

Constitution

4. Maintain the GSA electronic mailing list.
 5. Work with the Technology Officer to maintain and update the GSA web page.
- vi. The Technology Officer shall:
1. Be responsible for all equipment and technology-related aspects of the GSA.
 2. Build and maintain the GSA webpage.
 3. Work with the Secretary to maintain and update the GSA web page.
 4. Administrate the GSA computers, printers and other computer related equipment to ensure they are in good working order.
 5. Be in charge of all audio/visual equipment, including the GSA stereo system and CDs used for pub nights, barbecues and other events. If equipment is borrowed by a GSA club, it is the responsibility of the Technology Officer to sign it out and arrange for its return in good working order.
 6. Maintain all other appliances and other supplies (paper, batteries, cables, etc.) related to the devices in the GSA office.

In addition to the above duties, Officers of the GSA shall participate in programs of orientation for incoming graduate students.

Article IX

Meetings and Attendance

- A. There shall be at least two General Assembly meetings per month during the academic year.
- B. The meetings shall be run according to Robert's Rules of Order.
- C. Any graduate student may attend the GSA General Assembly, but only elected Representatives may vote.

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- D. Both Program and Club Representatives are expected to attend all GSA meetings. In the case of unavoidable absence they must ensure the presence of an alternate representative from their program or club.
 - 1. In the event that a club has two unexcused absences, the club will automatically be put on probation following official notice from the Secretary after the second unexcused absence. All of the club's assets will be kept frozen until they resume attendance to the meetings. An "unexcused absence" shall be defined as an absence that has not been excused in writing and signed and dated by a GSA officer.
 - 2. In the event that a program Representative has two unexcused absences, the GSA shall dismiss the Representative and/or alternate Representative by a two-thirds vote of the GSA Representatives following official notice of such a vote by the Secretary after the second unexcused absence. The GSA Representative in question shall have an opportunity to address the Representative body before the scheduled vote, but shall not have an opportunity to vote.

- E. Executive Board Members are expected to attend all official meetings of the GSA.
 - 1. In the event that an Executive Board Member has two unexcused absences in a given semester, the President shall bring a motion for their dismissal to the General Assembly.
 - 2. An "unexcused absence" shall be defined as an absence that has not been excused in writing and signed and dated by the GSA President.

Article X

Quorum

A "Quorum" is the minimum number of Representatives necessary to allow the business of GSA to be conducted.

- 1. The GSA President may convene a meeting and conduct it with any number of Representatives in attendance.

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2. For matters pertaining to financial disbursements, at least one-quarter plus one (?+1) elected or appointed Representatives of the GSA must be present to constitute Quorum.
3. For matters pertaining to amendments to the GSA Constitution and Bylaws, at least one half plus one (?+1) elected or appointed Representatives of the GSA must be present to constitute Quorum.

Article XI

Constitutional and Bylaw Amendments

A. Proposals of Amendments to the Constitution

1. Amendments to this Constitution may be proposed by any Member at the General Assembly and must be seconded by another Member.
2. The proposed amendment must be submitted to the GSA in written form.
3. The proposed amendment must be put to a vote at the GSA meeting one week after proper submission to the GSA.

B. Notice of and Voting On Conditional Amendments

1. Public notice of this vote and the date and location of the next scheduled General Assembly must be made at least one week prior to the meeting. Public notice may be considered, but is not limited to, notification of an amendment vote at a public GSA meeting.
2. Ratification of amendments to the Constitution requires a 2/3 affirmative vote of the Representatives present.

C. Proposals of Amendments to the Bylaws

Amendments to GSA Bylaws must be proposed by the same procedure as the GSA Constitution.

D. Notice of And Voting On Amendments to Bylaws

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1. Ratification vote for amendments to the Bylaws of the GSA requires a simple majority affirmative vote of the Representatives present.
2. A properly proposed amendment can be voted upon at the meeting in which it is proposed without the one week waiting period accorded constitutional amendments.

Article XIII

Finances

A. Funding

1. The Graduate Student Association shall be funded from the Graduate Student Association fee levied against all graduate students for this purpose.
2. The GSA Budget must fall within the boundaries of the annual income garnered from graduate student fees and the surplus remaining from past years.
3. The GSA Budget must be approved by the GSA representatives in the General Assembly before disbursements can be made.
4. The Budget of the GSA may be changed by the University only in the event that the Budget is in conflict with NJIT policies or regulations of the State of New Jersey.

B. Budget

All expenditures must be consistent with the purposes and objectives of the GSA and with votes on expenditures pursuant to rules set down in the GSA Constitution and Bylaws.

1. Each April, the executive board shall review the Operating Budget prepared by the Treasurer and submit a completed copy to the General Assembly for a vote. Once passed, this is the budget of GSA for the next academic year.

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2. The Operating Budget shall enumerate each responsible Committee, and the Line Item(s) they have authority over. Line items are expenditures that the General Assembly approves at the time of the passing of the budget. In the event a committee becomes nonfunctioning, its authority shall be passed to the General Assembly.
 - a. Budget Line items can be requested by any GSA Member, club, or campus organization. Accepted line items will be assigned to an appropriate committee or executive board Member for oversight and disbursement purposes.
 - b. Budget Line items are released by the Executive Board or by the appropriate committee and submitted to the treasury without the need for General Assembly approval.
 - c. Committees or Executive Board members to whom Line Item authority has been granted must provide a monthly report of expenditures to the General Assembly. The monthly report is due to the General Assembly at the first meeting of each month (the previous month's expenditures).
3. All other expenditures of money must be by recommendation of the appropriate committee, and approval by the General Assembly.
4. NJIT financial authorization by GSA advisor is required for all disbursements of money.

Article XIII

Member Emeritus

A. The necessary qualifications for appointment as a Member emeritus are:

1. Currently a Member of the GSA.
2. Has been an active GSA officer, Member Emeritus, GSA Representative or has been involved with the planning and/or operation of a major GSA event during the preceding year.

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B. The process to elect a Member emeritus is as follows:

1. An interested candidate must submit a petition to the President of the GSA explaining the reason(s) as to why Member emeritus status should be granted.
2. Any petition submitted to the President of the GSA must then be approved by a simple majority of the GSA Representatives before the petition is granted.

C. Responsibilities of a Member emeritus:

1. The term for a Member emeritus shall end at the next general election of GSA Representatives.
2. The GSA Member Emeritus shall serve in an advisory capacity and have the responsibilities and obligations for service of a Representative including voting power.
3. There is no limit to the number of times that a person may be granted Membership as a Member Emeritus provided they are Members of the GSA.

Article XIV

Club Representative

A. The necessary qualifications for appointment as a Club Representative are:

1. Currently a Member of the GSA.
2. Have been a chartered GSA club executive board member during the preceding year.

B. The process to elect a Club Representative is as follows:

1. An interested candidate must submit a petition to the President of the GSA explaining the reason(s) as to why Member emeritus status should be granted.

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2. Any petition submitted to the President of the GSA must then be approved by a simple majority of the GSA Representatives before the petition is granted.

C. Responsibilities of a Club Representative:

1. The term for a Club Representative shall end at the next general election of GSA representatives.
2. The Club Representative shall serve in the interests of the GSA Clubs and organizations and have the responsibilities and obligations for service of a representative including voting power.
3. There is a one year term limit that a person may be granted membership as a Club Representative.

Article XV

Committees

A. Standing Committees of the Graduate Student Association shall be:

1. The Clubs and Representatives Committee
2. The Activities Committee
3. Awards Committee
4. Research Day Committee
5. Any other committee defined by the bylaws

B. The operation and responsibilities of all standing committees shall be defined in the appropriate set of bylaws.

C. Membership to standing committees shall be defined by the appropriate set of Bylaws

D. The chairperson for each standing committee shall:

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1. Preside over the standing committee meetings.
2. Be responsible for implementing GSA decisions through the committee and periodically checking and reporting progress of the committee to the GSA.

E. Voting Members of Committees

1. Voting Members of the Club/Constitution Review Committee must be GSA Representatives (including Member emeritus), or GSA officers, or officers of GSA clubs in good standing.
2. Voting Members of the Activities Committee can be any Member of the GSA. All members of Activities Committee have voting power.
3. Voting Members of the Long Range Planning Committee must be officers, past-officers, and Member(s)-at-Large.

Article XVI

Dismissal of Executive Board Members

Members of the Executive Board may be dismissed for violating the Constitution and Bylaws or if they are judged to have engaged in conduct unbecoming of a GSA officer or have excessive unexcused absences. A motion to begin the dismissal proceedings may only be initiated in writing to the Representatives establishing the grounds for impeachment by any Representative or Board Member.

A. The acceptance of any motion for impeachment shall be preceded by a minimum seven days notice to the Representatives.

B. The motion shall require a two-thirds majority of the Representatives. If the Executive Board Member in question is also a Representative, they shall not be permitted to vote.

C. Any motion for impeachment shall not be subject to a Presidential Veto.

Adopted: October 27, 1993

Revised: April 28, 2004, March 8, 2006 and April 21, 2010