

CONSTITUTION  
OF THE  
GRADUATE SCHOOL  
STUDENT ASSEMBLY  
and Bylaws of the  
GRADUATE SCHOOL  
STUDENT COUNCIL

School of Graduate Studies  
State University of New York  
Downstate Health Sciences University

**ARTICLE I**

**NAME**

Section 1. The name of the organization shall be the Graduate School Student Assembly of the School of Graduate Studies of SUNY Downstate Health Sciences University (hereinafter referred to as ‘Campus’).

**ARTICLE II**

**MEMBERSHIP**

Section 1. All those officially enrolled as degree candidates in the School of Graduate Studies are members of the Graduate School Student Assembly.

**ARTICLE III**

**PURPOSE**

Section 1. The purpose of the organization shall be to promote the interest and welfare of the students in the School of Graduate Studies.

**ARTICLE IV**

**GRADUATE SCHOOL GSSC (GSSC)**

Section 1. All authority and power granted by this Constitution and all responsibilities delegated to the organization by the administration of the School of Graduate Studies and the authority to change the present Graduate School Student Activities Fees shall be vested in a GSSC.

Section 2. The Graduate School Student Council, hereinafter referred to as “GSSC”, shall be composed of a president, vice president, treasurer and secretary.

**ARTICLE V**

**FUNCTION AND RESPONSIBILITIES OF GSSC**

Section 1. The general function and responsibilities of the GSSC shall be those of the organization as a whole to promote the interests and the welfare of the Student Assembly School of Graduate Studies.

Section 2. Specifically, it shall be the function and responsibility of the GSSC, directly or by committees appointed by and responsible to GSSC:

- a. to determine, coordinate and direct all activities for the Student Assembly of the School of Graduate Studies.
- b. to submit to the Faculty-Student Association a budget for the expenditures of the Student Activities Fee.

- c. to serve as a liaison group between the students and the administration and the faculty all pertinent matters, provided however that nothing in this responsibility shall prevent or impede individual contacts between faculty and students.
- d. to meet with the Dean and/or the Graduate School Faculty Assembly (GSFA) at the request of the Dean.
- e. to bring the attention of the administration the problems of the Student Assembly.
- f. to supervise all Graduate School Student Assembly publications.
- g. to advise and assist the Graduate School Office in coordinating the academic and social activities of the students of the School of Graduate Studies.
- h. to assume responsibility for dealing with student disciplinary matters as may be delegated to it by the Dean.
- i. a meeting of the Graduate Student Assembly to make reports, hold discussions and, if necessary, to hold general elections to make a decision on serious issues which involve the Student Assembly, as a whole.

**ARTICLE VI**

**ELECTION OF MEMBERS OF THE GSSC**

- Section 1. All elections of representatives to the GSSC shall be under the supervision of the GSSC and subject to such regulations as it may prescribe which are consistent with this Constitution.
- Section 2. The GSSC each academic year shall appoint an Election Committee. The chairman of the committee must be a member of the presiding GSSC. The GSSC will charge the members of this committee with the responsibility of organizing and holding an election in a manner approved by the GSSC and in accordance with this Constitution. It will further be the duty of the members of this committee to report in writing the complete outcome of each election on or before the first day of October to the chairman of this committee. The chairman of the committee will then make a formal report of the elections to the GSSC. The GSSC will submit a copy of this report to the Dean.
- Section 3. All elections shall be conducted in the buildings or on data systems of the Campus.

- Section 4. All members of each program must be given adequate notice of all elections. Those that cannot be present at such an election must be extended the privilege of submitting a written signed ballot.
- Section 5. The newly elected GSSC shall be convened by the President of the GSSC in October to set a date for their next meeting and to assume responsibilities from the outgoing council. The President of the out-going GSSC shall preside at this meeting until a new President is elected.
- Section 6. In the event a member of the GSSC is no longer eligible for membership, the GSSC shall promptly conduct or have conducted a special election for a person to fill the un-expired term of that officer or representative.

## **ARTICLE VII OFFICERS OF GSSC**

- Section 1. The officers of the GSSC, selected from its voting members, shall be a President, a Vice-President, a Secretary, and a Treasurer, each of whom shall discharge the duties and responsibilities usually assumed by those officers.
- a. President – The functions of the President shall include, but not be limited to the following:
- i) calling meetings of the GSSC and GSSA when deemed appropriate.
  - ii) presiding over such meetings.
  - iii) forming committees of the GSSC, as required.
  - iv) assuring graduate student representation on University councils at University functions.
  - v) acting as student liaison to the University Administration in general, and to the Dean of the Graduate School in particular.
  - vi) assuring that a budget for the following year is submitted to and certified by the President of the Faculty-Student Association.
  - vii) setting a social and academic agenda for the GSSA.
  - viii) assisting the Dean of the Graduate School on issues requiring student participation.
  - vix) Serve as the Graduate School student representative on the Faculty-Student Association Board of Directors
- b. Vice President – the functions of the Vice President include:
- i) assisting the President, as required.

- ii) sitting as an *ex officio* member on all committees of the GSSA.
  - iii) assuming the responsibilities of President, if the President is unable to do so.
- c. Treasurer – the functions of the Treasurer include:
- i) maintaining financial records of the GSSA.
  - ii) preparing financial reports for GSSA and GSSC meetings.
  - iii) signing check requests submitted to the Faculty-Student Association.
  - iv) assisting the President in preparing a budget for the following academic year to be submitted to the President of the Faculty Student Association.
- d. Secretary – the functions of the Secretary include:
- i) keeping minutes of all GSSA and GSSC meetings.
  - ii) submitting such minutes for approval at the following meeting.
  - iii) assuring that all students are informed of all Graduate School functions in a timely manner.

Section 2. The President, Vice President, Secretary, and Treasurer shall be elected by a majority of the voting members of the Student Assembly at its first meeting.

Section 3. A quorum for the election of officers of the GSSC shall be a majority of its members.

Section 4. Nominations for officers of GSSC shall be made from the floor and when nominations are closed by formal motion and vote, a secret paper ballot shall be cast for the choice of members. In the event that no individual attains a majority on the first ballot, the name of the candidate with the fewest votes shall be dropped and a second secret ballot taken on the remaining: and so on, until a candidate receives a majority of those present and voting.

Section 5. Election of officers of the GSSC shall be open to all members of the Student Assembly and to the Dean or his representative, but only voting members of the Student Assembly shall have the privilege of making nominations and of voting.

Section 6. The Secretary of the GSSC shall keep minutes of all meetings. He/she shall work in cooperation with the Graduate School Office to provide all members and the Dean's Office with agenda and adequate notice of all future meetings and to provide those mentioned above with copies of the minutes of all meetings.

## **ARTICLE VIII MEETINGS**

Section 1. Regular meetings of the GSSC shall be held in the buildings of the campus at least four times a year.

Section 2. Special meetings may be called by the President, and must be called if requested by not fewer than three voting members of the GSSC.

Section 3. A quorum of the GSSC for the conduct of business shall be at least 2 of the 4 officers.

Section 4. All regular and special meetings of GSSC must be held under the chairmanship of the President or, in his absence, the Vice-President or, in both absences, the Secretary. If all three officers are not present at two consecutive meetings, a quorum at the second meeting may elect a chairman *pro-tempore* and proceed to conduct business.

Section 5. A motion voted upon shall be considered an official action if a majority of those present cast their ballot for definitive action for or against it.

Section 6. All regular and special meetings of GSSC shall be open to any members of the Student Assembly and of the Faculty of the Graduate School. All members and the Dean or his representative have the privilege of discussion of any matter before GSSC; but others in attendance may enter the discussion only with the consent of the presiding officer. The President, with the consent of the GSSC, may invite other than students and Faculty to attend the meetings.

## **ARTICLE IX COMMITTEE OF THE GRADUATE SCHOOL STUDENT COUNCIL**

Section 1. Committee of the Graduate School GSSC shall consist of any executive committee and such standing and *ad hoc* committee as the Constitution provides or that the GSSC shall authorize.

Section 2. The President shall appoint all committees of the GSSC and may designate members of the Graduate School Student Assembly who are not members of the GSSC.

## **ARTICLE X STUDENT ORGANIZATION**

Section 1. Student organizations may be recognized by the GSSC, provided they are first approved by the Dean.

Section 2. An organization, to be recognized, must submit to the Secretary of the GSSC:

- a. a brief statement of the purpose and objective of the organization.
- b. a list of its members.
- c. a copy of any constitution or by-law and any other pertinent information, at least one month before action is to be taken by the GSSC.

Section 3. The GSSC may rescind recognition of an organization by a two-third (2:3) vote of its voting members provided the organization is given a hearing at one meeting and a vote is taken at the next meeting, and provided the notice of the second meeting states that this item is on the Agenda of that meeting.

## **ARTICLE XI            DUES**

Section 1. Dues, as a member of the Student Assembly of the School of Graduate Studies, SUNY Downstate Health Sciences University, as voted by a majority of the Student Assembly on July 12, 1985, and certified in accordance with the Board of Trustees of the State University of New York, is designated as a Student Activities Fee and is set on adoption of this Constitution at \$25 (twenty-five dollars) per year for each and all students registered in the School of Graduate Studies.

Section 2. The dues shall be collected by the campus Bursar and all monies so collected shall be deposited in a special account of the Faculty-Student Association.

Section 3. All expenditures from this special account shall be made by the Treasurer of the Faculty-Student Association in accordance with the budget prepared by the GSSC and certified by the President of the Faculty-Student Association as designated by the Campus President, within the broad policies of the Faculty-Student Association.

Section 4. There can be no change in the amount of the Student Activities Fee without approval by a majority of the entire Student Assembly.

## **ARTICLE XII            RATIFICATION AND AMENDMENTS**

Section 1. This Constitution shall be considered as ratified and in force; when a majority of the then existing GSSC approves it, when a majority of the registered students in the School of Graduate Studies approves it in a written ballot, when approved by the Dean of Graduate Studies and

campus approval, provided that all these approvals are recorded within the course of one academic year.

- Section 2. Amendments to this Constitution shall be considered approved when a majority of the then existing GSSC approves it and when a majority of the registered students in the School of Graduate Studies approves it in a written ballot.

### **ARTICLE XIII BY-LAWS**

- Section 1. Students shall adopt such By-Laws and Amendments thereto as seem advisable, provided the original By-Laws and all Amendments are adopted at a meeting of which the notice states that this is the order of business.

### **ARTICLE XIV REDRESS OF GSSC**

- Section 1. All decisions and actions of the GSSC are subject to redress of the Graduate School Students Assembly. Any decision of the GSSC shall be considered overruled when two-thirds (2/3) of the registered Graduate School Student Assembly cast a written vote to reverse the decision.

- Section 2. Assembly will be called when:

- a. requested by the Dean of the School of Graduate Studies.
- b. requested by the majority of the Graduate School Student Assembly.
- c. a petition of such a meeting is submitted to the GSSC by one-eighth (1/8) of the registered students of the School of Graduate Studies.

- Section 3. Meetings of the Graduate School Student Assembly shall be presided over by the President of GSSC or, in his/her absence, the Vice President or, in both their absences, the Secretary or duly-elected member for the GSSC, unless the meeting was called by the Dean in which case he or his representative will preside.

- Section 4. All meetings of the Graduate School Student Assembly shall be held in the building of the campus.

- Section 5. Fifty percent of the registered Graduate School students shall constitute a quorum at such meetings for the conduct of business. A motion shall be considered an official action, if a majority of those present cast their ballot for definitive action on the motion – for or against it – provided it does not deal with a change in the Student Activities Fee as stipulated in Article XII. Section 4 of this Constitution OR does not attempt to redress a decision of the GSSC, as provided for Article XV, Section 1 of



this Constitution.

**ARTICLE XV                      PROCEDURES**

Section 1. All meetings of the GSSC and the Graduate School Assembly shall proceed in accordance with Robert’s “Rules of Order” if not specifically provided for in this Constitution.

**ADDENDUMS**

On November 14<sup>th</sup>, 1997 the Student Activities Fee was set at \$20 (twenty dollars) per year. This amount will be collected bi-annually, effective Spring 1998, for each and all students registered in the School of Graduate Studies.

In Spring 2002, GSSC voted to increase fee from \$20 to \$30 effective with Fall 2002 billing. All Students in School for Graduate Studies pay the full annual rate, regardless of credit hours.

June 27, 2023 Ministerial revisions made to reflect the campus name change and current referenced titles (such ministerial changes do not require formal amendments).