

# CONSTITUTION AND BYLAWS of the Graduate Student Board

Department of Computer Science  
Purdue University

## ARTICLE I Name

The name of this organization is the Computer Science Graduate Student Board.

## ARTICLE II Purpose

The Graduate Student Board (GSB) is a link between the graduate students and the department and within the graduate students in the Department of Computer Science. The goals of the GSB are:

- to help incoming students become familiar with the activities in the department,
- to suggest ways of improving the various programs (Graduate and Undergraduate) offered by the department,
- to voice student opinions in various committees,
- and to promote social activities to help integrate students and faculty.

## ARTICLE III Membership

Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Membership in the Computer Science Graduate Student Board is open to any Purdue University Computer Science graduate student who is interested in issues and concerns with respect to computer science, the department, and the curriculum, and who shows substantial interest and activity in the department itself.

The intent of the Graduate Student Board is to ensure that all students in the Computer Science Department are represented. Currently this goal is satisfied by including representatives from all of the major research groups in the department, Computer Science student organizations, as well as Teaching Assistants and fellowship holders not actively involved in research. The number of seats

in the Graduate Student Board allocated to each group in the department is proportional to the number of graduate students in the corresponding group. Other representatives may be necessary, and will be welcomed to the board as required to achieve the goal of broad representation and diversity.

Each membership is for a one-year term, at the end of which each position is re-elected. The same student can be elected for more than one term, but for no more than two one-year terms. The number of members on the board is capped at 15 students in order to ensure adequate operation of the organization.

The board may decide to press impeachment charges against a member if he/she fails to fulfill his/her duties. Actions considered grounds for impeachment are (1) impediment of members and their duties, (2) actions detrimental to the Graduate Student Board or the Department of Computer Science, (3) actions detrimental to the functioning of the board as a unit, or (4) absence for two thirds of member meetings. If the board decides that a member should be asked to leave, they may do so by two thirds of member votes.

A new member may be added to fill a vacant position on the board immediately after that position becomes available. If a member temporarily vacating a position does not quit and is not asked to leave, then he/she may rejoin the board when he/she returns from his/her absence.

Adjunct membership is open to any Purdue University faculty or staff members. Adjunct members have all rights and privileges therein; however, they may not vote or hold office. The board is advised by a faculty advisor.

There shall be no membership dues.

#### **ARTICLE IV** **Officers**

To ensure proper management and operation of the GSB, the officers consist of the Chairman, Co-Chairman, Treasurer, Graduate Committee Representatives (two members), Undergraduate Committee Representative, Social Activities Coordinator, and Graduate Student Senate Representative. In addition, other positions (which include, but are not limited to, a Faculty Search Committee Representative, Corporate Relations Coordinator, and Webmaster) may be filled based on the needs of the department and the board.

The faculty advisor holds adjunct membership to the board. The term for the advisor should be a minimum of a one year commitment in order to ensure continuity in the organization.

The officers are selected from the GSB members and by the GSB members every year in April and August as defined in Article VI through election by a strict majority of votes. If the number of candidates for an officer position does not exceed the number of seats allocated to that position, that position is filled without voting.

Should a member who holds an officer position be asked to leave, a new member is added to the board and the GSB elects a new officer to fill this position. All current members are eligible for nominations to that officer position, and elections to additional officers positions may be performed if necessary.

#### **ARTICLE V** **Officers and Duties**

**A. Chairman:** Primary contact person for the board. He/she is responsible for coordinating communication and activities between board members. The Chairman is the president of the organization.

- B. Co-Chairman:** Secondary contact person. He/she is responsible for assisting the Chairman in his/her duties and is expected to assume duties of the Chairman in the absence of the Chairman. The Co-Chairman also takes the minutes of board meetings.
- C. Treasurer:** He/she keeps accounts, deposits the organization's funds, and makes expenditures in a manner approved by the Business Office for Student Organizations.
- D. Two Graduate Committee Representatives:** He/she participates in Computer Science Graduate Committee meetings as a graduate student representative, and provides input and opinions that might influence decisions made by the Graduate Committee. The Graduate Committee Representative is responsible for conveying important ideas discussed at Graduate Committee meetings to the members of the board.
- E. Undergraduate Committee Representative:** He/she participates in Computer Science Undergraduate Committee meetings as a graduate student representative, and provides input and opinions that might influence decisions made by the Undergraduate Committee. The Undergraduate Committee Representative is responsible for conveying important ideas discussed at Undergraduate Committee meetings to the members of the board.
- F. Social Activities Coordinator:** He/she is responsible for creating and promoting social activities designed to help integrate students and faculty.
- G. Graduate Student Association Senate Representative:** He/she is responsible for representing the Computer Science Department in the Graduate Student Senate and conveying ideas discussed and decisions made in the Senate to board members and graduate students in the department.
- H. Faculty Search Committee Representative:** He/she assists the department in the faculty search process and encourages graduate student participation in the evaluation process.
- I. Corporate Relations Coordinator:** He/she is responsible for maintaining current and establishing new relations with corporations, and for organizing activities beneficial to graduate students in the department.
- J. Webmaster:** He/she is responsible for maintaining the GSB web pages and updating them in a timely manner.
- K. Board Member:** He/she performs various tasks designated by the board. Each member will be equally responsible for accomplishing the goals of the board. When the GSB is helping the department in the evaluation of faculty candidates and there is a meeting with a faculty candidate whose area of research is the same as that of a board member, that board member is expected to attend the meeting and promote interest in the meeting among fellow students in his/her research group.

In cases when two or more GSB representatives serve on the same departmental committee, it is expected that these representatives will be selected from different research groups and backgrounds to ensure diverse student representation on the committees. Also, one of the Chairman or Co-Chairman should be a first year GSB member (not necessarily a first year graduate student) to ensure continuity among the officers.

## ARTICLE VI Elections and Voting

Graduate Student Board members are elected in March or April of each year from graduate students in the Department of Computer Science with the exception of first-year student representatives. First-year student representatives (currently, first-year Teaching Assistant and first-year fellowship holder) are elected in August. All newly elected members of the board replace the current members at the end of the spring semester in May.

To ensure broad coverage of all research areas within the department, as well as students not currently involved in active research, the election procedure consists of the following steps:

1. Prior to starting the election process, the board – with the help from the department – will determine the approximate number of students within each research group and other non-research student groups in the department. The number of member seats on the board and their association is then determined based on the information collected. The current practice is to allocate one seat in the GSB for every ten graduate students in a research group.
2. Once the number of member seats and their association are determined, the start of the nomination period is announced by the GSB. Each student interested in serving on the board nominates him/herself and specifies one or more student groups that he/she can represent. The duration of the nomination period should be at least 10 days to ensure that students have sufficient time for nominations.

At the beginning of the nomination period, the GSB will organize an information session to assist the students interested in serving on the board in learning about functions and activities performed by board members and officers.

3. When the nomination period is over, the current board members determine how many member seats can be filled. If a nominee can represent more than one student group, he/she is chosen to represent the student group with the largest number of seats remaining to be filled. In cases where a nominee can represent more than one student group and it is unclear what group he/she should represent, the nominee is asked to select an appropriate student group which he/she would like to represent.
4. If the number of nominees for a student group does not exceed the number of seats in the board allocated to represent that group, the candidates are accepted without voting. If, however, the number of candidates exceeds the number of seats in the board allocated to represent that student group, these representatives are determined through an election process during which all graduate students in the department may participate and vote.

The number of seats available to represent a group of students may be expanded if the number of candidates from that group interested in serving on the board exceeds the number of seats allocated to represent that category of students. The number of representatives from each group, however, cannot exceed twice the number of seats originally allocated to that category of students, and the total number of members will not exceed the maximum size of the board, which is currently set to 15. Every member receives equivalent rights, even if the number of representatives for a research group has been expanded.

5. If the number of candidates representing a student group exceeds the maximum number of seats that can be used to represent that group, all of the candidates will be notified and the GSB will call an election meeting. At the election meeting, all graduate students present vote for the candidates. GSB representatives are elected separately for each research group based on the number of seats allocated to that group.

If no member assignment needs to be resolved through election for any of the groups, the GSB will announce new members without having an election meeting.

The election procedure must be completed by April 15.

Following member elections, the GSB will elect officers. The following officers must be elected in April: Chairman, Treasurer, Graduate Committee Representatives, Undergraduate Committee Representative, Graduate Student Association Senate Representative, and Corporate Relations Coordinator. Other officer positions are also elected at that time if possible. If a position remains unfilled, the board elects that officer in August, after election of first-year representatives.

All voting is based on secret ballot. Officer elections proceed for one position at a time, in the order listed in the constitution. Each member (including the nominees) obtain one vote per position.

## **ARTICLE VII Meetings and Events**

The Chair has the responsibility of setting dates for Graduate Student Board meetings and for calling special meetings. Order at the meeting shall be established by the Chair. Should the Chair be absent, the authority moves to the highest officer in attendance or another member appointed by the Chair. The Co-Chair will take minutes of the meetings. All motions requiring a vote must pass with a strict majority of votes of the board members.

All meetings are open to graduate students, faculty and staff in the Department of Computer Science. Others may join a meeting after notifying the Chair or the highest officer in attendance, should the Chair be absent.

Events organized by the Graduate Student Board normally target graduate students in the Department of Computer Science, but may be open to others as well.

At the end of an academic year, the GSB will recognize students who substantially contributed to the successful functioning of the organization.

## **ARTICLE VIII Committees**

The GSB may form committees for performing specific tasks. The list of committees that should be formed on a regular basis consists of:

**Constitution Committee:** This committee reviews the constitution and, after collecting feedback from other members of the board, revises it based on the current experience . It is recommended that this committee is formed on a biannual basis.

## **ARTICLE IX Amendments**

Amendments to the constitution shall be approved by a strict majority of votes of all of the board members. All amendments to the constitution and bylaws are subject to the approval of the Office of the Dean of Students. Amendments may not take effect until approved by the Office of the Dean of Students.

### BYLAWS

**Quorum.** The definition of quorum varies for different purposes as defined in this document. However, there should be the minimum of five votes “in favor” in order to pass any motion.

The signatures of the president and advisor, the date of adoption, and spaces for the date of University recognition and signature of the Dean of Students Office should appear at the end of the constitution and are required before final recognition.

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Date of Adoption

\_\_\_\_\_  
Date of Recognition

\_\_\_\_\_  
President’s signature

\_\_\_\_\_  
Office of the Dean of Students

\_\_\_\_\_  
Advisor’s signature

Revised 4/05