#

THE CONSTITUTION OF

THE GRADUATE STUDENT GOVERNMENT OF THE UNIVERSITY OF AKRON

ARTICLE III. LEADERSHIP

SECTION 1. Executive Positions:

The elected Executive Board of GSG is to be determined by a general election and voted upon by eligible graduate students from the graduate student body; it shall consist of the President, Vice President, and Treasurer. Each executive officer is given a seat on the GSG Central Committee.

SECTION 1.1 President:

The President shall be the principal executive officer and shall supervise and control all of the business and affairs of the Graduate Student Government. The President is responsible for corresponding between the Executive Board, Senators, Representatives, Advisors, Graduate School, and the graduate student body. The President is additionally responsible for the completion of all financial documents which require the President's signature and authorization.

SECTION 1.2 Vice President:

In the absence of the President, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as may be assigned to him by the President when not acting as President.

SECTION 1.3 Treasurer:

The Treasurer shall have charge and custody of and be responsible for all funds and budgets of GSG. The Treasurer is also responsible for maintaining, reviewing, and revising EAF/SAF/PEG processes and policies and shall perform such other duties as may be assigned to him by the President.

SECTION 2. Senators:

There shall be one Senator from each graduate degree-granting college within The University of Akron to represent the interests of the graduate population within the college. The current edition of the Graduate School Bulletin shall serve as a complete listing of eligible colleges. All senators have a seat on the GSG Central Committee.

**Appendix - A**

***Responsibilities of GSG Executive Committee***

(Updated on 2/15/2023)

➢ **GSG Executive Committee Members**:

1. President

2. Vice President

3. Treasurer

**President**

Constitution Description

The President shall be the principal executive officer and shall supervise and control all of the business and affairs of GSG. The President is responsible for corresponding between all constituencies.

• \***Responsibilities:**

* Acts as liaison between GSG and the University of Akron administration
* Sends regular emails via the Graduate School to the graduate students containing information about GSG-related activities
* Manages the GSG President email account
* Provide updates to the University Council, Faculty Senate, Graduate School, Student Trustees, SOuRCe, GSG Central Committee, GSG Advisors, and any others as deemed appropriate about graduate students’ concerns
* Appoints Senators, University Council (Standing Committee) members, and other officers wherever and whenever necessary
* Assists with RSO Manuals revisions
* Selects LIFE Award winners
* Oversees revision of GSG constitution and bylaws
* Organizes events for the good of graduate students
* Contacts sponsors, presenters, and attendants for GSG events
* Serves as Senators’ main contact
* Signs off on new graduate/blended student organizations
* Reserves rooms as needed for events
* Runs GSG Executive Committee meetings
* Attends Faculty Senate/University Council meetings as the voting graduate student representative
* Updates GSG website with contact information of the GSG officers and other details
* Writes Executive Orders when appropriate

• **Reports to**: GSG Executive Committee and GSG Faculty Advisors

• **Required Meetings Attendance:**

Weekly

* GSG Executive Committee

Monthly

* GSG Central Committee
* University Council
* University Council Executive Committee
* SOuRCe
* Graduate Council
* Faculty Senate
* Group of Five (Go5) with UA President & student leaders
* GSG Advisors
* University Council subcommittee of choice
* VP of Student Affairs
* Others as needed, depending on the time of year (e.g., SpringFest planning meetings, LIFE Awards meetings, Student Trustee applicant interviews, SOuRCe officer training, etc.)

**Vice President**

Constitution Description

In the absence of the President, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform such other duties as may be assigned to them by the President when not acting as President.

• \***Responsibilities:**

* Schedules GSG Central Committee meetings and sends reminders
* Operates social media accounts (Facebook, Instagram, Twitter, RooConnect, website)
* Reviews and organizes GSG-related documents
* Responds to and initiates email contacts from the assigned email address
* Assists in the appointment of University Council Standing Committee members
* Takes notes at Executive and Central Committee meetings
* Keeps accurate contact information for all GSG members
* Aids with GSG constitution and bylaws revisions and RSO Manuals
* Plays an active role in organizing GSG elections
* Assists with organizing events for graduate students

• **Reports to**: GSG Executive Committee; President when necessary

• **Required Meetings Attendance:**

Weekly

* GSG Executive Committee

Monthly

* GSG Central Committee
* GSG Advisors
* University Council subcommittee of choice
* Any other meeting when President is not available

Semesterly

* SOuRCe student organization training (Fall only)

**Treasurer**

Constitutional Description

The Treasurer shall have charge and custody of and be responsible for all funds and budgets of the GSG. The Treasurer is also responsible for maintaining, reviewing, and revising EAF/SAF/PEG processes and policies and shall perform such other duties as may be assigned to them by the President.

• \***Responsibilities:**

* Oversees GSG budget
* Reviews all PEG, travel, and event applications for approval
* Manages GSG SORF, Visa, and reimbursements
* Assists with GSG constitution, bylaws, and RSO Manuals revisions

• **Reports to:** GSG Executive Committee; President when necessary

• **Required Meetings Attendance**:

Weekly

* Executive Committee

Monthly

* GSG Central Committee
* University Council subcommittee of choice

Semesterly

* SOuRCe student organization training (Fall only)

**Appendix - B**

***Responsibilities of GSG Central Committee***

(Updated on 7/7/2021)

➢ **GSG Central Committee Members**:

1. President

2. Vice President

3. Treasurer

4. Senators

*Since the President, Vice President, and Treasurer are all Executive Committee members, their leadership expectations can be found in* ***Appendix A****.*

**Senators**

Constitutional Description: There shall be one Senator from each graduate degree-granting college within The University of Akron to represent the interests of the graduate population within the college. The current edition of the Graduate School Bulletin shall serve as a complete listing of eligible colleges.

• \***Responsibilities:**

* Contacts the President with any graduate student concerns within your college
* Manages GSG SORF, Visa, and reimbursements
* Votes in Central Committee meetings on matters requiring your approval

• **Reports to:** GSG Central Committee; President when necessary

• **Required Meetings Attendance**:

Monthly

* GSG Central Committee
* University Council subcommittee of choice

*\*It is worth noting that the above responsibilities may change depending on any specific circumstances for better service to graduate students. The changes will be based on the discussions among the GSG Executive Committee members and advisors, if necessary.*