

GRADUATE STUDENT ASSOCIATION (GSA)

School of Criminal Justice
Michigan State University

Constitution

Article I. Name

The name of this association shall be the Graduate Student Association (hereafter referred to as GSA).

Article II. Purpose

The purpose of the Graduate Student Association (GSA) is to support the teaching, research, and service missions of the School of Criminal Justice (SCJ), enhance the professional development of SCJ graduate students, promote the values of diversity, equity, and inclusion in the SCJ graduate student body, and protect SCJ graduate students' rights and guarantees.

Article III. Membership

Membership (i.e., having full voting rights and participation) in this organization shall be open to only current students admitted to the SCJ graduate programs at Michigan State University (MSU). GSA prohibits discrimination and harassment on the basis of race, ethnicity, color, national origin, sex, disability, religion, age, gender, gender identity, disability, height, marital status, political persuasion, sexual orientation, veteran status, or weight under the University's Anti-Discrimination Policy (ADP) and Policy on Relationship Violence and Sexual Misconduct (RVSM). Only current MSU students admitted to the SCJ on-campus graduate programs may be officers.

All members shall be allowed to participate in all meetings, elections (with the exception of Executive Council vacancy elections), and issue-related votes.

Article IV. Operating Procedures

Except where otherwise specified in the Constitution, the rules of procedure for the conduct of meetings shall be those set out in Roberts Rules of Order (Revised) insofar as they apply to the making and passage of motions, the keeping of minutes, and convening and ending meetings. A summary of Roberts Rules of Order can be found here: [Roberts Rules of Order](#).

Article V. Executive Committee

The Executive Committee (hereafter referred to as EC) shall be comprised of the following elected positions: President, Vice President of Student Affairs and Media, Treasurer, Secretary, Event Coordinator, International Student Relations Representative, Master's in Criminal Justice Representative, Council of Graduate Students (COGS) Representative, Graduate Employee Union (GEU) Department Steward Representative.

Only current MSU students admitted to the SCJ on-campus graduate programs may be officers. The composition of the EC shall include, at a minimum:

- A. (1) President, (1) Vice President of Student Affairs and Media, (1) Secretary, and (1) Treasurer
- B. (1) SCJ Doctoral Student and (1) Master's Student.

If no SCJ Doctoral Student is nominated and elected to serve upon the EC, the EC shall enact the position of 'SCJ Doctoral Representative'. The EC shall call for nominations for the position. Nominated persons must be SCJ Doctoral Students. The nominated individual will assume the responsibilities of the position upon confirmation indicated by a majority vote of the EC. The elected SCJ Doctoral Representative will serve in the position for the duration of the semester in which they are elected, and the remainder of the academic year. The need for this position shall be evaluated annually after elections by the newly elected EC.

Article VI. Election Procedures

Elections will be held at the end of each spring semester for the upcoming summer semester.

Officers:

- A. Nominations will be taken for members, or a member can self-nominate.
- B. Nominated members will be elected to the desired positions by majority vote.
- C. Voting for each position shall take place through an anonymous vote in order to encourage full member participation.
- D. Elected officers shall meet with previous officers to collect all information from the previous year. If an elected officer's role was not filled during the prior year, the elected officer will meet with the previous year's President.
- E. Whenever there is a vacancy in a position, the EC shall nominate current MSU student(s) admitted to the SCJ on-campus graduate programs who shall take office upon confirmation by a majority vote of the EC. Vacancies may be filled by members of the EC or non-members of the EC.
- F. Members serve as an officer in the same position for a term of one year beginning each summer semester and ending at the conclusion of the spring semester.
- G. EC members may serve no more than two terms in the same position.
- H. Members shall not serve in more than one elected position at the same time.

Article VII. Officer Disqualification

Conditions for disqualification:

- A. Continuous violations of the Constitution, included but not limited to:
 - 1. Dereliction of duty.
 - 2. Inadequate EC meeting attendance (i.e., three unapproved absences in a row, or more than 6 meetings total during a term).
- B. Removal from or successful completion of SCJ graduate program.

Procedures:

- C. The Vice President of Student Affairs and Media completes a written document explaining the reasons for disqualification. If the Vice President of Student Affairs and Media is disqualified, the Secretary will complete the disqualification document.
- D. The President must sign the written disqualification document. If the President is disqualified, the Vice President will sign the disqualification document.
- E. If the conditions for disqualification are due to violations of the Constitution, EC members vote on the disqualification of an officer. The outcome of such circumstances must be decided by a majority vote.
- F. Positions open due to officer disqualification must be filled following the procedures outlined in Article VI of the SCJ GSA Constitution.

Article VIII. Amendments

Adding an Amendment:

- A. Any member can request an amendment in writing to the President. If the President wishes to request an amendment, the written request should be submitted to the Vice President.
- B. Motions for proposed amendments may be brought forth at regular GSA meetings.
- C. A proposed amendment must be brought before the GSA for open discussion prior to voting.
- D. A majority of members must approve or disapprove of the proposed Amendment.
- E. If the amendment is adopted, the secretary will add it to the Constitution.

(This Constitution of the SCJ GSA was approved and adopted, this date, 12.9.2022.)

GRADUATE STUDENT ASSOCIATION (GSA)

School of Criminal Justice
Michigan State University

Bylaws

Article I. Duties and Powers of the Executive Council

A. **President:**

The President shall:

1. Preside over all meetings and call special meetings.
2. Keep members informed of all relevant memos, letters, reports, and current events.
3. Establish ad hoc committees as deemed necessary.
4. Have the right to determine which other organizations and programs seek to fulfill the purposes and goals of GSA when working with faculty and other organizations.
5. Serve as graduate student representative on the SCJ School Advisory Council (SAC).
6. Work closely with faculty members, staff, and graduate students to promote the interests of graduate students and enhance the SCJ graduate programs.
7. Meet regularly with the Director of the SCJ and Graduate Director.

B. **Vice President of Student Affairs and Media:**

The Vice President shall:

1. Manage and update the GSA media platforms regularly, including email, Twitter, and Facebook.
 - a. "Regularly" to be determined by the GSA EC.
2. Work with the Event Coordinator to distribute event marketing materials and reminders.
3. Ensure that elected officers, advisors, and members carry out the Constitution.
4. Take over all functions prescribed to the President in the event of permanent absence of the President.
5. Keep members informed of all relevant memos, letters, reports, and current events.
6. Work closely with graduate students to promote collegiality, address concerns, and inform the chair on issues relevant to graduate students.

C. **DEI Representative:**

The DEI Representative shall:

1. At a minimum, meet with a representative from MSU's Office for International Students and Scholars every summer to discuss resources and support for MSU International Students to revise and update the GSA's Informational Resource Guide for International Students.
2. At a minimum, meet with SCJ's Diversity, Equity, and Inclusion Coordinator once an academic year to plan/arrange a professional development/RCR Event or Social Event.
3. Work closely with graduate students to promote collegiality, address concerns, and inform the Director(s) of Graduate Studies of any issues.
4. Beginning in the 2025-2026 academic year, the DEI Representative will serve as a graduate student representative on the SCJ's Committee on Diversity, Equity, & Inclusion.

- D. Treasurer:
The Treasurer shall:
1. Ensure that elected officers, representatives, and members carry out the Constitution.
 2. Open and/or maintain any financial accounts of the GSA.
 3. Work with GSA members seeking or receiving financial donations or contributions to the GSA, GSA-led-events, or other GSA related endeavors.
 4. Furnish account/financial information to the GSA EC each meeting.
- E. Secretary:
The Secretary shall:
1. Record and maintain minutes of meetings.
 2. Keep minutes of prior meetings on hand for meetings.
 3. Forward meeting minutes to all members by email after each meeting.
 4. Maintain attendance record of all meetings.
 5. Maintain the organizations files and correspondence.
 6. Maintain the Constitution and Bylaws.
- F. Event Coordinator:
The Event Coordinator shall:
1. Organize social and professional events for SCJ graduate students.
 2. Head the GSA Fundraising Committee.
 3. Create event marketing materials.
 4. Work with the Vice President to distribute event marketing materials and reminders.
 5. Reserve event locations.
 6. Coordinate with EC members for event-related purchases.
 7. Coordinate with EC members to take pictures at events.
 8. Coordinate with EC members to create budgets for events.
- G. Master's in Criminal Justice Representative:
The MCJ Rep shall:
1. Represent the interest of graduate students in the Master's of Criminal Justice program
 2. Ensure that elected officers, advisors, and members carry out the Constitution.
 3. Keep members informed of all relevant memos, letters, reports, and current events.
 4. Work closely with graduate students to promote collegiality, address concerns, and inform the chair on issues relevant to graduate students.
 5. Be a currently enrolled on campus student in the Master's of Criminal Justice program
- H. Council of Graduate Students (COGS) Representative:
The COGS Rep shall:
1. Act as the SCJ representative on the Council of Graduate Students (COGS). In this role, the COGS representative is required to attend COGS meetings, to serve on a COGS or university committee and to remain in good standing with COGS according to their bylaws.
 2. Report back to the GSA on COGS business and keep members informed of all updated and ongoing activities in MSU.
- I. Graduate Employee Union (GEU) Department Steward Representative:
The GEU-Department Steward Rep shall:
1. Join the GEU as a full or associate member.

2. Serve as a union member representative for the SCJ student body and will appropriately discharge the duties and responsibilities of a GEU-Department Steward.
3. Participate in Stewards' Council meetings and related union activities and remain in good standing with the GEU.
4. Report back to the GSA on GEU business and keep members informed of all updated and ongoing GEU activities.

J. SCJ Doctoral Student Representative [enact if needed, see Article VI]:

The Representative shall:

1. Represent the interest of graduate students in the SCJ Doctoral program
2. Ensure that elected officers, advisors, and members carry out the Constitution.
3. Keep members informed of all relevant memos, letters, reports, and current events.
4. Work closely with graduate students to promote collegiality, address concerns, and inform the chair on issues relevant to graduate students.
5. Be currently enrolled in the Criminal Justice doctoral program.

Article II. Meetings

Meetings shall be held on a regular basis and according to the convenience of the members, with the understanding that meetings be held at least once a month during the academic year.

Regular business shall be transacted only when an elected officer is present. Any business conducted on behalf of the GSA shall be communicated with the EC in written or spoken form, and within a reasonable time frame.

Article III. Events

The GSA shall host, at minimum, three events per year.

- A. Required events include:
1. Welcome Social Event
 2. At least one SCJ-wide social event or contest
 3. Fundraising Event

Article IV. Graduate Student Association Committees

Members of the EC shall actively participate in GSA standing and ad-hoc committees.

- A. GSA standing committees include:
1. Graduate Student Network
 2. Fundraising Committee

Article V. School, College, and University Governing Committees

Members shall actively participate in SCJ governing committees.

- A. SCJ standing committees that permit or require SCJ graduate student representation include:
1. School Advisory Council (SAC)
 2. By-Laws
 3. Committee on Diversity, Equity, and Inclusion
 4. Graduate Committee
- B. SCJ Ad-Hoc committees that permit or require SCJ graduate student representation include:
1. Communication Committee
 2. International Committee
- C. College of Social Science committees that permit or require SCJ graduate student representation include:

1. Hearing Board
2. Deans' Graduate Advisory Council

The EC shall solicit nominations for the SCJ committees each spring semester. Committee appointments shall be made by the Director of the SCJ.

- D. Members shall not serve on more than one committee at any given time, unless approved by the Director of the SCJ.
- E. The President shall serve as the graduate student representative on the School Advisory Council (SAC) and shall not serve on any other SCJ governing committees.
- F. Committee representatives shall report back to members regarding committee proceedings at each GSA meeting during the academic year unless restricted by the rules of the SCJ governing committee (e.g., Hearing Board).

Article VI. Bylaw Amendments

Adding an Amendment to the Bylaws:

- A. Any member can request an amendment in writing to the President. If the President wishes to request an amendment, the written request should be submitted to the Vice President.
- B. Motions for proposed amendments may be brought forth at regular EC or GSA meetings.
- C. A proposed amendment must be brought before the GSA for open discussion prior to voting.
- D. A majority of members must approve or disapprove of the proposed Amendment.
- E. If the amendment is adopted, the secretary will add it to the Bylaws.

(These Bylaws of the SCJ GSA were approved and adopted, this date, 10.20.2024.)