

Bylaws of the Sociology Graduate Student Association
of
Case Western Reserve University

Originally Ratified: September 18, 2008

Revised:

This set of bylaws shall supplement the constitution of the above referenced organization.

Article I. Officer and Advisor Duties

§1 General Duties of the Officers

The term of all SGSA officers is one (1) year, with a two (2)-year term limit.

All SGSA officers shall be responsible for the following:

- a) Setting SGSA goals and implementing specific actions based on the directives of the SGSA and Executive Committee.
- b) Communicating these directives, goals, and actions to the sociology graduate student body, faculty, and staff.
- c) Completing a year-end summary report on progress made toward achieving these directives.
- d) Briefing their successors about their duties and responsibilities in order to ensure continuity.

§2 – President

- a) The general role of the President shall be to act as the official spokesperson for the SGSA.
- b) Specific duties of the President shall be to:
 - i. Call, establish the agenda for, and preside over meetings of the SGSA and Executive Committee
 - ii. Serve as a non-voting, *ex officio* member of all SGSA committees, unless otherwise stated in these Bylaws. The President will have full voting rights at the Executive Committee meetings and will vote only in the event of a tie at General Assembly meetings.
 - iii. Maintain final authority on issues until they can be brought to the attention of the Executive Committee or SGSA. When immediate action is necessary, the President shall solicit assistance from the other officers.
 - iv. Ensure that action is taken on resolutions of the SGSA.

§3 – Vice President

- a) The general role of the Vice-President is to assist the President in his/her duties.
- b) Specific duties of the Vice-President shall be to:
 - i. Discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office
 - ii. Serve as the official parliamentarian of the SGSA when Robert's Rules of Order are invoked.
 - iii. Provide primary oversight to all SGSA committees.
 - iv. Collect and distribute committee opinions and recommendations.

§4 – Corresponding Secretary/Treasurer

- a) General duties of the Corresponding Secretary shall be to facilitate internal SGSA correspondence, communicate with organizations outside the SGSA, maintain accurate records of business, and administer the SGSA budget.
- b) Specific duties of the Corresponding Secretary shall be to:
 - i. Advertise meetings and arrange for meeting facilities.
 - ii. Prepare and distribute meeting agendas.
 - iii. Assist the SGSA with newsletters and other SGSA publications when needed.
 - iv. Maintain current SGSA membership lists and attendance records at regular meetings.
 - v. Prepare and distribute regular SGSA and Executive Committee meeting minutes.
 - vi. Collect meeting votes and distribute vote tallies.
 - vii. Maintain files of the SGSA.
 - viii. Maintain the SGSA's financial records and provide a written report on the SGSA's financial status to the SGSA as needed.
 - ix. Arrange for the disbursement of SGSA funds.

§5 – Advisor

- a) The Advisor is the official representative of faculty interests to the SGSA.
- b) The Advisor is encouraged but not required to attend executive board meetings.
- c) The Advisor is not required to attend general body meetings.
- d) The Advisor is a non-voting member of the Executive Committee, except in matters of officer impeachment, when Advisor shall serve as tiebreaker.
- e) The Advisor will have the right to vote on all matters at general body meetings.

Article II. Selection of Officers

§1 – Eligibility Requirements

Candidacy for Executive Committee membership will be open to all graduate students enrolled in the Department of Sociology at Case Western Reserve University who are members of SGSA.

For the 2008-2009 academic year, a special election will take place in September to select pro-tem officers.

§2 – Nominations

- a) Nominations will commence at the March SGSA meeting by declaration of the President.
- b) Nominations will close at the March SGSA meeting by declaration of the President.
- d) Any student member of SGSA may nominate a candidate for SGSA office.
- e) Nominations will be solicited from the floor, and by secret ballot.

§3 – General Election Procedures

- a) Elections will take place in April, and will commence in the following order: President, Vice-President, Secretary-Treasurer.
- b) Nominees will be given no more than five (5) minutes to address the general assembly.
- c) Members of the general assembly may question nominees for five (5) minutes.
- d) Members of the general assembly may hold closed discussions of the nominees for five (5) minutes.
- e) Voting will take place by secret ballot.
- f) Officers will be determined by a majority vote.
- g) New officers will be announced at a meeting of the general assembly.
- h) In the event of a tie, the current President will serve as tiebreaker.

§4 – Impeachment Procedures

a) Termination of SGSA Officers

- i. An officer may be terminated if s/he has:
 1. Failed to fulfill the duties specified in these Bylaws.
 2. A conflict of interest due to outside employment or academic commitment.
 3. Failed to maintain registered status.
 4. Violated the standards outlined in the University Policies and Regulations.
- ii. Any SGSA member may raise a cause of impeachment.
- iii. A petition must be filed with the Executive Committee outlining the reasons for the termination and containing signatures of 1/5 of the general assembly.
- iv. The concerned individual shall be notified of the grievances filed against him/her.
- v. Any declaration of termination requires a three-fourths (3/4) majority vote of a special meeting of the general assembly.
 1. Ten (10) days notice must be given for this meeting. The individual shall have the right to defend himself/herself in the same notification.
 2. The individual shall have the right to defend himself/herself at this meeting.
- vi. The recalled officer may appeal to the Executive Committee and Advisor. The declaration shall be upheld by a simple majority of the Executive Committee.
- vii. Impeached officers will be prohibited from holding future offices in SGSA.
- viii. The interim replacement for a terminated officer shall be appointed by special election of the general assembly.

Article III. Meetings

§1 – Executive Board Meetings

- a) Executive Board meetings will be held a minimum of once a month.
- b) Meetings will be scheduled at the previous meeting with the consensus of the Executive Board.
- c) The President will call Executive Board meetings to order. In the absence of the President, another member of the Executive Board may assume this duty.
- d) Members of the Executive Board are expected to attend all meetings. Attendance will be recorded at every meeting.

- e) Voting rights are extended to members of the Executive Board. Members must be present to vote.
- f) The procedure for elections will be secret ballot. The procedure for general items will be a show of hands. The right to vote on items via secret ballot is reserved and may be invoked by a consensus of the Executive Board. The Secretary shall record the votes.

§2 – General Body Meetings

- a) General Body meetings will be held once a month.
- b) Meetings will be scheduled at the previous meeting. A member of the Executive Board may schedule a meeting.
- c) The President or another member of the Executive Board may call the meeting to order.
- d) Attendance will be recorded at every meeting. Membership in the organization is contingent on attending at least one meeting per semester.
- e) Members must be present to vote. Non-members may not vote.
- f) The procedure for elections will be secret ballot. The procedure for general items will be a show of hands. The right to vote on items via secret ballot is reserved and may be invoked by a consensus of the Executive Board. The Secretary shall record the votes.

Article IV Committees

§1 Committee Selection

- a. All committees shall be composed of the SGSA Vice-President and at least two (2) other members.
- b. Committee members shall be nominated from the floor and elected by a simple majority vote of those members present.
- c. Committees shall appoint, from among its members, a chairperson responsible for completing and filing written committee report forms and for making regular reports to the SGSA.

§2 Committee Duties

- a) The SGSA Vice-President shall be responsible for making regular reports from the committees to the Executive Committee.
- b) The duties, powers, and responsibilities of committees shall be to:
 - i. Plan, organize, and supervise SGSA-sponsored activities.
 - ii. Arrange for adequate publicity of such activities.
 - iii. Seek out competitive prices for items such as food and beverages provided at SGSA activities.
 - iv. Compose and submit to the SGSA detailed requests for the funding of activities, to be voted on by the SGSA membership.

Article V. Amendments

§1 – Amendments to Bylaws

- a) Any voting member of the SGSA may propose an amendment to these Bylaws.
- b) The proposed amendment shall be submitted to the Corresponding Secretary at least two (2) weeks before it can be considered.
- c) The proposed amendment shall be submitted to the Corresponding Secretary through the GSS' official form entitled "Proposal for Amending the Bylaws."
- d) It is up to the proposal's author to ensure the form's completeness and correctness.
- e) If the form is incomplete or incorrect, the GSS Corresponding Secretary shall notify the proposal's author in a timely fashion and shall advise the author as to how the form is incomplete or incorrect.
- f) The Corresponding Secretary shall distribute copies of the proposed amendment to the Graduate Student Senate within one (1) week of its receipt.
- g) Any amendment to these Bylaws shall require approval at a Senate meeting by a two-thirds (2/3) majority vote of those voting members present, in person or by proxy.
- h) Any amendment which receives approval shall become effectively immediately after the adjournment of the meeting at which it is adopted, unless the motion to amend specifies a time that the amendment shall take effect.