MINUTES

UNIVERSITY OF NORTH CAROLINA, GREENSBORO

GRADUTE STUDENT ASSOCIATION MEETING

October 11, 2017

1. Call to Order: The Graduate Student Association Meeting was called to order at 3:00 p.m. by Vice President for Public Relations, Anderson Rouse.
2. Attendance: The following programs and departments were represented: Accounting and Finance, Biology, Chemistry and Biochemistry, Communication Studies, Community and Therapeutic Recreation, Consumer, Apparel, and Retail Studies, Counseling Education Development, Dance, Economics, Educational Leadership and Cultural Foundations, Educational Research Methodology, English, Geography, Genetic Counseling, Gerontology, History, Human Development and Family Studies, Interior Architecture, Kinesiology, Library and Information Studies, Mathematics and Statistics, Music, Nutrition, School of Nursing, Peace and Conflict Studies, Public Health Education, Political Science, Psychology, Sociology, Specialized Education Services, Teacher Education/Higher Education, Theater, and Women & Gender Studies.
3. Approval of the Minutes: The minutes for the September 13, 2017 meeting were approved unanimously.
4. Special Order Reports:

Dr. Martin Halbert, dean of University Libraries, and Kathryn Crowe, associate dean for public services for University Libraries.

Dr. Halbert, who was named dean in July 2017, introduced himself to the senators, and opened the floor for questions and comments. Senators expressed interest in extending reservation times for study spaces and the creation of a graduate student commons in the library.

1. Executive Committee Reports
   1. President’s Report (Brian Cone)

Cone announced that the constitution committee had completed its work revising the constitution, and he presented the revised constitution to the senate. The revised constitution is attached as Appendix A. He explained that in order to begin awarding funding, the constitution needed to be approved. Cone then discussed GSA’s timeline for electing a Treasurer and Vice President; he hoped to have those positions filled by October 23, in order that funding could be awarded by the end of the month.

After a brief discussion of changes to the constitution, the senate voted to suspend the rules to move directly to New Business to vote on the constitution.

* 1. Vice President of Public Relations (Anderson Rouse)

Rouse reiterated that GSA would be communicating primarily through Spartan Connect, and reminded senators to send him events that they wished to be publicized.

1. University Committee Reports:
   1. Kayla Forrest, Sustainability Council: Forrest reported on the work of the Sustainability Council, including sponsoring the Sustainability Film Series, hosting Sustainable Investing Conversations, and working to become a “Bee Campus USA.” Forrest’s full report is attached to the minutes as Appendix B.
   2. Thomas Storrs, Academic Policies and Regulations Committee: Storrs reported that the committee was working on the policy for faculty accessibility. He noted that graduate students have a particular stake in these conversations, since graduate students occupy a unique position as, at times, both faculty and students.
2. Old Business: None
3. New Business: New business was considered after the President’s Report.
   1. Constitutional Revision: The senate unanimously approved the revised constitution.
   2. Election to Fill Executive Board Vacancies: The senate voted to allow non-senators to be candidates for the elections to fill the vacant positions on the executive board. Thirty-nine senators were in favor, two senators opposed the measure, and no senators abstained. The measure was approved.
4. Adjournment: VP of Public Relations Anderson Rouse adjourned the meeting at 3:56 p.m.

**APPENDIX A: REVISED GSA CONSTITUTION**

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1. **Name**

The name of this organization is the Graduate Student Association of the University of North Carolina at Greensboro.

1. **Mission**

The purpose of the Graduate Student Association (GSA) is to represent the interests of graduate students at the University of North Carolina at Greensboro, advocating for their concerns, providing funding, and building community among graduate students.

1. **Membership Requirements**

All graduate students of the University of North Carolina at Greensboro are *ipso facto* members of the GSA. The GSA is open to all UNCG students who wish to participate regardless of age, race, ethnicity, color, religion, sex, sexual orientation, national origin, gender identity and expression, disability, socioeconomic status, or creed.

1. **Executive Board Officers**

The following officer positions will lead the Graduate Student Association:

1. President
2. Vice President
3. Public Relations/Marketing Chairperson
4. Treasurer
5. **Executive Board Officer Requirements**

Any UNCG graduate student, who is enrolled in a minimum of 3 graduate credit hours, has a minimum 3.00 grade point average (GPA), and has maintained good standing will qualify for office. Additionally, students must have either served as a GSA Senator or have significant student government experience. This experience will be considered sufficient if approved by the current GSA Senate by a 2/3 vote and unanimously approved by the Executive Board. Terms will last for 12 months, beginning on April 1st and ending on March 31st of the following year. If a vacancy exists, then an election will be held to replace the vacant position(s) in the next meeting.

1. **Duties of Officers/Executive Board**
   1. **President**
2. Shall be the official head of the organization
3. Shall attend weekly Student Government Association (SGA) meetings
4. Shall be an advocate for policy change at UNCG to better graduate students’ quality of life
5. Shall chair all Executive Board and Advisory Board meetings
6. Shall represent the organization at official campus functions
7. Shall serve as the formal liaison between the University administration and GSA
8. Shall create ad hoc committees as the need arises
9. Shall meet with the SGA President and Vice President once a month to discuss graduate student concerns
10. Shall meet weekly with organization advisor
11. Shall meet with both the Graduate School advisor and student affairs representative
12. Shall meet monthly with the Vice Provost of Graduate Education
13. Shall attend the Graduate Studies Committee and Faculty Senate meetings
14. Shall meet with the Executive Board on a bi-weekly basis and attend monthly GSA meetings
15. Shall assume other duties as is necessary

**6.2 Vice President**

1. Serves as President Pro Tempore in the absence of the President
2. Shall Chair Programming Committee
3. Shall keep the Constitution, Bylaws, meeting rules current
4. Shall oversee all policies concerning GSA policies/procedures
5. Shall reserve meeting and program space
6. Shall appoint GSA representatives to the various committees with which the GSA has the ability to appoint a member
7. Shall attend any committee that does not have an appointed representative
8. Shall complete all paperwork and requirements necessary to maintain affiliation with UNCG
9. Shall meet with the Executive Board on a bi-weekly basis and attend monthly GSA meetings
10. Shall assume other duties as is necessary

**6.3 Public Relations/Marketing Chairperson**

1. Shall solicit the appointment of the GSA senators from the various Directors of Graduate Study
2. Shall chair Student Engagement Committee
3. Shall publicize all activities of the GSA
4. Shall maintain the GSA website and social media pages
5. Shall maintain GSA records and office space
6. Shall keep records of attendance and voting
7. Shall take minutes of all Executive Board and general assembly meetings
8. Shall meet with the Executive Board on a bi-weekly basis and attend monthly GSA meetings
9. Shall assume other duties as is necessary

**6.4. Treasurer**

1. Shall help graduate students process all funding applications
2. Shall chair Finance Committee
3. Shall maintain financial records
4. Shall report funding allocation updates to GSA exec board and senators
5. Shall meet with the Executive Board on a bi-weekly basis and attend monthly GSA meetings
6. Shall assume other duties as is necessary
7. **Duties of GSA Senate**

**7.1 Senate**

1. Shall be composed of 2 graduate senators from each department within UNCG
2. Shall be either elected by their departmental peers or appointed by the Director of Graduate Study of their respective department
3. Shall give advice to the Executive Board on all matters
4. Shall inform the Executive Board on the needs and concerns of the graduate student population at UNCG
5. Shall represent the best interests of the departments’ students when voting on procedure changes to the GSA
6. Shall propose amendments to the GSA Constitution as needed
7. Shall elect the GSA Executive Board during the March meeting of the GSA

**7.2 Duties and Composition of GSA Committees**

All special and/or ad-hoc committees shall be formed upon request of any member of GSA that is approved by a majority vote of the GSA, or by recommendation of the President that is approved by a majority vote of the Executive Board. The individual initiating the request for formation of the committee shall describe the purpose, intent, and scope of the committee. The Vice President shall appoint Senators to the standing committees.

The following are the standing committees of GSA:

1. Programming Committee
2. Student Engagement Committee
3. Finance Committee

At each meeting of the Senate, each committee will be required to inform the Senate of its activities. This shall be the responsibility of either the Chair, or a committee member designated by the Chair.

**7.3 Programming Committee**

The GSA Vice President will serve as the chair of the Programming Committee. The committee:

1. Shall consist of 3-5 GSA senators
2. Shall be chaired by the Vice President
3. Shall create events for all graduate students to attend
4. Shall coordinate graduate student calendar with the Graduate School
5. Shall create events intended for GSA senators to get to know each other

**7.4 Student Engagement Committee**

Public Relations/Marketing Chairperson will serve as the chair of the Student Engagement Committee. Student Engagement Committee:

1. Shall consist of 3-5 GSA senators
2. Shall be chaired by an elected Senator
3. Shall focus on the following areas:

A) Healthcare and insurance

B) Graduate student compensation and funding

C) Parking, transportation, and housing

D) All other areas in which the Chair and the President agree the committee should focus.

E) Online student representation and involvement

F) Finding suitable meeting times for all students involved

**7.5 Finance Committee**

The GSA Treasurer will serve as the chair of the Finance Committee. The GSA Finance Committee:

1. Shall consist of 3-5 GSA senators
2. Shall be chaired by the GSA Treasurer
3. Shall focus on the proper allocation and distribution of the budget
4. The budget will automatically be broken up into these percentages:
5. Professional Development Fund (PDF) 60%
6. Officer Salaries 20%
7. Research/Capstone Fund (RCF) 15%
8. Programming events 3%
9. Leadership Travel funding 2%

**7.5.1 Finance Committee Rules**

1. The PDF and RCF will be divided into two semesters so that the PDF will be broken up into 30% available in the Fall and 30% in the Spring semesters. The RCF will be broken up to 8% and 7%.
2. The fall semester funding will encompass funding events that occurred between July 1st of the previous summer to December 31st.
3. The spring semester funding will encompass funding events that occurred between January 1st and June 30th.
4. GSA funding will only be available to departments whose representatives attend the monthly GSA meetings. If neither graduate senator of a department attends GSA meetings, then the entire department’s constituency will be ineligible to secure GSA funds.
5. The GSA advisor can reinstate a department’s eligibility if the representatives can provide adequate reasoning for absence as determined by GSA advisor
6. All funds not used by March 31st will be immediately reallocated to the Professional Development Fund

**8. Impeachment**

Any Executive Board Officer may be removed from office at a regularly scheduled GSA Senate meeting by a two-thirds vote of the Senators in attendance. Only a Senator can call for impeachment of an officer. Any officer so removed will be replaced as if they had resigned their position. Officers who are accused of failure to perform duties will have the opportunity to speak in front of the Executive Board and Senate to refute claims for impeachment.

**9. Elections**

Elections will be held in the March meeting of the spring semester. Any student who qualifies for running for an Executive Board position may nominate themselves, or may be nominated by another student. All voting will occur electronically using UNCG’s voting system. A simple majority is required to be elected to any office. Elections and nominations will be discussed in the first meeting of the spring semester by the head officer. An unofficial transcript will be required to verify GPA before a student can run for office. Only the advisor to GSA will have access to the transcript.

**10. Meetings**

Meetings will be held once a month. The first meeting will always be held in September. Members will be notified of the meeting via electronic communication from the Public Relations/Marketing Chairperson. Group decisions will be made by a simple majority of the Senators. All senators of the group will be eligible to vote on all matters concerning the group. Quorum will be set as a simple majority of all Senators.

**11. Amendments**

Any member of the Senate may propose an amendment with a second from another member. The amendment can be approved by a 2/3 majority of the Senate who casts a vote.

**12. Parliamentary Procedure**

The officers will decide upon the procedures at the beginning of every term after an election and will be enforced by the Vice President.

**13. Advisor**

The advisor will be an *ex oficio* member of the leadership and will advise on proper procedures. The advisor will be determined by the Dean of the Graduate School and will serve for at minimum 12 months.

**14. Affiliation**

The Graduate Student Association (GSA) is not affiliated with any organization outside of UNCG.

**APPENDIX B: GSA DELEGATE TO SUSTAINABILITY COMMITEEE REPORT**

**GSA Delegate Committee Report Form**

Delegate Name: Kayla Forrest

Committee: Sustainability Committee

Date of Committee Meeting: 29 September 2017

General Notes from Committee Meeting:

* Approved minutes from previous meeting
* Executive Council Reports
  + Exec Chair: Plans to set up a meeting with the chancellor
  + New Sustainability Office in Moran Commons
  + 8 sustainability faculty fellows, 3 appointed and 5 new
    - Channelle James working with students at the Grove Street People’s market on sustainable entrepreneurship, Gwen Hunnicutt working with the student group People for the Earth, Animals, and Society (PEAS) to increase plant-based food options for students on campus, Meredith Powers working to support Sustainability Faculty Fellows relating to funding opportunities and global engagement opportunities.
* Chief Sustainability Officer, Jorge Quintal: Kaplan Center achieved LEED Gold status, the university had only a .38% increase in energy consumption despite a warmer than average summer, and we were able to document over $400,000 in energy savings which the state gave us to invest in sustainability projects
* Environmental and Sustainability Studies Program, Aaron Allen: The program will have a new class on campus sustainability opportunities and another on food and sustainability, taught by the Goat Lady owner, Steve Tate. Merger with Geography will happen in the future, and they will be looking to add more faculty to add more classes, after that.
* Sustainable Investing Conversations, Stephen Holland: we had the first of our four conversations on the 28th, which focused on divestment, and it was successful. The second conversation will take place November 16 at 8:30 am in the Faculty Center. The third and fourth conversations will take place in the spring semester.
* We are still working to respond to our goals for the Climate Action Plan and there are working groups in place to support those efforts.
* UNCG applies for AASHE STARS rating every three years, so we will be working on that in the near future.
* Olav Rueppell working to get UNCG labeled a “Bee Campus USA” which requires enacting measures to support bees. Olav is looking to recruit council members, faculty, and staff to a committee to pursue this distinction.
* Elected a new secretary for the Council (exec position)

Information from committee relevant to graduate students (please indicate anything that needs to be reported or discussed with GSA exec board and/or senators).

**There are a number of different things which may be of interest to graduate students:**

* If you are interested in helping with the Bee Campus USA effort, you can contact Olav Rueppell
* The Green Fund is accepting proposals: <https://sustainability.uncg.edu/make-a-proposal/>
  + Projects may be for campus infrastructure, sustainability education, research, or professional development that benefits students. Proposals may be submitted at any time during the academic year for amounts up to $1,000 for projects that require no modifications to UNCG buildings or grounds. Proposals for amounts over $1,000 or projects that require modifications to UNCG buildings or grounds are due at 5:00 pm EST on November 1 and April 1
* Sustainability Film Series continues October 19 at 6:30 pm with “The Day the Sun Fell” in SOEB 114. The film is FREE, and we encourage all students to attend
  + The next films in the series are as follows:
    - November 16: Union Time: Fighting for Workers’ Rights (SOEB 114)
    - January 18: An Inconvenient Sequel: Truth to Power (Weatherspoon Art Museum)
    - February 15: Saving Sea Turtles: Preventing Extinction (TBA)
    - March 15: In Pursuit of Silence (TBA)
    - April 19: Sustainability Shorts (TBA)

Input, feedback, or questions needed from graduate students or GSA for this committee:

* N/A

If further information, notes or attachments are necessary, please include them below or on a separate page. Thank you for your service!