA or PhD research. Funding (through reimbursement) is contingent upon:

a. Number of students applying for funds in a given quarter,

b. Amount of funding available to JKSIS Graduate Student Association,

c. Type of conference participation (conference attendees are only eligible for half the funding that conference presenters receive).

The Graduate Student Association uses the Graduate Student Professional Development Grant (GSPDG) application process for students requesting funds (this way, if the Graduate Student Association cannot fund a student's whole reimbursement request we can send it on to GSPDG to request funding for the remainder).

The Graduate Student Association helps fund PhD students who plan to engage in field research as part of their PhD studies and dissertation research. Any PhD student who plans to
engage in field research may apply to the Graduate Student Association for funding. After approval the Graduate Student Association will provide a small amount of funding to the research proposal (only up to 5% of the 20% allocated for conference funding in a given quarter if there are research funding applications, otherwise the 5% is applied to traditional conference funding). The Graduate Student Association will send the research funding application on to the University of Denver's Graduate Student Professional Development Grant Committee (GSPDG) for a request for funding for the rest of the proposal. Those approved for research reimbursements must be ABD (All But Dissertation).

The Graduate Student Association is committed to making updated information concerning funding available to students through its portfolio webpage.

**ARTICLE VII: AMENDMENTS**

A. Proposed amendments to this constitution shall be presented at a regular meeting with a written copy of the proposed amendments, or changes to any of the existing amendments given to the Executive Council ahead of time.

B. Having been approved by the Executive Council, the amendments will be publicized to the Graduate Student Association and a meeting of the general voting membership will be held. Constitutional amendments shall require a two-thirds (2/3) vote of those members present at a quorum of the general voting membership.

C. Amendments shall go into effect immediately following its approval; unless stated otherwise in said amendment or by a secondary vote of present voting members with a two-thirds majority.

D. Amendments to this constitution can be proposed by any member of the Graduate Student Association as long as it follows the rules laid down in Article VII, Section A.

**ARTICLE VIII: QUORUMS**

A. The quorum of the Executive Council meeting shall be four (4).

B. The quorum of a general meeting of the Graduate Student Association, excepting a meeting to consider a vote of no confidence on a member of the Executive Council or any amendments to this Constitution, shall be those eligible voting members present.

C. The quorum of a meeting to consider a vote of no confidence on a member of the Executive Council shall consist of all members not under consideration for removal. A vote of no confidence shall be successfully executed if two-thirds of the Executive Council votes in the affirmative for removal.

D. The quorum to approve any amendment to this Constitution shall consist of the full Executive Council. Approval of amendments shall be successful if two-thirds of the Executive Council votes in the affirmative for approval.

**ARTICLE IX: ENABLING ACTION**
This constitution shall take effect upon approval by two-thirds (2/3) of the quorum required for such action.

Approved by the voting membership of the Graduate Student Association on 27 October 2015.