

Commission on Student Affairs Minutes
April 29, 2021
3:30 PM
Zoom

Present: Victoria Dashevsky (presiding), Amanda Coleman, Anisha Hari, Ariana Guevara, Awad Abdelhalim, Camellia Pastore, Hannah Kuneyl, Jennifer Pike, Jes Davis, Jess Nguyen, Kase Poling, Lauren Surface, Maruf Hoque, Miles Guth, Nathaniel Soss, Sara Wynkoop, Steve Matuszak, Susanna Rinehart, Tara Frank

Absent with Notice: Danielle Panico, Frank Shushok

Absent: Abigail Patterson, Ariana Labat, Camille Roberts, Conrad Briles, Grant Bommer, Izu Elfaki, Katherine Franz, Kayla Alward, Kimberly Smith, Sabrina Sturgeon, Spencer Hamilton, Tahreem Alam, Tim Lin

Guests: April Myers, Heather Wagoner, James Bridgeforth

Victoria Dashevsky called the meeting to order at 3:33pm. A quorum was present.

1. Adoption of Agenda

A motion was made and seconded to adopt the agenda. The motion carried.

2. Announcement of Approval and Posting of Minutes

- Minutes for March 18, and April 15 will be emailed today
- Minutes for April 1, and today will be emailed once completed

All minutes listed above will be uploaded to the University Governance website, and will be included on the first University Council agenda in the fall.

3. CSA Announcements

a. Today is the last meeting for this year

b. CSA Schedule for 2021-2022 was shared. As mentioned in the previous meeting, moving forward CSA will begin meeting once a month beginning in the fall. All meetings will take place in Squires Student Center, Brush Mountain B (3rd floor), assuming we are able to meet in person.

FALL: September 2 (Retreat) – 3pm to 7pm
 September 23, October 21, November 18, December 2 – 3:30pm to 5pm

SPRING: January 27 (Retreat) – 3pm to 7pm
 February 17, March 17, April 14, April 28 – 3:30pm to 5pm

4. University Council and Commission Updates

a. University Council

Kase Poling shared that both resolutions CSA passed were introduced to UC as a first reading – 1) Graduate and Professional Student Senate (GPSS) and 2) Undergraduate Student Senate (USS). Second reading for both of these will take place at the last UC meeting on May 3, 2021. (See attached.)

b. Academic Support Committee

Victoria Dashevsky shared that this committee never officially met for this current academic year, but are set to begin meeting on a regular basis for the 2021-2022 AY. One of the first topics they will be meeting about is the possibility of students getting Election Day off.

5. Old Business

a. Resolution to establish the Graduate Student Budget Board – Maruf Hoque

Resolution Number: CSA 2020-21D

Resolution Name: Establish Graduate Student Budget Board (GSBB)

Maruf presented the resolution for second reading. A motion was made to approve all the changes to GSBB policies that will be determined by the GPSS bylaws once they are written. The motion was seconded. A vote was taken on the motion, and the motion passed. (See attached.)

b. Council of International Student Organizations (CISO) Constitution

Victoria Dashevsky presented the CISO Constitution for second reading and made a motion to approve. The motion was seconded. A vote was taken on the motion, and the motion passed. (See attached.)

6. New Business

a. Chair Elections – Victoria Dashevsky

Ariana Guevara was elected as the new CSA chair for 2021-2022.

7. Other Items

a. Undergraduate Student Senate (USS)

Heather Wagoner stated that 2021-2022 is going to be a year of transition for GPSS, USS, CSA, SBB, GSBB, etc. She also shared that University Chartered Student Organizations (UCSO) senators that have seats on CSA, will also have UCSO senator seats in the new USS.

For continuity, students who represent their UCSO's on CSA, would ideally be the same representative in USS. A discussion was had on how members felt about this for the upcoming year of transition, prior to the university moving fully to the five-senate model.

8. Adjournment

There being no further business, a motion was made to adjourn the meeting at 4:23pm.

**Graduate Student Assembly
GSA Resolution 2020-21B**

**RESOLUTION TO AMEND IN ITS ENTIRETY THE CONSTITUTION OF THE
GRADUATE STUDENT ASSEMBLY AND REENACT AS “THE CONSTITUTION OF
THE GRADUATE AND PROFESSIONAL STUDENT SENATE”**

WHEREAS, in the Spring 2019, President Sands appointed the President’s Committee on Governance (PCG) charged with conducting the first comprehensive review of the university’s governance system in more than 25 years. The recommendations from the first phase of the PCG’s work proposed formalizing the role of faculty, staff, and the student representative bodies within the governance system and redefining the relationship between those bodies and University Council and the commissions. A joint resolution proposing the framework for the overall governance system is being advanced by the Commission on Faculty Affairs, the Commission on Administrative and Professional Faculty Affairs, the Commission on Staff Policies and Affairs, and the Commission on Student Affairs to University Council for approval; and

WHEREAS, in the summer of 2020 the President and Provost approved the creation of a Task Force on the Future of Student Governance to work in parallel with the PCG with the specific goal of developing a set of recommendations for redesigning the structure of student governance to more effectively the voice of the undergraduate, graduate, and professional students; and

WHEREAS, the Task Force, co-chaired by the Vice-President for Student Affairs and the Vice President for Policy and Governance and composed of current and former undergraduate and graduate student leaders along with a representative from PCG and officials from Student Affairs and the Graduate School, studied the existing undergraduate and graduate/professional representative bodies, assessed their strengths and deficiencies, and consulted with the American Student Government Association; and

WHEREAS, the Graduate Student Assembly (GSA) and its President (a member of both PCG and the Task Force on the Future of Student Governance) charged the Judicial and Internal Affairs Committee (JIAC) of the GSA with identifying and recommending solutions to structural and operational issues within the GSA Constitution, with the goal of increasing effective advocacy and engagement across the graduate and professional student community; and

WHEREAS, such recommendations could extend to and include amendments to, or a complete revision of, the GSA Constitution; and

WHEREAS, after an extensive analysis, the JIAC found foundational flaws with the GSA Constitution and GSA operations, including (1) the GSA Constitution is overly verbose and self-contradictory, not accessible and does not reflect how GSA actually operates; (2) the GSA Constitution contained too much information, especially

procedural information that does not belong in a structural document; (3) workloads of some Executive board members are too high and imbalanced; (4) no formal link from GSA to Graduate Student Organizations at Extended Campuses exists; (5) no established process to bring up issues to be addressed exists; (6) there is little policy and operational continuity year-to-year within the GSA; and (7) there is no formal mechanism for cultivating effective student advocacy through the GSA from the departmental or program level; and

WHEREAS, the JIAC found resolution of these issues to be so adverse to the stated goals of increasing effective advocacy and engagement across the graduate and professional student community and so unresolvable within the current form of GSA Constitution that a complete rewrite was necessary; and

WHEREAS, the JIAC met extensively over the course of seven months, conducted surveys, engaged stakeholders, presented to multiple governance bodies for feedback, and carefully crafted a revised structure and language that supports the goals stated above; and

WHEREAS, the revised structure and language is memorialized in the new Constitution of the Graduate and Professional Student Senate;

NOW, THEREFORE, BE IT RESOLVED that the Graduate Student Assembly hereby amends in its entirety the Constitution of the Graduate Student Assembly and reenacts it as “the Constitution of the Graduate and Professional Student Senate” to take effect immediately upon approval by all necessary university governance bodies; and

BE IT FURTHER RESOLVED that the GSA hereby communicates the actions of this resolution to the Board of Visitors of Virginia Tech and President of the University, through all other necessary university governance bodies, and requests concurrence therein.

Virginia Tech Graduate and Professional Student Senate Constitution

Article I: Name, Mission, and Organization

Section 1: Name

The name of this organization is the Graduate and Professional Student Senate (“GPSS”) of Virginia Polytechnic Institute and State University (“Virginia Tech”).

Section 2: Mission

The mission of the Graduate and Professional Student Senate is to serve as a voice for all graduate students through advocacy and community-building in a culture of inclusivity and support; ensure access to the resources necessary for scholarly and professional success; and foster a network of coalitions among all graduate students to help us achieve these goals.

Section 3: Organization

- A. The GPSS shall consist of a Senate comprised of Senators and an Executive Board elected by the Senate.
- B. All graduate, professional, and accelerated master’s students at Virginia Tech shall be entitled to the services and programs that the GPSS provides.
- C. GPSS governance shall be aided by three documents:
 - a. The Constitution of the GPSS shall define the functions, structures, and processes critical to the mission of the organization.
 - b. The Bylaws shall codify specific structures and operations of the GPSS. Bylaws include the written recording of all procedures and operating guidelines not specified in this Constitution.
 - c. The GPSS Handbook shall memorialize current normative practices, recommendations, and guidance for members, senators, and the Executive Board.

Article II: Senate

Section 1: Purpose

The purpose of the Senate is to serve as the legislative body of the GPSS, providing an equal voice for all entities represented.

Section 2: Membership

- A. All current graduate, professional, and accelerated master's students at Virginia Tech shall be eligible to serve in the Senate.
- B. Each academic entity at Virginia Tech with graduate or professional students should have a local-level student organization equivalent to the GPSS. For the purpose of this Constitution, "academic entity" includes, but is not limited to, any academic department, school subunit, interdisciplinary program, graduate program administered by a supra-Departmental entity, or any other such academic entity recognized by the administrative offices of Virginia Tech ("the University").
- C. The Senate shall be comprised of Senators who may be appointed by the entities in Article II, Section 2(B).
- D. Each aforementioned entity may elect no more than two senators.
- E. The process for selecting Senators shall be at the sole discretion of the entities in Article II, Section 2(B).
- F. To be officially recognized, Senators shall register with the Vice President and Director of Legislative Affairs through a process the Vice President will administrate. Upon Recognition, the Senate Seat is officially held and no longer open until that Senator's term ends or they otherwise resign.
- G. The Senate may appoint additional graduate, professional, and accelerated masters students to the Senate. Policies and processes for such appointments shall be defined in the Bylaws.

Section 3: Term

- A. The term of a Senator shall begin upon recognition.
- B. The term of the Senate body shall begin on the first day of class in the academic year and end on the day preceding the first day of class in the following academic year.
- C. Senators may serve unlimited terms for as long as they are eligible.
- D. Any academic entity may replace their representative, or fill a vacant seat at any time.
- E. If a Senator is elected to an Executive Board office, the Senate seat becomes vacant when the Senator assumes the Executive Board office. An academic entity may appoint a new Senator to fill the vacant seat.

Section 4: Roles and Responsibilities

Senators shall:

- A. Attend Senate meetings;
- B. Serve in at least one of the Senate Committees detailed in Article III or in some other capacity benefitting the GPSS as a whole.
- C. Inform constituents of GPSS proceedings, including and not limited to legislation and programs;
- D. Be available to constituents and communicate their concerns and issues to the Senate; and
- E. Have full rights and privileges of speaking, voting, and proposing motions and legislation at all Senate meetings.

Section 5: Senate Meetings

- A. The Senate shall meet, at a minimum, once per month during the academic year on a regular date and time scheduled by the President at the beginning of the academic year.
- B. The President, a majority of the Executive Board, or one fifth of Senators may call a special meeting, provided that the GPSS is given a minimum of two weeks' notice of any special meeting.
- C. All current graduate and professional students shall have full rights and privileges of attending and speaking at all Senate meetings, but shall not vote or propose motions.
- D. A quorum of the Senate or one of its committees is defined as a simple majority of the total recognized voting members of the Senate. A quorum is required at all GPSS and committee meetings in order to conduct business. Meetings may be held without a quorum, but votes cannot be taken.
- E. Senators unable to attend a meeting may designate an alternate who meets the eligibility requirements outlined in Article II, Section 2(A), to vote on any pending issue in their absence. The name of the alternate shall be submitted in writing to the Vice President and Director of Legislative Affairs prior to the vote.

Article III: Committees and Caucuses

Section 1: Committees

- A. To ensure effective and efficient execution of Senate activities and operations, committees of the Senate shall be created. Committees shall perform their functions and duties in accordance with this Constitution and the GPSS Bylaws.
- B. The Senate may create Standing Committees, Policy Committees, Operational Committees, and Special Committees.
 - a. Standing Committees
 - i. Standing Committees of the Senate shall be permanent Committees established by the GPSS Bylaws.
 - ii. A Standing Committees perform functions vital to Senate operations. Standing Committees shall deliberate and report their findings to the Senate regularly.
 - iii. Voting members of a Standing Committee shall be restricted to Senators.
 - b. Policy Committees
 - i. Any member of the Executive Board may appoint policy committees to aid in their specific activities, tasks, or initiatives.
 - ii. The Executive Board member appointing a policy committee shall have oversight over and responsibility for the policy committee.
 - iii. Voting members of a Policy Committee shall be restricted to Senators.
 - c. Operational Committees
 - i. The majority of GPSS operational activity not done by the Executive Board or policy committee shall be done through the use of operational committees.

- ii. The Chief of Staff shall have operational oversight over operational committees.
 - iii. Operational committees shall be established through the use of Bylaws.
 - iv. Operational committees have the authority to plan, organize, and implement events and projects independent of the entire GPSS body, so long as these events and projects fall within the purview of that committee as specified in this Constitution or in Bylaws.
 - v. Voting members of an Operational Committee shall be restricted to Senators.
- d. Special Committees
- i. Special Committees of the Senate shall be created and dissolved by Acts of the Senate by a majority vote.
 - ii. A Special Committee shall deliberate and report on a specific matter deemed necessary by the Senate.
 - iii. The composition of a special committee shall be determined by the Senate.
 - iv. Voting members of a Special Committee shall be restricted to Senators.
- C. All Committees of the Senate shall be subordinated to the Senate itself. All outcomes of Committee deliberation shall be subjected to review, confirmation, referral, and rejection by the Senate.
- D. All committee work involving any event or project that has a financial cost, a major change to GPSS operation, or explicitly required to do so in this Constitution or a Bylaw shall draft and submit to the GPSS reports summarizing their activities. All other committees are encouraged, but not required, to draft and submit reports summarizing their activities.
- E. All deliberations of Committees shall be recorded in the minutes, which shall be made available to all GPSS Members and the public.
- F. All Committees of the Senate shall operate in accordance with procedures as specified by the GPSS Bylaws.

Section 2: Caucuses

- A. For the purpose of collective advocacy, the Senate shall be subdivided by college, and in such a way so as to encourage diversity, equity, and inclusion.
- B. The Senate, by majority vote, may create additional caucuses.
- C. Structures, policies, and processes for fulfilling the requirements of this Section shall be defined in the bylaws.

Article III: Executive Board

Section 1: Purpose

The purpose of the Executive Board is to set strategic direction and provide efficient, effective execution of the policy set by the Senate. The Executive Board shall be the party primarily responsible for ensuring that GPSS's needs are met and is represented at the university level.

Section 2: Membership

- A. The Executive Board shall consist of the
 - a. President,
 - b. Vice President and Director of Legislative Affairs,
 - c. Secretary and Director of Communications,
 - d. Treasurer and Director of Finance,
 - e. Director of Events,
 - f. Director of Advocacy,
 - g. Director of Programs.
- B. The Executive Board shall also appoint a Chief of Staff to serve as an ex-officio member of the Executive Board.
- C. All current graduate, professional, and accelerated master's students at Virginia Tech shall be eligible to serve on the Executive Board.

Section 3: Roles and Responsibilities

- A. President
 - a. The President is charged with setting the direction of and leading the GPSS. While the President is ultimately accountable to the general GPSS body, a large amount of power and discretion is vested into this role to enable the aggressive pursuit of the goals of the GPSS.
 - b. The President shall be the representative voice of the GPSS. As the chief executive officer of the GPSS, the President communicates on the behalf of all GPSS Members to University administrators, faculty, staff, undergraduate students, the Blacksburg community, and other external bodies.
 - c. The President shall:
 - i. Represent the GPSS and graduate student interests at all official functions and meetings as appropriate;
 - ii. Lead each Executive Board meeting and with its advice generate agendas for Senate meetings;
 - iii. Act as Chair of the Senate and conduct Senate Meetings as an impartial chairperson;
 - iv. Appoint a Parliamentarian to advise on proper procedure and rules for conducting meetings;
 - v. Execute all Resolutions adopted by the Senate;
 - vi. Provide timely information to the Senate regarding matters of graduate student welfare and University policies; and
 - vii. Chair the President's Cabinet.
- B. Vice President and Director of Legislative Affairs
 - a. The Vice President and Director of Legislative Affairs ("Vice President") shall be the chief advisor to the President and the Executive Board in matters of University governance.
 - b. The Vice President is charged with assisting the President in their duties to whatever extent they are requested to do so and are able. When needed and

with the President's consent, they are permitted to act with similar authority and power as the President.

- c. If the President for whatever reason vacates their seat, the Vice President shall assume all duties and responsibilities of the President until an election for a replacement can occur.
 - d. The Vice President and Director of Legislative Affairs shall:
 - i. Advise and assist the President, especially on matters of University policy;
 - ii. With the consent of the Senate and the advice of the Executive Board, make all executive appointments and nominations except for personnel pertaining to GPSS Programs;
 - iii. Recommend to the GPSS nominations for representatives of the GPSS to University governance bodies, including the University Council, its Commissions, and its Committees;
 - iv. Coordinate the activities of the representatives to University governance bodies, collect all information about University governance activities from the representatives, and compile the relevant information into University Governance Reports to be presented at each Senate Meeting;
 - v. Maintain the Senate roster; and
 - vi. Record and encourage Senator participation.
- C. Director of Communications and Secretary
- a. The Director of Communications and Secretary is charged with organizing documents to maintain institutional memory. The Secretary shall be given powers and responsibilities to ensure record keeping of sufficient quality is done to meet the needs of the GPSS.
 - b. The Director of Communications and Secretary shall be responsible for all official communications originating from the GPSS, ensuring activities within the GPSS are communicated in an effective manner to all interested parties, and maintain an appropriate public relations campaign.
 - c. The Director of Communications and Secretary shall:
 - i. Advise and assist the President and other Executive Board members on all matters related to the communications and public relations of the GPSS;
 - ii. Maintain the archive of all GPSS documents, including but not limited to Senate agendas and minutes, governing documents, and resolutions;
 - iii. Draft official communications of the GPSS;
 - iv. Take minutes of the Senate at each Senate Meeting; and
 - v. Maintain an appropriate presence of the GPSS in the media, including, but not limited to, University Relations publications, the GPSS Website, and social media.
- D. Treasurer and Director of Finance
- a. The Director of Finance and Treasurer is charged with managing the financial resources of the GPSS. The Director of Finance and Treasurer shall be given

powers and responsibilities to ensure funds are received and distributed to meet the needs of the GPSS.

- b. The Director of Finance and Treasurer shall:
 - i. Chair the Graduate Student Budget Board;
 - ii. Advise and assist the Executive Board on all matters related to the finances of the GPSS;
 - iii. Maintain accounts and records of all GPSS financial transactions, deposits, and disbursements;
 - iv. Draft the annual budget for the GPSS to be approved by the Senate;
 - v. Report to the Senate at each meeting the financial situation of the GPSS, advising the Senate on all matters related to GPSS finance; and
 - vi. Explore and maintain external funding sources as appropriate in order for the GPSS to fulfill its mission.
- E. Director of Advocacy
- a. The Director of Advocacy is responsible for movement-building and coordination among the academic entities and student organizations represented in the GPSS.
 - b. The Director of Advocacy shall:
 - i. Help graduate student sub-groups form, grow, and advocate within their departments, colleges, communities, and campuses; and
 - ii. Facilitate strategy-swapping for effective advocacy between graduate student groups.
 - iii. Collect and compile ideas, issues, and concerns of Senators to be addressed by the Senate body
- F. Director of Programs
- a. The Director of Programs shall oversee all GPSS programs, defined as participation-based services and events that require long term planning and budgeting, and further detailed in the Bylaws.
 - b. The Director of Programs shall:
 - i. Advise and assist the President and other members of the Executive Board on all matters related to GPSS programs and events;
 - ii. Report relevant program activities to the Senate at each Senate Meeting;
 - iii. Coordinate the efforts of the Chairpersons of any Programming Committee;
 - iv. Be ultimately responsible for the development and execution of all GPSS Programs; and
 - v. Create and convene Executive Working Groups to review and discuss specific GPSS Programs and potential new programs that adhere to the mission of the GPSS, and report findings to the Senate.
- G. Director of Events
- a. The Director of Events shall oversee all GPSS Events. For purposes of this section, GPSS Events shall be defined as attendance-based events and services that further the GPSS Mission, including but not limited to social and intellectual development events organized by the GPSS.

- b. The Director of Events shall be ultimately responsible for the effective operation of all GPSS Events organized by the GPSS in pursuant to the mission of the GPSS.
 - c. The Director of Events shall:
 - i. Advise and assist the President and other members of the Executive Board on all matters related to GPSS Events;
 - ii. Report relevant activities to the Senate at each Senate Meeting;
 - iii. Coordinate the efforts of the Chairs of Event Committees;
 - iv. Be ultimately responsible for the execution and development of all GPSS Events
- H. Chief of Staff
- a. The Chief of Staff, as Chief Operations Officer, is charged with ensuring effective internal operation of the GPSS. The Chief of Staff shall be given powers and responsibilities to ensure operational functions are fulfilled to the fullest potential possible.
 - b. The Chief of Staff shall:
 - i. Have general oversight of all GPSS operations;
 - ii. Aid any established committees with completing their goals;
 - iii. Advise and assist the Executive Board on all matters related to GPSS operations; and
 - iv. Report relevant activities to the Senate at each Senate Meeting.

Section 4: Election of Executive Board Members

- A. GPSS Elections will be conducted in accordance with the GPSS Constitution and Bylaws.
- B. Election of the Executive Board Members shall be conducted at the final General Meeting of each fall semester.
- C. At the time of elections, a simple majority of the Senate shall appoint a temporary Chair to oversee the election process from among the Senators present. The temporary chair may not be under consideration for any Executive Board position.
- D. Executive Board Members are elected for a term starting at the end of the current fall semester and lasting until the end of the following fall semester.
- E. All Senators and Executive Board Members present at the meeting of an election are eligible to vote in that election.
- F. In the event an officer, excluding the president, will take office and for some reason be unable or unwilling to complete their term of office, a special meeting will be called, and a special election held to fill the vacated office for the remainder of the vacating officer's term.

Section 5: Removal of Executive Board Members

- A. Any Executive Board member may be removed from office by a two-thirds majority vote of all recognized Senators.
- B. A process for removing Executive Board members shall be prescribed in the Bylaws.

Article IV: President's Cabinet

Section 1: Purpose

The purpose of the President's Cabinet is to provide a mechanism for key constituency groups within the graduate and professional student community to have a voice in the policy-level work of the GPSS.

Section 2: Composition

- A. Bylaws shall govern the composition of the President's Cabinet. At a minimum, the President's Cabinet shall be comprised of:
 - a. the President;
 - b. the Graduate Student Representative to the Board of Visitors or their designee;
 - c. The head of the Roanoke campus graduate and professional student organization;
 - d. The head of the Northern Virginia campus graduate and professional student organization; and
 - e. The Immediate Past President.
- B. Additional members of the Cabinet may be appointed by the President.
- C. The President shall chair the President's Cabinet.

Section 3: Immediate Past President

- A. The purpose of the position of Immediate Past President is to maintain institutional memory.
- B. The Immediate Past President shall be either the immediate past President or Vice-President.
- C. At the end of a President's term, they automatically assume the role as Immediate Past President. If the President has graduated or is otherwise unable to hold this position, the last member serving as Vice-President under that President shall hold this position.
- D. If the previous President and Vice-President are unable or unwilling to hold this position, the Executive Board shall function with this role open.

Article V: University Governance

Section 1: Eligibility

All current graduate and professional students at Virginia Tech shall be eligible to serve on University Council, its Commissions, and its Committees.

Section 2: Selection of representatives

- A. Appointments and nominations to the University Council, its Commissions, and its Committees will be recommended by the Vice President and Director of Legislative Affairs for approval by the GPSS.

- B. Any graduate and professional student representatives to the University Council, its Commissions, and its Committees will be elected by the GPSS by a simple majority vote of the GPSS eligible to vote and present at the meeting.

Section 3: Representative Responsibilities

- A. Representatives to University Council, its Commissions, and its Committees shall:
 - a. Represent the position of the GPSS in the discharge of responsibilities.
 - b. Inform the GPSS of pertinent matters to be considered and action taken by either:
 - i. Forwarding copies of meeting minutes to the Vice President within ten business days after approval of minutes by the respective University Council, Commission, Advisory Council, or Committee,
 - ii. Summarizing discussions and actions taken at meetings of each University Council, Commission, Advisory Council, or Committee and forwarding to the Vice President within ten business days after each meeting if no official minutes are kept at the meeting, or
 - iii. Bringing matters of GPSS concern before the respective University Council, Commissions, Advisory Councils, or Committees.

Article VI: Constitutional Amendments

- A. Any Senator or officer may propose a change to this Constitution.
- B. Proposed amendments to the GPSS Constitution shall be submitted to the Senate, through the Vice President, and included in the GPSS agenda for consideration.
- C. Any proposed amendment shall have a minimum of two readings prior to voting and may be voted upon at the same meeting as the second reading.
- D. Any amendment requires a two-thirds majority of the entire Senate to pass.
- E. Amendments to the Constitution will become effective upon approval by the Senate, University Council and president of the university.
- F. If this Constitution shall be replaced by a new document, it is subject to the same procedures as if it were amended.
- G. Corrections of typographical or grammatical errors and updating terminology, where appropriate, are permitted without going through the amendment process. Such changes shall be reported to the GPSS and, without objection from any Senator, shall become official.

Article VII: Amendments to the Bylaws

- A. Any Senator or officer may propose a change to the Bylaws.
- B. Bylaws and their amendments shall be submitted to the Senate, through the Vice President, and included in the GPSS agenda for consideration.
- C. Bylaws and their amendments shall require a simple majority of Senators present to pass and shall become effective upon approval.

**Commission on Student Affairs
CSA Resolution 2020-21B
Resolution to Approve the Establishment of an
Undergraduate Student Senate (USS)**

First Reading by CSA:

3/18/2021

Second Reading by CSA:

Staff Senate Review:

Faculty Senate Review:

Graduate Student Assembly Review:

Student Government Association Review:

First Reading by University Council:

Approved by University Council:

Approved by University President:

Effective:

At the conclusion of Spring Semester 2021

WHEREAS, in the spring of 2019, President Sands appointed the President's Committee on Governance (PCG) charged with conducting the first comprehensive review of the university's governance system in more than 25 years. The recommendations from the first phase of the PCG's work proposed formalizing the role of the faculty, staff, and student representative bodies within the governance system and redefining the relationship between those bodies and University Council and the commissions. A joint resolution proposing the framework for the overall governance system is being advanced by the Commission on Faculty Affairs, the Commission on Administrative and Professional Faculty Affairs, the Commission on Staff Policies and Affairs, and the Commission on Student Affairs to University Council for approval; and

WHEREAS, in the summer of 2020, the President and Provost approved the creation of a Task Force on the Future of Student Governance to work in parallel with the President's Committee on Governance with the specific goal of developing a set of recommendations for redesigning the structure of student governance to represent more effectively the voice of the undergraduate, graduate, and professional students; and

WHEREAS, the Task Force, co-chaired by the Vice President for Student Affairs and the Vice President for Policy and Governance and composed of current and former undergraduate and graduate student leaders along with a representative from the PCG and officials from Student Affairs and the Graduate School, studied the existing undergraduate and graduate/professional representative bodies, assessed their strengths and deficiencies, and consulted with the American Student Government Association; and

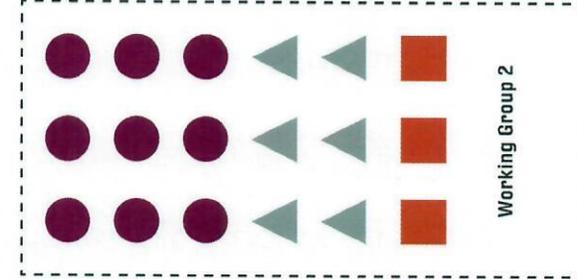
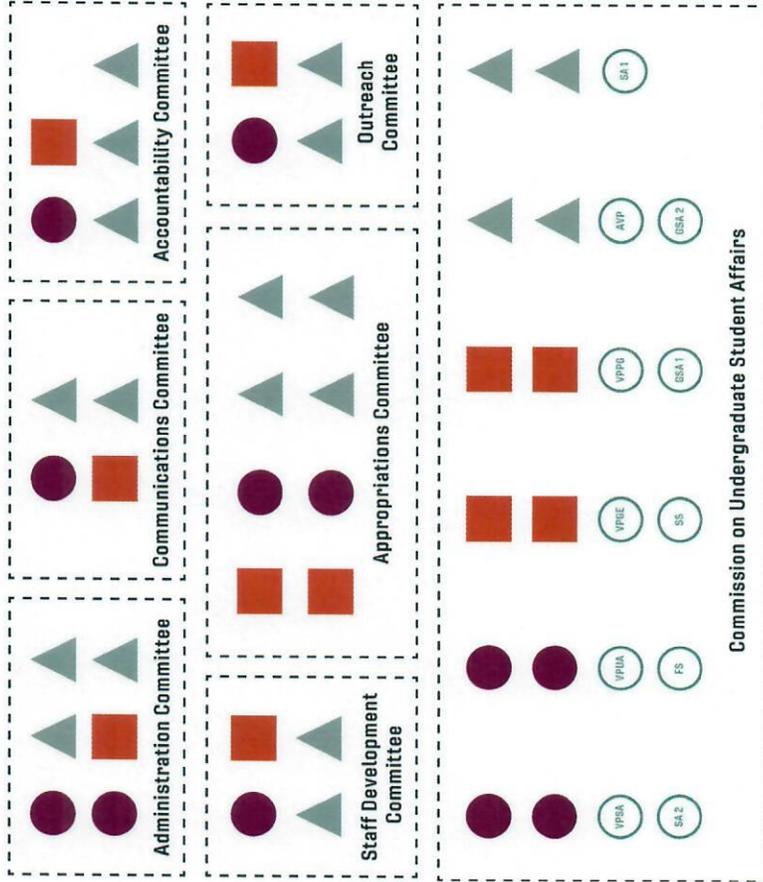
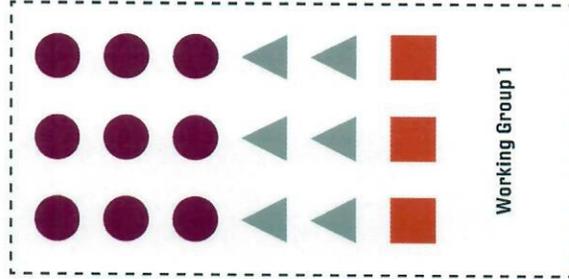
WHEREAS, the Task Force first focused its attention on devising the proposed framework for the new Undergraduate Student Senate to supersede the Student Government Association; and

WHEREAS, the proposed framework for the senate, which incorporates feedback from the PCG and several student groups, is depicted in the two attached documents that describe the separation of duties among several vice presidents and outline standing committees comprised of senators representing both colleges and university chartered student organizations as well at-large senators selected from the student body; and

NOW, THEREFORE, BE IT RESOLVED that the establishment of an Undergraduate Student Senate (USS) to supersede the Student Government Association be approved, with the transition to begin at the end of the 2021 spring semester; and

BE IT FURTHER RESOLVED that an Undergraduate Student Senate Constitution and Bylaws be drafted and approved through the university shared governance process during the 2021-22 academic year.

President



KEY

- Senator - At-Large
- Senator - UCSO
- Senator - College



President

VP 1

VP 2

VP 3

VP 4

VP 6
BOV

- President - President of the Senate

- VP 1 - Vice President for Issues and Policy (Mainly Legislative)

In Charge of:

- Working Group 1
- Working Group 2

- VP 2 - Vice President for Shared Governance (Mainly Legislative)

In Charge of:

- Commission on Undergraduate Student Affairs

- VP 3 - Vice President for Administration

In Charge of:

- Accountability Committee
- Administration Committee
- Communications Committee (under Director of Communications*)
- Outreach Committee (under Director of Communications*)
- Staff Development Committee (under Director of Staff Development*)

- VP 4 - Vice President for Finance

In Charge of:

- Appropriations Committee
- Hokie Effect (Under Director of Hokie Effect*)

- VP & BOV - Vice President and Representative to the BOV

Selected by the BOV



GSA 2020/21 – 1R**Author(s):** Kase Poling**Sponsor(s):** Kayla Alward**RESOLUTION TO ESTABLISH THE GRADUATE STUDENT BUDGET BOARD**

- [1] **WHEREAS**, Virginia Polytechnic Institute and State University (“Virginia Tech”) is committed to a representative system of shared governance allowing members from all communities to participate in guiding the direction of the university community; and
- [2] **WHEREAS**, The Graduate Student Assembly of Virginia Tech (“GSA”) is the representative body for the graduate and professional students at this university; and
- [3] **WHEREAS**, graduate and professional students pay the student activity fee which supports student activity programs, the student centers (including the Graduate Life Center), student engagement personnel, and funds various activities to benefit student life on campus; and
- [4] **WHEREAS**, The Student Budget Board is tasked with determining how a significant portion of this money from the student activity fee fund is distributed; and
- [5] **WHEREAS**, the clear intent of this policy is for students from various organizations across the university to have a deciding voice in how this fund can best serve students from their constituencies; and
- [6] **WHEREAS**, graduate and professional students have significant differences from undergraduate students in their needs, how they spend their time during their studies, and what activities and programs would positively impact their experience at Virginia Tech; and
- [7] **WHEREAS**, over the course of several months many conversations have been had between members of the GSA and The Office of Student Affairs to improve the current system of student activity fee fund distribution; and

- [8] **WHEREAS**, A Graduate Student Budget Board may be better able to allocate funds derived from graduate and professional students' student activity fees in the best interest of graduate and professional students; and
- [9] **WHEREAS**, It has been determined that a trial phase for a Graduate Student Budget Board would be beneficial to assess the efficacy of this new system;
- [10] **NOW, THEREFORE, BE IT RESOLVED** that the Graduate Student Assembly hereby approves the proposal located in Appendix A of this document for the trial phase of the Graduate Student Budget Board (GSBB); and
- [11] **THEREFORE, BE IT FURTHER RESOLVED** that the members of the Graduate Student Budget Board, the members of the GSA Executive Board, and the members of the GSA legislative body will work with the Office of Student Affairs to evaluate the successes of the trial phase and revise the relevant policies for implementation after the end of said trial phase; and
- [12] **THEREFORE, BE IT FINALLY RESOLVED** that the GSA hereby communicates the actions of this resolution to the Commission on Student Affairs and all other relevant university governing bodies and requests concurrence therein.

2020/21 – 1C

Author(s): Kase Poling

Sponsor(s): Kayla Alward, Alexis Hruby, Clint Lanham

**A BILL TO ESTABLISH THE GRADUATE STUDENT BUDGET BOARD'S POLICIES
AND PROCEDURES AS PART OF THE GRADUATE and PROFESSIONAL STUDENT
SENATE BYLAWS**

- [1] **WHEREAS**, The Commission on Student Affairs recently approved the trial phase of the Graduate Student Budget Board (GSBB); and
- [2] **WHEREAS**, Graduate Student Assembly hereby amends in its entirety the Constitution of the Graduate Student Assembly and reenacts it as “the Constitution of the Graduate and Professional Student Senate” (GPSS) to take effect immediately upon approval by all necessary university governance bodies; and
- [3] **WHEREAS**, The GSBB recently held its first meeting and is already seeing interest from a variety of student groups; and
- [4] **WHEREAS**, It is important for the GSBB to be responsive to the needs of graduate students and subsequently the GPSS; and
- [5] **WHEREAS**, It is important for the GPSS to be able to efficiently and effectively address issues that arise relating to GSBB policies and procedures; and
- [6] **WHEREAS**, At its first meeting on March 31, 2021 the GSBB voted to recommend that the GSBB governing policies and procedures be housed within the GSA Bylaws and be subject to the same rules applicable to the GSA Bylaws as detailed in the GSA Constitution;
- [7] **NOW, THEREFORE, BE IT RESOLVED** that the Graduate Student Assembly (GSA) hereby approves the recommendation of the Graduate Student Budget Board (GSBB) to house the GSBB governing policies and procedures within the GSA Bylaws; and
- [8] **THEREFORE, BE IT FURTHER RESOLVED** that the members of the Graduate Student Budget Board, the members of the GPSS Executive Board, and the members of

Invent the Future

the GPSS legislative body will work with the Office of Student Affairs to evaluate the successes of the trial phase and revise the relevant policies for implementation after the end of the trial phase; and

- [9] **THEREFORE, BE IT FINALLY RESOLVED** that the GSA hereby communicates the actions of this bill to the Commission on Student Affairs and requests concurrence therein.

CONSTITUTION

COUNCIL OF INTERNATIONAL STUDENT ORGANIZATIONS OF VIRGINIA TECH

Last Edited on: 3/7/2019, 5:45 pm

By: CISO E-board

ARTICLE I – NOMENCLATURE

Section I: Nomenclature

The name of this organization is the Council of International Student Organizations (CISO).

ARTICLE II - Purpose and Objectives

Section I: Purpose

The purpose of this organization is to represent the international community within Virginia Tech. This organization will organize multiple events throughout the year that showcase the international community found within the campus. Additionally, this organization acts as a liaison between the university and the International Student Organizations (ISOs), which are Registered Student Organizations (RSOs) at Virginia Tech, through its University Chartered Student Organization (UCSO) status.

Section II: Objectives

The objectives of CISO shall be:

1. To act as an umbrella organization for ISOs and advocate for their interests both individually and collectively.
2. To promote cultural awareness through activities and events, such as Dance of Nations and International Street Fair.
3. To facilitate connections between domestic and international students.

ARTICLE III - MEMBERSHIP

Section I : Diversity Statement and Application

1. All ISOs are welcome to be a member of CISO. Membership in CISO shall be free from discrimination on the basis of sex, race, religion, ethnic groups, age or national origin.
2. ISOs must register with the current CISO board to be members of CISO.

Section II: Requirements

1. Membership in CISO is open to all ISOs that represent an international community.
2. Other RSO's may be granted membership at the discretion of the Executive Board.

Section III: Rules and Responsibilities of ISOs

1. One representative from each member ISO is required to attend general body meetings of CISO.
2. Two consecutive absences by a member organization at a general body meeting shall result in a warning by the executive board.
3. Membership of organizations may be terminated for delinquent behavior upon receiving two-thirds majority vote of the executive board. Delinquent behavior includes not attending general body meetings, having unpaid dues, not following RSO policies and exhibiting disorderly behavior which impedes the functions of CISO and member organizations.
4. A representative from each ISO must vote to elect the CISO executive board officers.

Section IV: Membership benefits

1. The ability to connect with other ISOs and Virginia Tech resources and organizations such as the Student Government Association (SGA), Student Engagement and Campus Life(SECL), Cranwell International Center, Commission of Student Affairs (CSA), Student Budget Board (SBB), Graduate Student Assembly (GSA), etc. through an information pool provided by CISO.
2. All member ISOs shall have priority to participate at CISO programs.
3. All member ISOs shall have an opportunity to nominate and vote CISO executive board members

Section V: Outside Participation Clause

CISO shall allow the participation of Margaret Marsille, Sue Dille Designs, and The Blacksburg Chinese School at their discretion.

Section VI: Disclaimer

CISO shall not be held responsible for payments of debts and /or obligations and/or activities of any member organization.

ARTICLE IV – EXECUTIVE BOARD

Section I: Officers

The officers of CISO shall constitute the Executive Board. The officers of CISO shall be:

1. President
2. Vice President
3. General Secretary
4. Treasurer
5. Event Coordinator (2)
6. Public Relations (2)
7. Webmaster

Section II: Responsibilities

1. Perform the duties prescribed by these bylaws and by the parliamentary authority
2. Schedule and preside over General Body meetings.
3. Incharge of the affairs of CISO
4. Each officer has one vote, at executive board meetings.

ARTICLE V - Duties of Officers and of Faculty Advisor

Section I: President

1. Act as a chairperson of the Executive Board
2. Preside over and set agenda of each meeting.
3. Execute by-laws, call special meetings, and appoint committees not otherwise provided for with the consent of the general body.
4. Attend all university meetings of committees requiring CISO representation or appoint a delegate.
5. Act as point of contact for the current faculty advisor, university and community.
6. Be responsible for approval of all disbursement of funds of CISO with the majority consent of the entire Executive Board.
7. Sign for receipts and invoices as deemed necessary.
8. Member of the Budget committee
9. Other duties or assignments shall be appointed to the President at the discretion of the board, if necessary.

Section II: Vice-President

1. Conduct all official correspondence for CISO and maintain a permanent record of such correspondence.
2. Assist the President and Secretary as needed with duties.
3. Work with the President in setting the agenda of each meeting and communicating with the faculty advisor.

4. Vice-President shall perform the functions of President when the President is indisposed.
5. Monitor the attendance of committee and board members at meetings and issue warnings as and when needed.
6. Co-chair to the Fundraising committee with the Public Relations Officer.
7. Member of the Budget committee.
8. Other duties or assignments shall be appointed to the Vice-President at the discretion of the board, if necessary.

Section III: General Secretary

1. Record electronic minutes of all meetings held by the Executive Board and General Body.
2. Postings of minutes in the corresponding electronic forum within seven days following the meetings.
3. Communicate required internal board and university matters and serve as collaborator between committees when necessary.
4. Send monthly updates to member organizations (i.e. Newsletters).
5. Building and maintaining relationships with our constituencies via correspondence and appreciation.
6. Other duties or assignments shall be appointed to the General Secretary at the discretion of the board, if necessary.

Section IV: Treasurer

1. Receive and disburse all money on behalf of CISO under the direction of the Executive Board and approval by the President.
2. Record the acceptance of all money in a shared electronic running account according to the policies of the uniform accounting system of Virginia Tech.
3. Maintain an updated electronic report of all expenditures, deposits, and balances of CISO to be available for reference, if necessary, during meetings.
4. Ensure that all Executive Board members are up to date regarding University Policies on handling budget matters.
5. Submit a report in Excel format each semester (of receipts and expenditures) to the faculty advisor.
6. Sign for receipts and invoices as deemed necessary.
7. Chair of the Budget committee.
8. Other duties or assignments shall be appointed to the Treasurer at the discretion of the board, if necessary.

Section V: Event Coordinators

1. Responsible for the overall planning and execution of all CISO events.
2. Responsible for the management and maintenance of contracts regarding all CISO events.
3. Act as the point of contact between the active constituents and CISO for all CISO events.

4. Propose committees for specific events to be approved by the executive board and act as co-chairs to these committees.
5. Prepare budget requirements for CISO events to the Budget committee and provide invoices to the Treasurer.
6. Other duties or assignments shall be appointed to the Event Coordinator at the discretion of the board, if necessary.

Section VI: Public Relations Officer

1. Control communication between the Executive board members and the wider community
2. Always maintain a current list of contact information, including name and email, for current and future constituents.
3. Promote all CISO events through all the appropriate permit and non-permit media to reach the University community as well as the wider community.
4. Search and maintain marketing platforms for CISO.
5. Co-chair to the Communications Committee
6. Co-Chair to the Fundraising Committee with the Vice-President.
7. Other duties or assignments shall be appointed to the Public Relations Officer at the discretion of the board, if necessary.

Section VII: Webmaster

1. Maintain and update CISO's electronic forums and sites such as GobblerConnect, Sharepoint, or other platforms, in accordance with university policies. Including but not limited to:
 - a. CISO calendar
 - b. Organizational listserv
 - c. Upcoming events
 - d. Weekly executive and monthly general body minutes
 - e. Officers' information
 - f. Pictures
 - g. Contact Information
 - h. Create media
 - i. Member of the Communications committee
2. Other duties or assignments shall be appointed to the Webmaster at the discretion of the board, if necessary.

Section VIII: Faculty Advisor

1. Must abide by Virginia Tech Policy 8012 Section 2.7 as role of advisor for UCSO.
2. Serve as an advisor and resource person in the implementation of CISO actions.
3. Must be a member of the faculty or administrative staff under the department in which CISO is operating.
4. Will not have a vote during CISO meetings and during CISO elections.

5. Other duties or assignments shall be appointed to the Faculty Advisor at the discretion of the board, if necessary.

ARTICLE VI – Elections

Section I: Preliminaries

The election process shall be decided upon by the current board:

1. Elections shall be conducted during the month of March.
2. Elections will be advertised to all member organizations at least 3 weeks prior to the opening for nominations.
3. Nominations will be open for two weeks, after which the Advisor will ensure that nominees are in good standing with the university.
4. The election will remain open for one week. Failing to participate in elections shall result in warning for non-performance by the Executive board.
5. Officers of CISO shall be elected by a plurality of votes. Each member organization shall have one vote.

Clause I - Eligibility for Nominations

- A. Any graduate or undergraduate Virginia Tech student in one of CISO's constituent organizations are eligible to be nominated to serve on the CISO executive board.
- B. No more than two CISO Executive Board members may be members of the same constituent organization.
- C. At least five of the eight positions on the Executive Board must be held by non-US resident students.

Section II: Beginning of Executive Term

1. The newly elected Executive Board members shall shadow the current board after the election during the month of April and take office and assume responsibility on the first Thursday of May. The current Executive board shall serve until their successors are properly inducted into office on May 1st.

Section III: Vacancy

1. Should a vacancy occur in the office of President, the unexpired term shall be filled by the Vice-President.
2. Should a vacancy occur in any other elected position(s), the unexpired term(s) shall be filled upon recommendation of the current executive board and approval of the Faculty Advisor. Replacements will serve until the next election cycle.

Section IV: Resignation

In the event of officer resignation, they must provide, two weeks notice via a letter of resignation, during which time the resigning officer must remain in position to ensure a smooth transition of duties.

ARTICLE VIII – COMMITTEES

Section I: Definition

1. There shall be two types of committees, standing and ad hoc.
2. The Executive Board shall have the power to appoint an ad hoc committee delegate responsibilities and powers as appropriate.

Section II: Standing Committees

The standing committees shall be as follows:

Clause I - Communications Committee - Closed to constituents

- A. Co-chair: Public Relations officers
- B. Members: Event coordinators, webmaster
- C. Duties:
 - a. Come up with a marketing packet for CISO and its events.
 - b. Construct monthly newsletters to be distributed among constituents.
 - c. Come up with an advertising strategy for CISO and its events.

Clause II - Budget Committee - Closed to constituents

- A. Chair: Treasurer
- B. Members: VP, President
- C. Duties:
 - a. Obtain budget requirements from the event coordinators and the contact point for ISF.
 - b. Come up with yearly budgets and request for funds with through the Student Budget Board.
 - c. Apply for Contingency funds through the Student Budget Board when required.
 - d. Reallocate unused funds if necessary.
 - e. Approve all purchases.
 - f. Ensure that at least 90% of the allocated funds are used every academic year.
 - g. Submit appeals to Commission of Student Affairs or corresponding University office within one week of receiving budget approval.

Clause III - Fundraising committee - Open to constituents

- A. Co-chaired by Vice President; Public Relations officer
- B. Members: Open to nominations (limited to a team of 10)
- C. Duties
 - a. Brainstorm and facilitate fundraising opportunities
 - b. Host fundraising events adhering to University policies.

Clause IV - Events Committee - Open to constituents

- A. Co-chairs: Event Coordinator
- B. Members: Open to nominations (limited to a team of 10)
- C. Duties
 - a. Organize and execute all events while adhering to University regulations.
 - b. Brainstorm for minor events.
 - c. Recruit volunteers when needed.

ARTICLE VII – MEETINGS

Section I: Executive Board and Committee meetings

1. Executive Board meetings shall take place in the designated CISO office unless otherwise noted by the board.
2. The date and agenda of all Executive Board meetings of CISO shall be communicated at least two days in advance.
3. All members must attend executive board meetings and corresponding committee meetings on time, unless absence is approved by the President.
4. Three failures to notify absence in advance results in warning for non-performance.
5. All members shall email any new or updated agenda items for the next meeting at least 72 hours in advance to the President.

Section II: General Body Meetings

1. General Body meetings shall be held on predetermined dates, at least twice a semester.
2. The time, agenda, and place of the General body meetings shall be decided upon by Executive Board and communicated within reasonable time (7 days) to member organizations

ARTICLE VIII – WARNINGS AND IMPEACHMENT

Section I: Warnings

A warning for non-performance of stipulated duties may be issued with agreement of two-thirds of the Executive Board, excluding the member being discussed, and approval of the Advisor. All members are allowed 2 warnings on non-performance of stipulated duties. Further non-performance may result in the removal of the constituent by the Executive Board.

Section II: Advisor Warnings

The Faculty Advisor shall be issued a non-performance warning by the executive board by consensus and with approval of the VP for Student Affairs or his/her designate.

Section III: Removal and Impeachment

1. Constituents shall be removed if they have received two non-performance warnings and at least two-thirds of the Executive Board votes to do so.
2. Should an officer be seen as unfit or fail his/her duties, any officer has the power to call for impeachment. The officer under question shall be impeached with agreement from two-thirds of the Executive Board, excluding the officer under question with the Faculty Advisor acting as a mediator.

ARTICLE IX– PARLIAMENTARY PROCEDURES

Section I

The parliamentary authority adopted by CISO shall be Robert's Rule of Order Newly Revised.

ARTICLE X– AMENDMENT PROCEDURES

Section I

Two-thirds vote from Executive Board members shall be necessary to amend the constitution. Each amendment shall be ratified after receiving a two-thirds majority vote of total present Executive Board.

Present at the Council of International Student Organizations for first discussion on February 2, 2019.

**Approved at the Council of International Student Organizations delegate meeting March 7, 2019.
Approved by the Commission of Student Affairs on March 21, 2019.**

CONSTITUTION

COUNCIL OF INTERNATIONAL STUDENT ORGANIZATIONS OF VIRGINIA TECH

Last Edited on: 03/28/2021, 10:40 am

By: CISO Board

ARTICLE I – Nomenclature

Section I: Nomenclature

The name of this organization is the Council of International Student Organizations (CISO).

ARTICLE II - Purpose and Objectives

Section I: Purpose

The purpose of this organization is to represent the international community within Virginia Tech. Through the multiple events we host, we aim to improve intercultural exchange, improve the visibility and knowledge of the diverse global community to create an inclusive environment at Virginia Tech. Additionally, this organization acts as a liaison between the university and Registered Student Organizations (RSOs) that are culturally focused at Virginia Tech, through its University Chartered Student Organization (UCSO) status.

Section II: Objectives

The objectives of CISO shall be:

1. To act as an umbrella organization for our constituent RSOs and advocate for their interests both individually and collectively.
2. To promote cultural awareness and global inclusivity through activities and events, such as Dance of Nations, International Street Fair, and other international focused events.
3. To facilitate connections between domestic and international students.

ARTICLE III - Membership

Section I : Diversity Statement and Application

1. Membership in CISO shall be free from discrimination on the basis of sex, race, religion, ethnic groups, age, national origin, or citizenship.
2. Members cannot be removed by CISO unless the rules and responsibilities outlined in Article III, Section III are broken by the constituent RSO, or request of termination for membership is provided by the constituent RSO.
3. Constituent RSOs must register with the current CISO board to be members of CISO.

Section II: Requirements

1. Membership in CISO is open to all constituent RSOs that represent an international and/or international cultural community.
2. Other constituent RSOs may be granted membership at the discretion of the Board based on CISO's mission, purpose, and objectives.

Section III: Rules and Responsibilities of constituent RSOs

1. One representative from each constituent RSO is required to attend general body meetings of CISO.
2. Two consecutive absences by a member organization at a general body meeting shall result in a warning by the Board.
3. Termination of Constituent Membership
 - a. Membership of an organization may be terminated (removed from the CISO umbrella and its benefits) for delinquent behavior upon receiving two-thirds majority vote of the Board.
 - b. Delinquent behavior includes not attending General Body Meetings, having unpaid dues, not following RSO policies and exhibiting disorderly behavior which impedes the functions of CISO and member organizations.
 - c. Membership may be reconsidered after one academic year
4. A representative from each constituent RSO must vote to elect the CISO Board members. Failure to vote shall result in a warning by the Board.

Section IV: Membership benefits

1. The ability to connect constituent RSOs with each other and with Virginia Tech resources and organizations such as Student Engagement and Campus Life (SECL), Commission on Student Affairs (CSA), and Student Budget Board (SBB) through an information pool provided by CISO.
2. All constituent RSOs shall have priority to participate in CISO programs.
3. All constituent RSOs shall have an opportunity to nominate and vote for CISO Board members.
4. Constituent RSOs can apply for future cultural event grants.
 - a. Grants are only applicable on announcement by CISO and Cranwell International Center.
 - b. Constituent RSOs will be eligible to apply for Cranwell International Center Program Development Grants and will be given preference during the application review and awarding process each Fall and Spring semester.
 - c. There will be no guarantees for receiving grants upon application.

Section V: Outside Participation Clause

1. At the discretion of the Board, additional cultural or international participants will be considered based on CISO's mission, purpose, and objectives.
 - a. The decision will be determined based on two-thirds majority.

Section VI: Disclaimer

1. CISO shall not be held responsible for payments of debts and /or obligations and/or activities of any member organization.

ARTICLE IV – The Board

The Board consists of all position members listed in this article.

Section I: The Executive Board

The Executive Board shall be composed of:

- President
- Vice-President External
- Vice-President Internal
- General Secretary
- Treasurer

Section II: Officers

The officers of CISO shall consist of the Executive Board and in addition, include the following:

- Event Coordinator External
- Event Coordinator Internal
- Public Relations Officer
- Creative Director

Section II: External and Internal Definitions

1. The external board focuses on outward facing events and outreach to the general community. This include, but is not limited to:
 - a. Additional branches of Division of Student Affairs, Student Engagement and Campus Life, or third parties.
2. The internal board focuses on internal relations through various methods such as events and newsletters with our constituency and within CISO.

Section III: Decision Making

1. Each officer has one vote at Board meetings.

ARTICLE V - Duties of Officers and of Faculty Advisor

Each officer and the advisor has a duty to uphold their role in this organization and to perform the duties prescribed by these bylaws and by the parliamentary authority. The officers shall also be responsible for reaching certain performance measurements. No officer should be on academic suspension.

Section I: President

1. Duties
 - a. Act as a chairperson of the Board and execute by-laws of the constitution.
 - b. Preside over and set the agenda of each Board meeting, additionally share the agenda with the board.
 - c. Attend all university meetings of committees requiring CISO representation or appoint a delegate.
 - d. Act as a mediator with the aid of the advisor, if necessary, should any conflicts arise.
 - e. Act as the main point of contact between the current faculty advisor, university, and

community.

- f. Be responsible for the budget of CISO by creating the budget request, for the upcoming year, approving disbursements, and informing the Board of any changes to the budget. This shall be done in collaboration with the Treasurer.
 - g. Actively build and maintain relationships with our host department, Cranwell International Center.
 - h. Work in collaboration with Cranwell International Center in organizing and planning major cultural events, such as International Street Fair.
 - i. Other duties or assignments shall be appointed to the President at the discretion of the board, if necessary.
2. Performance Measurements
 - a. Maintain transparency with the Board.
 - b. Actively watch out for the well-being of board members.
 - c. Hold all members, (including the President), accountable for their roles and responsibilities.
 - d. Ensure the accessibility of this organization to its members.
 - e. Encourage the Board members to take initiatives and also support them in their endeavors.
 - f. Ensure that the Board votes on organizational matters including decision making, commitments, and others.

Section II: Vice-President External

1. Duties
 - a. Uphold the purpose and objectives of CISO through collaboration, networking, etc. within the Virginia Tech community by actively reaching out to the university community, such as other UCSOs, and maintaining ties with them.
 - b. Represent our constituents within University Governance if necessary,
 - c. Work with the President and Vice President Internal to help lead the Board effectively.
 - d. Work in collaboration with the President and Cranwell International Center in organizing and planning major cultural events, such as International Week.
 - e. Play the role of a mediator if necessary by discretion of the President.
 - f. Assume the tasks and responsibilities of the President if the latter is indisposed.
 - g. Other duties or assignments shall be appointed to the Vice-President External at the discretion of the board, if necessary.
2. Performance Measurements
 - a. Have an annual collaboration with other UCSOs. (i.e International Week).
 - b. Build relationships with possible donors.
 - c. Maintain relationships and communicate with the Virginia Tech community by responding to email and scheduling meetings.

Section III: Vice-President Internal

1. Duties
 - a. Uphold the purpose and objectives of CISO through collaboration, networking, etc.

- within the Virginia Tech community by actively reaching out to our constituents.
 - b. Work with the General Secretary to organize General Body Meetings for our constituents to relay information and share concerns.
 - c. Work with the President and Vice President External to help lead the Board effectively.
 - d. Represent our constituents within University Governance if necessary.
 - e. Work in collaboration with the President and Cranwell International Center in organizing and planning major cultural events, such as International Street Fair.
 - f. Play the role of a mediator if necessary by discretion of the President.
 - g. Assume the tasks and responsibilities of the President if the latter and the Vice-President External are indisposed.
 - h. Other duties or assignments shall be appointed to the Vice-President Internal at the discretion of the board, if necessary.
2. Performance Measurements
- a. Oversee the internal affairs of the organization's members through regular communication.
 - b. Timely release of event applications to constituent members.
 - c. Ensure the planning and execution of General Board meetings.
 - d. Attend all General Body Meetings.

Section IV: General Secretary

1. Duties
- a. Record meeting minutes of all Board and General Body Meetings.
 - b. Posting of meeting minutes in the appropriate electronic forum(s) within five days of the meetings.
 - c. Maintain internal communications within the Board in regards to meetings, events, etc.
 - d. Gather information and send reminders as necessary to the organization.
 - e. Work with Vice-President Internal to organize General Body Meetings for our constituents to relay information and share concerns.
 - f. Other duties or assignments shall be appointed to the General Secretary at the discretion of the board, if necessary.
2. Performance Measurements
- a. Ensure the planning and execution of General Body Meetings.
 - b. Record the attendance of constituents at every General Body Meetings and Board meetings. The attendance at General Body Meetings should be at least 80%.
 - c. Record and release all meeting notes in a timely manner.
 - d. Maintain updated list of contact information of constituent members.
 - e. Regularly communicate with constituent members and provide updates and/or information as they arrive.

Section V: Treasurer

1. Duties
- a. The treasurer is responsible for setting the annual budget for CISO along with the President and VPs. Every budget line item requested must be justified by the treasurer to

ensure smooth transition of budget for the following years and also to ensure maximum approval of funding from SBB from the requested funds

- b. Act as a liaison with the Student organization accounting manager at Virginia Tech on monitoring and tracking the general ledger of CISO budget.
 - c. Receive and disburse all funds on behalf of CISO under the direction of the Executive Board and approval by the President.
 - d. Act as a liaison with the Assistant Director of Campus and Community Engagement at Cranwell International and CISO Advisor regarding CISO budgeting and financial transactions during any major events where CISO and Cranwell International are both actively involved in event planning and management along with co-hosting the events.
 - e. Responsible for scheduling biweekly/monthly meetings with representatives at Cranwell International and following up on the financial management and transactions of the CISO budget during the fiscal year.
 - f. Record the acceptance of all funds in a shared electronic running account according to the policies of the uniform accounting system of Virginia Tech.
 - g. Maintain an updated electronic report of all expenditures, deposits, and balances of CISO to be available for reference, if necessary, during meetings.
 - h. Ensure that all Board members are up to date regarding University Policies on handling budget matters.
 - i. Ensure completion of cash handling training of all Board members
 - j. Submit a report in Excel format each semester (of receipts and expenditures) to the Board
 - k. Sign for receipts and invoices as deemed necessary.
 - l. Other duties or assignments shall be appointed to the Treasurer at the discretion of the board, if necessary.
2. Performance Measurements
- a. Ensure that all necessary training has been completed. Also, share necessary training with the Board.
 - b. The treasurer should ensure at least 90% spending of allocated annual SBB Budget for CISO
 - c. The treasurer should ensure that no contingency fund is required from the SBB Budget for CISO events
 - d. The treasurer should provide meaningful and logical justifications for every line item in the budget section when applying for next year's Annual Funding from SBB.
 - e. The treasurer should be present in at least 80% of the CISO board meetings.
 - f. The treasurer should ensure 0% difference in the Virginia Tech Finance Budget reports and treasurer's/CISO's personal budget report.
 - g. The treasurer should ensure 100% of reimbursement from the receipts and invoices from both SBB budget and CISO's personal budget
 - h. If the treasurer is representing as a primary representative of the Student Budget Board, he/she should coordinate with the secondary representative to ensure 100% attendance in the Student Budget Board Meetings

Section VI: Event Coordinators (External and Internal)

1. Duties
 - a. Responsible for the overall planning and execution of all CISO events.
 - b. Responsible for the management and maintenance of contracts regarding all CISO events.
 - c. Act as the point of contact between the active constituents and CISO for all CISO events.
 - d. Propose committees for specific events to be approved by the Executive Board and act as co-chairs to these committees.
 - e. Prepare budget requirements for CISO events to the Budget committee and provide invoices to the Treasurer.
 - f. Other duties or assignments shall be appointed to the Event Coordinators at the discretion of the board, if necessary.
2. Performance Measurements (External)
 - a. Dance of Nations and International Street Fair
 - i. Ensure audience attendance and engagement.
 - ii. Planning and execution of performances.
3. Performance Measurements (Internal)
 - a. Oversee the planning and execution of Gobblerfest and Gobbler Fair
 - b. Create and execute two internal events, directly with our constituents, per semester
 - i. Ensure audience attendance and engagement.

Section VII: Public Relations Officers

1. Duties
 - a. Promote all CISO events through all the appropriate permit and non-permit media to reach the University community as well as the wider community.
 - b. Send monthly updates to member organizations (i.e. Newsletters).
 - c. Maintain an updated list of contact information, including name and email, for current and future constituents.
 - d. Search and maintain marketing platforms for CISO.
 - e. Other duties or assignments shall be appointed to the Public Relations Officer at the discretion of the board, if necessary.
 - f. Create an appropriate marketing plan based on the type of event.
2. Performance Measurements
 - a. 100% response rate for any messages received on social media platform
 - b. Follow the PR posting schedule for all events.
 - c. Proactively engaging with the audiences on all social media platforms.
 - d. Marketing plans completed for all internal, external, and Cranwell (if necessary) events.

Section VIII: Creative Director

1. Duties
 - a. Maintain the technical functions of the board.
 - b. Maintain and update CISO's electronic forums and sites such as GobblerConnect, Sharepoint, or other platforms, in accordance with university policies.
 - c. Maintain organization listserv
 - d. Create promotion material/media for the organization and its events

- e. Manage recording of events through: videography, photography, etc.
 - i. Whether it be through the member holding the position, or hiring a photographer.
 - f. Work in tandem with Public Relations officers in execution of marketing plans.
 - g. Other duties or assignments shall be appointed to the Creative Director at the discretion of the board, if necessary.
2. Performance Measurements
- a. All the information on our platforms are up to date and accurate i.e websites, social media, etc.
 - b. Promotional materials are submitted to PR Officers in a timely manner.
 - c. Actively and independently create engaging promotional materials for CISO. (i.e Anniversary posts)

Section IX: Faculty Advisor

1. Duties
- a. Must abide by Virginia Tech Policy 8012 Section 2.7 as role of advisor for UCSO.
 - b. Serve as an advisor and resource person in the implementation of CISO actions.
 - c. Must be a member of the faculty or administrative staff under the department in which CISO is operating.
 - d. Confirm all nominees for CISO Board are currently not on academic suspension.
 - e. The advisor is a non voting member.
 - f. Other duties or assignments shall be appointed to the Faculty Advisor at the discretion of the board, if necessary.
2. Performance Measurements:
- a. Advisor will be present at 80% of all CISO events, schedule 1 on 1s, and meetings.
 - b. Advisor will facilitate semesterly meetings between Cranwell and a majority of CISO Board members.

Section X: Intern Position

1. Duties
- a. Will work with the Board in helping with planning and executing events. Assignment of tasks will be determined by Officer members based on need.
 - b. The position will last for 1 semester. However, it can be renewed based on the discretion of the Board.
 - c. The Intern is a non-voting member.
2. Performance Measurements
- a. The Intern has to create and present one project proposal. The project must fulfill the purpose and objective of CISO.
 - b. Assigned tasks from the Board must be completed.
 - c. An attendance rate of at least 80% for all Board meetings.

Section XI: Office Hours

1. Each board member must hold office hours synchronously. If synchronously they must be at least one hour per week.

2. Officers must consult the President and Vice-Presidents in cases of absences.

ARTICLE VI – Elections

Section I: Preliminaries

The election process shall be decided upon by the current board with the general procedure stated below:

1. Elections shall be conducted during the month of March.
2. Elections will be advertised to all member organizations at least two weeks prior to the opening for nominations.
3. Nominations will be open for two weeks, after which the Advisor will ensure that nominees are in good standing with the university.

Clause I - Eligibility for Nominations

- A. Any graduate or undergraduate Virginia Tech student in one of CISO's constituent organizations is eligible to be nominated to serve on the CISO Board.
- B. No more than two CISO Board members may be members of the same constituent organization.
- C. At least two-thirds of the Board must be held by non-US resident students.

Section II: Election Proceedings

1. After nominees have been decided, the nominees will be interviewed by the Board.
 - a. If a nominee and a Board member have been previously acquainted, the executive member may not sit in the interview to prevent biases.
2. The Board, based on a two-third majority vote, will determine the status of the nominee.
3. Following the completion of interviews, nominees will be notified of their status.
4. Officers of CISO shall be elected by a plurality of votes. Each member organization shall have one vote.
5. The election will remain open for one week.
6. The Advisor does not have a vote during CISO elections.

Section III: Beginning of Executive Term

1. The newly elected Board members shall shadow the current board after the election during the month of April and take office and assume responsibility in the second week of May.
2. The current Board shall serve until their successors are properly inducted into office.

Section IV: Vacancy

1. Should a vacancy occur in the office of President, the unexpired term shall be filled by the Vice-President External or the Vice-President Internal if the latter cannot do so.
2. Should a vacancy occur in any other elected position(s), the unexpired term(s) shall be filled upon recommendation of the current Executive Board and academic approval of the Faculty Advisor.
3. Replacements will serve until the next election cycle.

Section V: Resignation

1. In the event of officer resignation, they must:
 - a. Meet with the President and Faculty Advisor before vacating the position.
 - b. Provide two weeks notice via a written explanation, during which time the resigning officer must remain in position to ensure a smooth transition of duties.

ARTICLE VII – Meetings

Section I: The Board

1. Board meetings shall take place in the designated CISO office unless otherwise noted by the President.
2. The date and agenda of all Board meetings of CISO shall be communicated at least two days in advance through effective communication channels.
3. All members must attend Board meetings on time, unless absence is approved by the President.
4. Three failures to notify absence in advance results in warning for non-performance.
5. All members shall update agenda items for the next meeting at least 72 hours in advance.
6. In case of unavailability of any board member during the meeting times at the meeting location, the board member can attend the meeting virtually (i.e. Zoom, Skype, etc.).
 - a. Justification must be provided for physical absences.
 - b. Beyond three physical absences, non-performance warnings will be issued.

Section II: General Body Meetings

1. General Body meetings shall be held on predetermined dates, at least twice a semester.
2. The time, agenda, and place of the General body meetings shall be decided upon by the Board and communicated within reasonable time (7 days) to member organizations.

ARTICLE VIII – Warnings and Impeachment

Section I: Warnings

1. A warning for non-performance of stipulated duties for an officer may be issued with agreement of two-thirds of the Executive Board, excluding the officer being discussed, and recommendation of the Advisor.
2. All officers are allowed two warnings of non-performance. Further non-performance may result in the removal of the officer.

Section II: Advisor Warnings

1. The Faculty Advisor shall be issued a non-performance warning by the Board by consensus and with approval of the Vice President for Student Affairs or his/her designatee.

Section III: Removal and Impeachment

1. An officer shall be removed if they have received two non-performance warnings and at least two-thirds of the Executive Board.
2. Should an officer be seen as unfit or fail his/her duties, any officer has the power to call for impeachment. The officer under question shall be impeached with agreement from two-thirds of

the Executive Board, excluding the officer under question with the Faculty Advisor acting as a mediator.

ARTICLE IX– Parliamentary Procedures

Section I:

The parliamentary authority adopted by CISO shall be Robert’s Rule of Order Newly Revised.

ARTICLE X– Amendment Procedures

Section I:

Two-thirds vote from the Board members shall be necessary to amend the constitution. Each amendment shall be ratified after receiving a two-thirds majority vote of the total present Board. There has to be a quorum of two thirds of the Board being available when voting occurs.

Presented at the Council of International Student Organizations for first discussion on February 15th, 2020.

Approved by the Council of International Student Organizations on March 31st, 2021.