

# HIGH POINT UNIVERSITY

## THE PREMIER LIFE SKILLS UNIVERSITY

### Graduate Student Government Association Executive Council Positions

*These excerpts come from the Graduate Student Government Association Constitution.*

#### **ARTICLE VI: EXECUTIVE COUNCIL.**

**Section I. Members.** The Executive Council of the Graduate Student Government Association shall be composed of the following members:

**Elected Members.** The following members of the Executive Council of the Graduate Student Government Association shall be elected by the graduate students of High Point University:

1. President
2. Executive Vice President
3. Secretary
4. Treasurer

**Duties and Powers of Elected Members.** The members of the Executive Council of the Graduate Student Government Association shall have duties and powers, as indicated:

**President.** The President shall:

1. Schedule weekly meetings and call special meetings of the Executive Council;
2. Preside over meetings of the Executive Council;
3. Report all activities and decisions of the Executive Council at all meetings of the Graduate Student Senate;
4. Appoint, in collaboration with the elected members of the Executive Council and subject to confirmation by the Graduate Student Senate, all remaining appointed members of the Executive Council;
5. Appoint, in collaboration with the full Executive Council and subject to confirmation by the Graduate Student Senate, all chairs of all standing committees, given committees are formed;
6. Have veto power over bills and resolutions, except that only a veto of a bill or resolution may be overturned by three-fourths override vote of the Graduate Student Senate;
7. Present an Annual Report to the High Point University Administration detailing the activities of the Graduate Student Government Association before leaving office in the Spring;
8. Plan an Executive Council retreat to be held during the summer term or before the start of the fall semester to plan for the year;
9. Meet with the Graduate Student Government Advisor(s) weekly;

10. Ensure that all meetings of the Graduate Student Government Association and its Boards be listed on University calendars;
11. Attend all Student Affairs Committee Meetings.

**Executive Vice President.** The Executive Vice President shall:

1. Serve as the Speaker of the Graduate Student Senate;
2. Preside over meetings of the Graduate Student Senate;
3. Maintain a history of all legislative action and forward a copy of bills involving the appropriation of funds to the Treasurer of the Graduate Student Government Association, the Office of Student Life, and the High Point University Business Office;
4. Oversee standing committees of the Graduate Student Senate;
5. Appoint, in collaboration with the full Executive Council and subject to confirmation by the Graduate Student Senate, all chairs of all standing committees;
6. Appoint ad hoc committees of the Graduate Student Senate in collaboration with the committee chairs;
7. Enforce Robert's Rules of Order;
8. Serve as a proxy for the President when designated;
9. Assist the President with the planning of Executive Council retreat;
10. Assist the President with the preparation of the Annual Report.

**Secretary.** The Secretary shall:

1. Record all the actions of the Executive Council;
2. Record all the actions of the Graduate Student Senate;
3. Distribute these minutes to the Executive Council following each meeting;
4. File a copy of each successful bill and each successful resolution in the files of the Graduate Student Government Association;
5. Correspond on behalf of the Graduate Student Government Association;
6. Attend all Student Affairs Committee meetings;
7. Assist the President with the preparation of the Annual Report;
8. Review attendance within the Graduate Student Senate;
9. Manage chartering documentation submitted by forming organizations;
10. Document and maintain organization status.

**Treasurer.** The Treasurer shall:

1. Monitor all funds of the Graduate Student Government Association;
2. Keep official records of all receipts and expenditures;
3. Keep a record of all organizations in financial bad standing;
4. Make financial reports at meetings of the Executive Council and Graduate Student Senate;

5. Organize and administer all income-generating activities;
6. Update and administer the Finance & Travel Codes and rules set within;
7. Publish any update to Finance & Travel Codes once approved by the Executive Council and present it to the Graduate Student Senate;
8. Submit all bills which have been either passed by the Graduate Student Senate and approved by both the Graduate Student Government Association President and Advisor(s) or overridden by the Graduate Student Senate to the University Business Office no later than 3 academic business days (business days in which classes are in session) after the bill is passed or overridden;
9. Coordinate the Budget Defenses at the desired time with the President, Executive Vice President, and Secretary;
10. Review and approve, in collaboration with appropriate University officials, all contracts entered into by the Graduate Student Government Association, the Executive Council, or the separate Boards;
11. Keep running tally of GSGA account balances separate from Clarity;
12. Assist the Executive Vice President in the preparation of Graduate Student Senate bill packet;
13. Assist the President with the preparation of the Annual Report.

*These excerpts come from the Graduate Student Government Association Campaigns and Elections Act.*

**ARTICLE I. Eligibility for Elected Executive Officers.**

All candidates for executive offices within the Graduate Student Government Association must:

1. Have a cumulative grade point average of 3.0, or higher, at the time of the appointment;
2. Have served previously as elected or appointed officers, committee chairs, or program/organization representatives;
3. During the current academic year, up to the time of elections and not after the election period, must have attended at least five (5) open meetings of the Graduate Student Government Association;
4. For candidates seeking the position of Graduate Student Government Association President, the candidate must have attended High Point University for a minimum of three (3) semesters;
5. Any of the above requirements may be waived by majority vote of the sitting Executive Council.