

CONSTITUTION OF THE GRADUATE SCHOOL OF EDUCATION STUDENT GOVERNMENT (GSESG)

ARTICLE I – NAME, MISSION, GOALS, AND MEMBERSHIP

SECTION 1: NAME

The name of this organization shall be the Graduate School of Education Student Government, herein abbreviated as GSESG.

SECTION 2: MISSION

GSESG's mission is to encourage participation and input of all interested Graduate School of Education (GSE) students in student life, and to foster and support the development, maintenance and growth of all new and existing student organizations at GSE. GSESG allocates funds to GSE student organizations, and reserves the right to recognize and/or fund any organization associated with GSE in light of their stated mission.

SECTION 3: GOALS

Community Service — Promote, host, and fund events that engage GSE students with their community, including community service projects and trips at home and abroad.

Programming — Promote, host, and fund events that increase student interaction and provide engagement opportunities for students.

Alumni Affairs — Maintain and facilitate alumni-student interaction and enable access to alumni speakers, mentors, and networking for students.

Leadership — Gather feedback from the student body and student leaders to identify preferences and needs, as well as create hands-on leadership opportunities and events for students.

Facilities — Investigate new and best ways to arrange and make use of GSE space and physical resources.

Scholarship — Work to improve the access to and quality of GSE programs by addressing such issues as course availability, grading policies, access to productive faculty guidance, and opportunities for scholarly endeavors.

Diversity — Increase and promote awareness of all aspects of diversity, including but not limited to those of race, ethnicity, gender, cultural, sexual orientation, national origin, immigration status, or ability.

SECTION 4: MEMBERSHIP

- A. General Membership in GSESG is open to all persons registered as a student in the Graduate School of Education at the University of Pennsylvania and/or elected or appointed to a position within GSESG.
- B. Alumni Membership in GSESG is open to all former members of GSESG who terminated their general membership in good standing and who were enrolled at Penn GSE for at least one academic year.
- C. We will not have according to Pennsylvania State Law; we will not restrict membership based upon race, color, national origin, religion, sex, physical and mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, immigration status and/or citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

ARTICLE II – ELECTED/APPOINTED OFFICERS

SECTION 1: GENERAL QUALIFICATIONS, TERM OF OFFICE, AND VACANCIES

- A. The executive officers of GSESG shall be the President, Executive Vice President, Vice President of Administration, Executive Vice President of Finance, Vice President of Communication, and Vice President of Events.
 - a. The President, Executive Vice President and Executive Vice President of Finance shall be elected during the spring semester in April, and their term of office shall be for one academic year, beginning the day after GSE graduation.
 - b. Vice President of Administration, Vice President of Communication, and Vice President of Events shall be elected or appointed during the fall semester, and their term of office shall be for eight months, beginning the first day of October.
- B. GAPSA Representatives of GSESG shall be representative of the various divisions in GSE.
 - a. GAPSA Representatives shall be elected or appointed by the executive officers during the fall semester, and their term of office shall be for one academic year.
- C. In the event of a vacancy occurring in any executive officer or GAPSA representative position after the first day of October, the nominations for replacement will be made by the executive officers and/or advisory board. All GSESG elected officers shall consider such nominations, and shall, by a

two-thirds vote of the entire student government, approve a replacement.

- D. All elected and appointed officers must attend all GSESG Executive Board meetings, unless otherwise approved and/or excused.
- a. In the event an officer is not able to attend, notice must be submitted to the President, Executive Vice President and the Advisory Board at least twenty-four hours prior to the start of the meeting.
 - b. In the event that the President is unable to attend, the executive vice president shall oversee the meeting.
 - c. In the event of emergency circumstances that prevent an officer from providing twenty-four hour notice, the officer must meet with the Advisory Board, President, and/or Executive Vice President within two business days following the meeting.

SECTION 2: PRESIDENT

As the senior-most position of the GSESG Board, the President is ultimately responsible for all actions and consequences (intended or not) of the governing board. In concert with the governing board, they develop, communicate, and promote a strong vision for the organization that aligns with its mission and core values.

- A. Provide thoughtful, ethical, responsive, and constructive leadership for the organization in general. Assume responsibility for setting the tone and culture of the governing board – fostering trust, encouraging transparency, and supporting the initiative of all members.
- B. Work in conjunction with the Executive Vice President to oversee the operations of the governing board, with special attention to its healthy and effective internal functions.
- C. Promote a highly democratic decision-making process, although it will ultimately fall to the President to make difficult decisions in times of great conflict or indecision.
- D. Act as the group’s “Learner-in-Chief”, constantly assessing the governing board’s direction. Identifying opportunities for its improvement, listening to its members, asking probing questions, and anticipating its (and the general student body’s) needs.
- E. Act as the primary liaison with the administration and faculty of GSE, and play a significant role in representing GSESG and GSE itself in public and to the larger university.
- F. Operate with the highest integrity and always lead by example.

SECTION 3: EXECUTIVE VICE PRESIDENT

The Executive Vice President supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The Executive Vice President shall:

- A. Work in close cooperation with the President of the GSESG.
- B. Work with the Graduate Assistant for Student Services and meet with them no less than once a week.
- C. Maintain a good relationship with the leaders of Student Organizations at GSE.
- D. Preside at GSESG meetings when the President is unavailable to do so.
- E. Assume the duties of the President should the position become vacant at any time during the term of office.
- F. Exercise management responsibilities for the GAPSAs Representatives.
- G. Schedule and facilitate GSESG meetings so that they will proceed effectively.
- H. Serve as an ex-officio member of and contributor to both the Events and Budget committees.
 - a. As a member of the Events Committee, they shall:
 - i. Work with the GAPSAs Representatives and the Vice President of Events to plan affairs and implement programs which shall enhance GSE students' academic, professional, and social experience.
 - b. As a member of the Budget committee they shall;
 - i. Work with the Vice President of Finance to prepare budgetary recommendation, monitor, verify and reconcile expenditure of budgeted funds.
- I. If this position is vacant and a replacement cannot be found, the Graduate Assistant for Student Services shall assume this role.

SECTION 4: VICE PRESIDENT OF ADMINISTRATION

The Vice President of Administration supports the role of the GSESG Board and shares the responsibility of supporting GSESG so that it can effectively fulfill its stated mission and purpose. The Vice President of Administration shall:

- A. Work closely with the President of GSESG to evaluate GSESG policies and procedures.
- B. Take minutes for GSESG meetings.
- C. Archive documents relating to all GSESG events.
- D. Support the Executive Vice President in increasing resources and networking opportunities for students.
- E. Review and if necessary, propose amendments to the GSESG Constitution.
- F. Ensure effective transition practices are in place for GSESG.
- G. Coordinate with VP of Events and manage GSESG calendar.

SECTION 5: VICE PRESIDENT OF FINANCE

The Executive Vice President of Finance is an elected official who supports the role of the

GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The Vice President of Finance shall:

- A. Oversee the Finance Committee (composed of the AVPs of Finance) which will support the allocation and budgeting of SG funds (SG funds are typically used to fund student groups, student conference reimbursements, and other SG expenses.).
 - a. The finance committee will be responsible for auditing student groups and conference reimbursements.
 - b. The finance committee will oversee purchases but will not approve purchases or expenses on behalf of GSESG without approval of the Vice President of Finance.
- B. Design and oversee the budgeting procedure for student groups.
- C. Provide guidance and advice on GSESG financial decisions.
- D. Work with other members of the GSE community to ensure the smooth transfer of funds to appropriate persons.
- E. Work with and report fiscal matters of GSESG to the Executive Vice President to ensure a successful administration.

SECTION 6: VICE PRESIDENT OF EVENTS

The Vice President of Events is an elected official who supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The Vice President of Events shall:

- A. Be concerned with the level of student involvement at GSE through annual surveys.
- B. Oversee management of GSESG events.
- C. Develop and create academic support events for students.
- D. Exercise their power, if necessary, to appoint interested GSE students to an Events Committee.
 - a. As a member of the Events Committee, they shall:
 - i. Work with the GAPSAs Representatives and the executive Officers to plan affairs and implement programs, which shall enhance GSE students' academic, professional, and social experience.
 - ii. Lead and direct an Executive Board of three chairs. Chairs will support and facilitate the execution of events sponsored or co-sponsored by GSESG. They will also be in charge of monitoring and tracking the attendance of GSESG students to events and survey student's social interests.

SECTION 7: VICE PRESIDENT OF COMMUNICATION

The Vice President of Communication is an elected official who supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively

fulfill its stated mission and purpose. The Vice President of Communication shall:

- A. Work in close cooperation with the other members of the GSESG Board.
- B. Act as an advocate for GSESG on campus.
- C. Oversee GSESG organizational branding efforts, including logo and tagline creation and GSESG merchandise creation.
- D. Manage and update all GSESG web-based tools (the GSESG website, Google Group, Facebook Group and Twitter Page) to ensure effective and timely communication between GSESG Board members and between GSESG and GSE students.
- E. Oversee the creation and dissemination of all GSESG print-based materials.
- F. Collaborate with the GSE Communications Office on a regular basis.
- G. Exercise their power, if necessary, to appoint interested GSE students to a Communication committee.
 - a. As a member of the Communication Committee they shall:
 - i. Work with other committee members to assign, divide and complete tasks related to the management and upkeep of GSESG web-based tools.
 - ii. Work with other committee members to assign, divide and complete tasks related to the creation and dissemination of GSESG print-based materials.

SECTION 8: VICE PRESIDENT OF SCHOLARSHIP

The Vice President of Scholarship is an elected official who supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The Vice President of Scholarship shall:

- A. Work in close cooperation with the other members of the GSESG Board.
- B. Serve as an advocate for GSESG on campus.
- C. Promote programs for GSESG focusing on scholarship.
- D. Work closely with Penn GSE Career Services in communicating and facilitating opportunities of scholarship to the Penn GSE community.
- E. Make Penn GSE community aware of available scholarships, grants, and assistantship opportunities.
- F. Invite Distinguished Guests/Speakers/Lecturers to Penn GSE.
- G. Provide recommendations for improvements to the scholarship and academic preparation for incoming and current Penn GSE members.
- H. Exercise their power, if necessary, to appoint interested GSE students to a Scholarship committee.
 - a. As a member of the Scholarship Committee they shall:
 - i. Work with other committee members to assign, divide and complete tasks related to GSESG Scholarship initiatives.

SECTION 9: DIVERSITY, EQUITY, AND INCLUSION CHAIR

The Diversity, Equity, and Inclusion Chair works alongside the Events Chair to create programming and other opportunities for marginalized identities and/or education broadly about diverse peoples. The Diversity, Equity, and Inclusion Chair shall:

- A. Work with the Vice President of Events in creating events to promote diversity, equity, inclusion and interdepartmental interactions within GSE.
- B. Partner with GAPSA and other university groups in promoting diversity, equity, and inclusion.
- C. Serve as a member of and contributor to the Events committee.
- D. Generate interest in GSESG activities related to diversity, equity, and inclusion.
- E. Assisting in publicizing GSESG events.
- F. Bridge and sustain relationships with GSE program coordinators, staff and faculty.
- G. Evaluate GSESG's commitment to diversity and advocate on behalf of GSE students.
- H. Support and facilitate the execution of events sponsored or co-sponsored by GSESG.
- I. Monitor and track the attendance of GSESG students to events and survey student's social interests.
- J. Serve on and support Penn GSE's committee on Race, Equity, and Inclusion.

SECTION 10: COMMUNITY ENGAGEMENT CHAIR

The Community Engagement Chair works closely with GAPSA and other G12 representatives to ensure there is collaboration across schools, students organizations and within the Penn community. The Community Engagement Chair shall:

- A. Work closely with the Vice President of Finance: Student Groups and GAP Fund and members of the finance committee to ensure proper spending of the GAP Fund.
- B. Enhance student participation in GSE and Philadelphia communities.
- C. Identify and generate interest in community service opportunities amongst GSE.
- D. Understand and develop policies for GSESG philanthropic interaction and contact with the community at large, within Penn and in Philadelphia.
- E. Serve as a member of and contributor to the Events committee.
- F. Support and facilitate the execution of events sponsored or co-sponsored by GSESG.
- G. Monitor and track the attendance of GSESG students to events and survey student's social interests.
 - a. Maintain an updated engagement book for all active members.
 - b. Collect all membership participation lists from general assembly, committees, and events.
 - c. Collaborate with the Executive Board and OSS on promoting and rewarding engagement.
 - i. Work closely with the Vice President of Finance to allocate funds

towards incentives.

1. Must submit annual requests for funds to the Vice President of Finance prior to May 1st.

SECTION 11: HEALTH AND WELLNESS CHAIR

The Health and Wellness Chair is committed to developing programming and initiatives aimed at improving the health (physical, mental, and emotional) and overall wellbeing of graduate students in GSE. The Health and Wellness Chair shall:

- A. Work with the Vice President of Events.
- B. Raise awareness of the resources available on campus in regards to health and wellness.
- C. Advocate for resources focused on health and wellness of GSE students.
- D. Collaborate with other graduate schools on Penn's campus and organizations in the Philadelphia community to develop creative initiatives and campaigns for GSE students.
- E. Support and facilitate the execution of events sponsored or co-sponsored by GSESG.
- F. Monitor and track the attendance of GSESG students to events and survey student's social interests.

SECTION 12: ASSISTANT VICE PRESIDENT OF CONFERENCE FUNDING

The Conference Funding Chair supports the role of the Vice President of Finance and ensures there are policies and practices in place related to conference funding. The Vice President of Conference Funding shall:

- A. Serve as a member of and contributor to the Finance committee.
- B. Design and oversee the budgeting procedure for conference funding and reimbursements.
- C. Work with other members of the GSE community to ensure the smooth transfer of funds to appropriate persons.
- D. Work with the Executive Vice President, Vice President of Finance, and Graduate Assistant for Student Services to approve and deny conference funding applications.

SECTION 13: ASSISTANT VICE PRESIDENT OF STUDENT GROUPS AND GAP FUNDING

The AVP of Student Groups and GAP Funding supports the role of the Vice President of Finance and ensures there are policies and practices in place related to student organizations and use of the GAP Fund. The Vice President of Conference Funding shall:

- A. Serve as a member of and contributor to the Finance committee.
- B. Work alongside the Executive Vice President and Vice President of Finance to

- design the budgeting procedure for student organization funding and use of the GAP Fund.
- C. Work with other members of the GSE community to ensure the smooth transfer of funds to appropriate persons.

SECTION 14: GAPSA REPRESENTATIVES

- A. GAPSA Representatives are officials who support the role of the GSESG Board and share the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The GAPSA representatives are responsible for the following:
- a. Work with the Executive Vice President.
 - b. Advocating on behalf of GSE students to the GSESG.
 - c. Working on initiatives that directly affect GSE.
 - d. Interacting with high ranking officials at times to diplomatically represent and promote the position and policies of GSE students to the GSESG.
 - e. Appropriately and skillfully conveying the views of GSE to the GSESG and in turn, reporting back to GSE on issues that affect them.
 - f. Attending every scheduled GAPSA Representatives meeting (unless prior notice of absence is given); Attend GSESG meetings.
 - g. Planning and attending social functions for GSE to generate camaraderie among the students in the part time, full time, masters, and doctorate programs and to be a recognizable presence among their students.
 - h. Serve as a voting member of the GSESG.
 - i. Assisting in publicizing GSESG events.
 - j. Assist president, executive vice president and vice presidents in tasks, delegated to GAPSA representatives
 - k. Maintain relationships with GSE program coordinators, staff and faculty.

SECTION 15: INTERNATIONAL COMMUNITY ENGAGEMENT CHAIR

- A. The International Community Engagement Chair represents the international community student body in many different capacities. This position supports the role of the GSESG Board and shares the responsibility for leading the GSESG so that it can effectively fulfill its stated mission and purpose. The International Community Engagement Chair is responsible for the following:
- l. Work with the Vice President of Events and Community Engagement Chair.
 - m. Foster community among international students.
 - n. Advocate for international student needs, concerns, interests, and/or desires.
 - o. Plan and execute programming uniquely focused on engaging international students, considering time zone differential for international remote

- learners.
- p. Serve on the subcommittee of Race, Equity and Inclusion on international communities.
 - q. Liaison to Penn Global and other international resources/organizations (Chinese Student Scholars Association, ISSS, Affinity Groups on campus, etc.)
 - r. Maintain relationships with GSE program coordinators, staff, faculty and international alumni communities.

This position is preferred to be filled by an Penn GSE student located outside of the United States to best fit the time zone demands

ARTICLE III – APPOINTED OFFICERS

SECTION 1: GENERAL QUALIFICATIONS

All appointed positions referenced in this Constitution must be approved by two-thirds of the voting body of the executive officers of GSESG unless otherwise approved/overruled by the advisory board.

ARTICLE IV - FISCAL MATTERS

SECTION 1: FUNDING

- A. Funds allocated by the Student Government are from the University Student Fees, the amount of which is a function of the number of full time students at GSE. GSESG will work with the most recently submitted constitution and budget in determining allocations.
- B. The President, Executive Vice President, and the Vice President of Finance will be responsible for the approval and managing of funds for GSESG. No funds can be used without the knowledge and approval of the President, Executive Vice President and/or the Vice President of Finance.
- C. In the event that there is no Executive Vice President and/or Vice President of Finance, all fiscal decisions and management must be approved by the Graduate Assistant for the Office of Student Services.

ARTICLE V – ELECTIONS AND RECALL

SECTION 1: ELECTIONS

- A. The President and Executive Vice President will work with the Graduate

Assistant for the Office of Student Services to run elections for the next President and Executive Vice President. Elections for these positions will begin on April 1st.

- a. Those elected for the positions of President and Executive Vice President will shadow the current President and Executive Vice President beginning on April 15th.
- B. Elected President and Executive Vice President will work with the Graduate Assistant for the Office of Student Services to run elections for the Vice President of Finance, Vice President of Administration, Vice President of Communication, Vice President of Events, and GAPSA representative positions. Elections for these positions will begin on September 15th and be filled by the end of September. If positions are not filled by the end of September, executive officers will appoint interested officials.

SECTION 2: RECALL

A. GAPSA Representative Recall

- a. If a GAPSA representative is absent from three meetings, GSESG may choose to review the representative's status. For any representative, recall will require a two-thirds majority of the total GSESG executive officers.
- b. In the event of a GAPSA representative being recalled, GSESG executive board has the right to select a replacement; a separate election is not necessary.

B. Executive Officer Recall

- a. Recall of an Executive Officer may be considered by the body if a petition is submitted including at least two-hundred-fifty individual signatures of registered GSE students and a specific statement of the reasons for the proposed removal. A recall committee of at least two-thirds majority shall be selected by the representative body to confirm the validity of the petition. If the petition is valid, this committee shall set a special meeting, not subject to the Executive Officer's approval, where the subject of the recall may be allowed to speak on their behalf. GSESG body shall vote during the meeting on whether or not to accept the petition. The petition may be approved by a simple majority or quorum. If the petition is accepted, the representative body will proceed to vote on impeachment. Impeachment requires a two-thirds majority of the total GSESG voting body.

ARTICLE VI - MEETINGS

SECTION 1: QUORUM

Quorum shall consist of at least a simple majority of the total GSESG voting body. GSESG cannot hold a vote until quorum is met. No motions requiring a two-thirds majority of the total GSESG voting body may be voted on until more than a two-thirds majority of the total GSESG voting body is present.

SECTION 2: RIGHT OF CALLING MEETINGS

The president will call all general meetings, and if necessary, special emergency meetings concerning special topics or issues that require urgent attention. Members will be notified of meetings primarily via email.

SECTION 3: ATTENDANCE AND PRIVILEGES

A. Rights of Attendance

- a. Meetings of GSESG are open to all members and officers. The officers must attend all meetings.
- b. Members are encouraged to attend all meetings.

B. Absences

- a. Officers may not miss a meeting unless there are severe extenuating circumstances and sufficient notification is communicated to the President and/or Executive Vice President.

ARTICLE VII – AMENDMENTS

SECTION 1: AMENDMENTS

- A. An amendment to the GSESG Constitution may be presented by either a two-thirds majority vote of the GSESG voting body or a petition signed by five-hundred registered graduate students in GSE.
- B. A vote of at least two-thirds by the GSESG voting body in favor of the amendment shall be necessary for the amendment to be passed and enacted on the date specified in the amendment.

ARTICLE VIII - DISSOLUTION

Understanding that the assets of the GSESG constitute a continuing trust for the benefit of graduate students on the Graduate School of Education at the University of Pennsylvania, the event of dissolution of the GSESG, for whatever reason, its assets, after payment or adequate provision for payment of all outstanding debts and obligations of the GSESG shall be transferred to a non-profit fund, foundation or corporation which is organized and created exclusively for the purposes for which GSESG was established. All funds will be managed by the Office of Student Services' Graduate Assistant for Student Services.