

Graduate Student Council Constitution

Article I. Name

The name of this organization shall be the Graduate Student Council (GSC).

Article II. Purpose

The Graduate Student Council of the Geisinger Commonwealth School of Medicine represents the united voice of graduate students and provides programs and activities, which support the College's mission and core values. The elected officers of GSC will work to strengthen existing bonds between students, faculty, staff and administration and to enrich the College's educational excellence and student affairs programs.

Article III. Membership

Section 1.

Any student enrolled in the Master or Biomedical Sciences program at Geisinger Commonwealth School of Medicine may be a member of this organization.

Section 2.

The GSC may decide at a later date to have honorary members. Honorary members may be nominated by any member of the GSC, but will be voted on by the officers and chair persons.

Section 3. Eligibility requirements

1. Remain a full-time student and in good disciplinary standing.
2. Attend all meetings of the General Assembly, GSC, and their respective Permanent Committees, barring only three absences per semester due to extenuating circumstances.
3. Meet all additional commitments pledged to the GSC during General Assembly meetings, Permanent Committee meetings, Special Committee meetings, or through written memorandum.
4. Participate and attend at least one event per semester sponsored by the GSC.
5. Meet all obligations to College Committees and relate any important progress of these committees to the GSC.

Article IV. Officer and Chair Positions

Section 1.

The following positions shall be elected following the election procedures as described in Article VI of the GSC constitution; be recognized as official GSC Officer positions; be given voting power in the General Assembly and their respective Permanent Committee(s) as described in Article IV of the GSC Constitution; be required to fulfill their listed duties in Article III, Section 3 of the GSC Constitution and the General Requirements listed under Article III, Section 2 of the GSC Constitution; be required to fulfill their College Committee obligations as described in Article XII of the GSC Constitution; be required to fulfill any additional specific officer position requirements as described in Article VI, Section 2 of the GSC Constitution.

Section 2. Qualifications for each office

A. President

1. Represents the student body in fulfilling the purposes of GSC Constitution
2. Presides over General Assembly meetings

3. Appoints nonvoting positions subject to a vote of approval by Graduate Student Council General Assembly officers
4. Meets with the President of Geisinger Commonwealth School of Medicine monthly
5. Meets with the GSC advisor every other week to prepare an agenda for each GSC General Assembly meeting and distributes that agenda to the other officers and chair persons prior to GSC meetings
6. Serves as a liaison to the medical student council by attending MSC Executive Board meetings
7. Does not vote on issues during general assembly meetings except in the event of a tie
8. Organizes the Find Your Profession Series
9. In the special circumstance of Co-Presidency both persons elected to office will attend all mandated meetings with outside officials. Meetings will be governed on an alternating basis between the 2 presidents

B. Vice Presidents

Executive VP:

1. Presides over General Assembly meetings in the absence of the President
2. Succeeds to the Office of President if that office should become vacant
3. Assists the President in all GSC activities in accordance with the GSC Constitution as requested
4. Keeps track of GSC members attendance to GSC and campus-wide events
5. Meets with the Executive Board of GSC Cabinet when needed

Academic VP:

1. Serves as an educational liaison to inform professors and other members of the council of any complaints, concerns, and comments with respect to the MBS program
2. Communicates with the professors to schedule review or information sessions, as needed
3. Serves on the Curriculum Advisory Committee (CAC) MBS Subcommittee
4. Oversees the Academic Resource Committee

C. Secretary

1. Records the minutes of all GSC General Assembly meetings, distributes them electronically to all members of the GSC with upcoming event dates sent in a short summary. A copy of the minutes will be available on the GSC's portal page.
2. Records attendance of the elected officers of the Graduate Student Council and notifies the President of absentees exceeding the number designated by the elected officers
3. Preserves important records and correspondence in the Graduate Student Council files as well as submits minutes to designated committee's and offices around campus.
4. Take and collect pictures at GSC events which can be used for yearbook and / or newsletter.
5. Create yearbook which will be distributed to the entire MBS class.

D. Treasurer

1. Prepares an annual budget in conjunction with the Finance Committee and submits it to the GSC General Assembly
2. Reports current account information to the GSC General Assembly
3. Serves as Chair of the Finance Committee
4. Must submit a report at the end of each semester detailing financial transactions of the past semester
5. Meets with the Executive Board of GSC Cabinet when needed

6. Cross-collaborates with other departments in order to setup activities that yield fundraising options

E. Community Service Chair

1. Coordinates, plans and implements one service project per semester for the Class
2. Is responsible for keeping attendance records for events
3. Reminds the GSC about upcoming events (on or off campus) related to their position
4. Meets with the Treasurer to obtain financial approval before proposing any event to the GSC
5. Responsible for relaying Volunteer opportunities in the Scranton community to the students in the MBS class.

F. Student Engagement Chair

1. Coordinates, plans and implements social activities for the class
2. Collaborates with the Medical Student Council for joint opportunities
3. Works with the Director of Student Affairs to create a calendar of social events for the College
4. Assists the Institutional Advancement Chairs with marketing the events
5. Reminds the GSC about upcoming events (on or off campus) related to their position
6. Meets with the Treasurer to obtain financial approval before proposing any event to the GSC

G. Institutional Advancement & Communication Chairs

1. Reports updates to the Marketing Department for the monthly Geisinger Commonwealth School of Medicine newsletter
2. Coordinates all publicity for GSC through all available media
3. Collaborates with the Community Service Chair and Student Engagement Chair to publicize GSC sponsored events
4. Reminds the GSC about upcoming events (on or off campus) related to their position
5. Meets with the Treasurer to obtain financial approval before proposing any event to the GSC
6. Serves as liaison between the alumni society and the student body. Helps secure student volunteers for marketing stories, events and donor stewardship
7. Works with the Chair on student philanthropy campaigns

H. Health and Wellness Chairs

1. Meets with Student Health Services monthly to collaborate to address students' needs
2. Meets with the Director of Student Affairs and the Student Success Coordinator of The Center for Learning Excellence as needed
3. Helps to establish wellness programming and activities as well as coordinate communication among the Graduate Student and Medical Student Councils
4. Reminds the GSC about upcoming events (on or off campus) related to their position
5. Meets with the Treasurer to obtain financial approval before proposing any event to the GSC

I. Diversity and Inclusion Chair

1. Attends and actively participates in the Committee for Diversity and Inclusion
2. Engages class and council on diversity and inclusion
3. Participates in Diversity Task Force meetings
4. Develops and promotes diversity and inclusion events and activities
5. Shares students concerns, programs, and initiatives with the Student Affairs Director of Diversity and Inclusion

6. Collaborates with other student groups to support inclusive learning environment
7. Meets with Treasurer to obtain financial approval before proposing any events to the GSC

J. Library Sub Committee (CAC) Representative

1. The Library Subcommittee of the Curriculum Action Committee (CAC) assesses the contents of the Geisinger Commonwealth School of Medicine Library to ensure that its resources are adequate to deliver the MBS curriculum
2. Members also suggest new library resources and/or services to the CAC through the Director of the Medical Library
3. The Library Subcommittee Representative is responsible for oversight of the library resources and support to students and faculty in the MD and MBS programs to facilitate curriculum delivery, faculty instruction, student learning and research development
4. Reminds the GSC about upcoming events (on or off campus) related to their position

K. IT Class Representative **1**. Serves on the Geisinger Commonwealth Student Computing Group (SCG) and attends meetings as needed

2. Serves as an advocate for the class and communicates needs and suggestions to the Information Technology Department
3. Learns how to use the technology in the lecture halls and group rooms.
4. Solicits and assesses input from students, working with the Student Computing Group members to set meeting agendas and report meeting outcomes back to your class
5. Reminds the GSC about upcoming events (on or off campus) related to their position

Section 5. Provisions for removal of officers.

A. Automatic Dismissal from Position:

1. Failure to meet the school's academic, behavioral, or professional standards
2. Failure to attend the obligated number of meetings as set forth by the constitution

B. Dismissal from position through discussion of remaining council members and quorum vote:

1. Not fulfilling obligations of respected position as set forth in the constitution will result in discussion and voting among remaining council members. A quorum vote will result in removal of office. During which time the officer(s) in question will be asked to leave the room to allow discussion and voting to be done.
2. Failure to represent the council and school in an appropriate manner within the community, including off school grounds

C. Resignation from Position:

1. Any officer may remove him or herself from office by submitting a signed letter of resignation to the President.

D. Presidential Succession:

In the event of the President's removal by any method outlined in this Constitution, the holder of the lowest-numbered non-vacant office on the following list shall become President: 1. Executive Vice

President; 2. Academic Vice President; 3. Treasurer. In the event that all of the listed offices are vacant, an interim President shall be elected by a majority vote of the GSC, and a special election shall be held within 30 days (excluding campus closings) to elect a new President. Any officer who becomes President pursuant to this section shall be considered to have resigned from the office he or she held before becoming President.

Article V: Attendance

1. Required:

- a) Attendance at GSC meetings, assigned committee meetings is mandatory for all council members. Two unexcused absences from regular GSC meetings or committee meetings within the same semester shall result in expulsion from the GSC.
- b) Unexcused absence from the first regular GSC meeting of the fall semester shall result in immediate expulsion from the GSC

2. Taking Attendance:

A roll call shall be taken at the beginning and the end of each GSC meeting, and recorded in the minutes. A GSC member must be present at the meeting's beginning and end to be considered "present" for that meeting. The President shall be responsible for keeping track of whether enough council members are present when voting on legislation.

3. Excuses:

The President shall be responsible for creating an attendance policy at the beginning of his/her term for excused absence. The GSC may overturn decisions of the President regarding attendance by a two-thirds vote of members present.

Article V. Meetings

Section 1.

Regular meetings of this organization shall be held on Tuesdays of every other week at the same time. If a change of location or time is needed, the secretary will notify the GSC at least 24 hours prior.

Section 2.

Special meetings may be called at any time by the president upon petition of $\frac{3}{4}$ members or upon petition of members of the Executive Board or Committee upon 3 days' notice of such meeting to members.

Section 3.

A quorum shall consist of the majority of members present at any regular or special meeting; present and voting members at any regular or special meeting, etc.

Section 4.

The rules contained in the most recent edition of Robert's Rules of Order shall govern all cases in the action of the Student Government to which they are applicable and in which they are not inconsistent with the Student Government Constitution and By-Laws.

Article VI. Elections

Section 1.

1. Election of officers shall be held the second meeting of each year
2. All class members will be able to vote at the second meeting. The advisor will be sure that voting will occur a time convenient for the majority of the class.
3. Candidates will be given 3 minutes to give a speech on the day of voting and/or allowed to submit a brief paragraph as to why they are running for the position, which will be provided to the entire MBS class by the class advisor.
4. Voting will be done by closed ballot

Section 2.

In case of re-election for a position, the entire MBS class will be able to vote at a scheduled meeting. A 24 hour notice must be given, to the entire class, before the scheduled meeting. The election will be conducted by the GSC Advisor. Voting will be done by closed ballot.

Section 3.

The entire MBS class will be informed in writing of the results of the election.

Article VII. Executive Authority

Section 1.

The executive authority of this organization shall be vested in an Executive Board

Section 2.

The Executive Board shall consist of President, Vice-Presidents, Secretaries, Treasurer.

Article VIII. Sponsors, Advisors

Section 1.

There shall be one advisor who shall be an ex-officio member, without vote.

Section 2. The advisor will be a faculty / staff member of Geisinger Commonwealth School of Medicine who volunteers for the position prior to the beginning of the fall semester.

Section 3. Method of selecting advisors/sponsors in the absence of an advisor.

1. If above mentioned person is not able to fulfill the duties, an advisor will be nominated by the Executive Board of the GSC.
2. The faculty member will then be notified in writing of the GSC request to fill the advisor position. If he/she does not accept, and new advisor will be selected in the same manner of Article VIII, Section 3.1.
3. All sponsors will be appointed through discussion and vote of the entire graduate student council.

Section 4. The Faculty may suspend any action of Student Government which it judges to lie outside the authority of that organization or to be detrimental to the best interests of the College. Suspended actions shall be returned to Student Government for reconsideration

Section 5. Duties and/or responsibilities of advisors/sponsors.

1. Help and assist in maintaining harmony and good order in the council

2. Must meet with the President(s) of the council every other week to discuss agenda, available resources, and upcoming scholastic/community events
3. Oversee and approve funding for the graduate student council
4. Coordinate elections for class officers
5. Attend GSC General Assembly meetings

Article IX. Committees

Section 1. Standing Committees - composition, appointment, membership, function, powers, and duties

1. Committees will be formed by their respective chairpersons.

Section 2. Appointment of Committees – by president/chair, executive body, etc.

1. Committees' function, power, and duties will be motioned by chairperson and approved/alterd by the executive council at the beginning of each semester

Section 2. College Committees

1. Curriculum Action Committee

The Committee is charged with oversight and review of the medical school and other academic degree-granting program curricula. The Committee provides advice and guidance to the Vice Dean and the Dean/President on issues of curriculum innovation, Geisinger Commonwealth School of Medicine student performance, policy and best practices. The Curriculum Action Committee concerns itself with objectives, organization and evaluation of the curriculum leading to the MD and Master in Biomedical Sciences (MBS) degrees, and any other degrees that may be developed. The Committee is empowered by the Dean to develop and implement a coherent and coordinated curriculum in which there is logical sequencing of various segments of the curriculum, coordination within and across the academic periods of study, and appropriate method of pedagogy and evaluation to meet the College's overall educational objectives.

2. Food Service Committee

The Food Service Advisory Committee is designed to monitor, evaluate and make recommendations to the food service vendor in an effort to maintain a high quality food service program for all users of food services both individually and through catered services. This is an effort to achieve excellence in service to the community by developing strong partnerships with the food service provider.

3. Health and Wellness Committee Meeting

The Health and Wellness committee coordinates with MD Health and Wellness chairs to plan events and activities and plans Health Fair for fall and for spring. Another function of the committee is to assemble Wellness newsletter. Committee meets monthly with Student Health representative, Student Success Coordinator, MD1 Health and Wellness chair, MD2 Health and Wellness chair, and MBS Health and Wellness chairs.

4. Library Subcommittee

The role of my Library Subcommittee is to oversee all the resources the school and its student body as well as the faculty body needs. Thus, we vote on several resources throughout the year, online or book versions, for whether we should renew them or not. We also discuss on the various aspects of the library and whether the regular needs are met or not. The Library Subcommittee is there to make sure the faculty and students have the resources necessary for

their research and studies, respectively. Thus we make sure everything in the library is updated on a monthly basis and kept up with the adequate needs of the members of Geisinger Commonwealth School of Medicine.

5. Student Computing Group Subcommittee

The Student Computing Group Subcommittee is composed of the IT Class Representative from the MBS and MD classes, IT Director of Academic Services, and Director of Technology. The Subcommittee meets one to two times a semester. At meetings, the IT Directors address technology issues and concerns raised by the students. It is the Subcommittee's duty, as a whole, to compose and distribute a school-wide IT survey assessing technology needs. In addition, representatives are responsible for encouraging students to submit IT Service Request Tickets for continual technological improvement.

6. Committee on Diversity and Inclusion

The Committee on Diversity and Inclusion discusses and develops Geisinger Commonwealth's overall direction and initiatives pertaining to diversity, inclusion and multicultural issues among the workforce, faculty, students and community. The committee consists of faculty, staff and student representatives. This committee meets once a month during the lunchtime hour.

7. Diversity Task Force

The Diversity Task Force is composed of student representatives from the MBS and MD classes. The committee meets monthly during the lunchtime hour. The committee helps plan and initiate diversity and inclusion activities for the entire campus community

Article X. Dues and Security of Funds

Section 1. There are no dues for this organization.

Section 2. Where funds are to be kept, provisions for auditing, etc.

1. Funds are to be kept physically with the advisor, in a locked separate graduate student council account
2. Monetary requests, expenditures, and other records will be kept with the treasurer and the advisor. A copy of each record will be kept with the advisor and the treasurer for security purposes.

Article XI. Amendment

Section 1.

This constitution may be amended by 3/4 membership present and voting at any regular/special meeting; provision may be made for vote at more than one meeting.

Section 2. Procedure for Proposal of an Amendment

1. Any Member of the GSC may propose an Amendment to any part of this constitution, at any meeting.
2. Proposed Amendments must be provided in writing to the entire Executive Board
3. Proposed Amendments must be provided in writing or electronically to the entire GSC as well on a public bulletin board at least one week prior to the next meeting
4. Time will be given to discuss the proposed Amendment; first by the person(s) proposing the Amendment, and then by any GSC member
5. A motion to second the Amendment must be made in order to vote on the proposed Amendment
6. If the proposed Amendment is seconded, voting will then occur; if the Amendment is not seconded, it may be proposed at following meetings
7. Any member can request a vote to table the Amendment until the next meeting
8. A proposed Amendment may only be tabled twice; during the third meeting discussion will be limited to 3 minutes per person, and only two turns. Voting will then occur.

Section 3. Methods for amendment or revision

Ratification of these Bylaws, and amendments thereof, shall be approved by a two-thirds vote of the entire membership of the GSC. Actions to ratify or amend these Bylaws are not subject to veto.

Article XII. Legislative Process

Section 1. Legislation

Official actions of the GSC shall be made in the form of legislation. All legislation formatted to include: a code and title (should be unique for the academic year); any authors and sponsors (an officer can be both); the date of introduction; a special header noting the vote requirement, if not a majority, and required notice, when applicable; the bill's purpose; the action taken (by passage of the legislation); count and date of the vote; signature of the chair of the body in which the legislation was voted on; and space for the President's signature (if subject to veto).

Section 2. Legislation Action

All legislation shall be drafted, submitted, debated, and voted on in accordance with the procedural rules of the GSC. GSC legislation shall be sponsored in accordance with the respective body's procedural rules.

Section 3. Voting and Quorum Requirements

1. Entire membership includes all filled seats with voting privileges (abstentions and absences count negatively). Members present include members with voting privileges in attendance (abstentions count negatively). Votes specified as "simple," "members voting," or left unspecified include only those voting for or against the item (exclude abstentions).
2. Majority shall mean more votes for than votes counting negatively. Other vote requirements ($2/3^{\text{rd}}$, $3/4^{\text{th}}$, etc.) shall be construed as at least the requirement times counted votes (unrounded). Plurality means the most votes amongst options.
3. All legislation requires a minimum of a simple majority vote for passage. No votes effecting legislation shall be binding unless a quorum of a majority of entire body membership is present.