

CONSTITUTION

Article 1 (Name). The name of this organization shall be the *Mathematics Graduate Student Association of Northeastern University*, hereafter referred as *MGSA*.

Article 2 (Mission and Purpose). The purpose of the MGSA shall be to:

- (i) Be the official voice and representative of the graduate student body in the Department of Mathematics of Northeastern University.
- (ii) Actively seek improvement in the quality of graduate student life, academic affairs and research at the Department of Mathematics.
- (iii) Facilitate and enhance social and professional interaction among graduate students.
- (iv) Be an advocate for the student voice, defend the rights of graduate students and support them in their positions as students, teachers and researchers.

Article 3 (Organizational Structure). The MGSA shall be structured as follows.

- (i) **Affiliation** The MGSA is not affiliated with any outside organization.
- (ii) **Membership.** The MGSA does not discriminate on the basis of race, national origin, color, gender, gender identity, religious affiliation, veteran status, or sexual orientation.
Membership will be open to all full-time graduate Northeastern University students.
- (iii) **Meetings.** The MGSA shall hold regular meetings (time and place designated by the *Executive Board* - see below). The meetings shall serve as an open forum for the communication of graduate student concerns and needs. It shall determine the policies of the MGSA and shall receive proposal from the Executive Board for approval and/or implementation.
- (iv) **Participation Requirement** All members are requested to participate, each semester, to at least 50% of the *General Assemblies* - see below.
- (v) **Executive Board.** The *Executive Board* shall consist of the *President*, the *Vice President*, the *Treasurer*, the *Secretary* and the *General Executive Officers*. The members of the Executive Board are referred as *officers*. The Executive Board brings proposals and suggestions before the graduate student body of the Department of Mathematics. The Executive Board shall manage and coordinate programs, projects and activities approved by the members at the meetings.

Article 4 (Meeting Structure). The meeting shall be also referred as *General Assembly*.

A. Attendance.

The meeting shall be composed by a minimum of three (3) members. Each member at the meeting will be entitled to one vote.

Powers and responsibilities of the MGSA members:

- Represent the voice of the graduate student body.
- Approves, modify or rejects the budget submitted by the Executive Board.
- Has the power to initiate and conduct a referenda.
- Has the power to override an executive veto or decision by a majority.
- Votes on MGSA issues at regular meetings.
- Has the power to impeach an officer by a majority vote.

B. Structure of Meetings.

The MGSA President (or designated officer) shall chair the general meetings of the MGSA. The General Assembly shall meet at least two times (2) per academic semester at times to be determined by the Executive Board. The time and place of the meetings shall be announced with at least one (1) week notice. Special meeting may be called by the MGSA President, or by two (2) Officers, or by three (5) graduate students, to consider a special item or items of business. The party calling the special meeting, with the approval of the Executive Board, shall give no less than one (1) week notice of the time and place of special meeting.

A simple majority (50% + 1) of the meeting shall constitute a quorum. A simple majority for voting purposes shall be determined by having at least one-third of the attending members participating.

Article 5 (Executive Board). The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, and the General Executive Officers.

A. Officers.

The Officers shall be a President, a Vice President, a Treasurer, a Secretary, and the General Executive Officers, hereafter referred also as GEO. The General Executive Officers shall be GEO for Financial Affairs, GEO for Teaching Affairs, GEO for Website Maintenance, GEO for Common Spaces, GEO for Social Relations and Prospective Students and GEO for Graduate Student Seminar.

All officers will be responsible for knowing and understanding the information in the Student Organization Handbook and the Code of Student Conduct.

All officers must be full-time graduate students at Northeastern University.

Any GEO position can be assigned *ad interim* to the President, the Vice President, the Treasurer, or the Secretary or assigned to two (2) graduate students.

No person may hold two GEO positions at the same time. The Executive Board is intended to have a minimum of six (6) members.

An officer position may be removed if, after evaluation by the Executive Board and approval at the General Assembly, the position is no longer deemed necessary.

B. Eligibility and Term of Office.

Each officer is elected by majority vote of the members at the General Assembly for a term of twelve (12) months to run from May to the subsequent May. Officers may serve no more than three consecutive terms (3 years) in any one office.

C. Responsibilities of the Officers.

The following are the responsibilities endowed in the Offices of the Executive Board.

1. President.

President of MGSA shall be responsible for knowing and understanding the information in the Student Organization Handbook of the University as well as the Constitution of the MGSA. The President shall preside at all meetings of MGSA, shall appoint all committees subject to approval of the Executive Boards, and assume all other executive duties not otherwise specified.

Responsibilities of the President:

- Serves as a spokesperson of General Assembly and MGSA to outside agencies.
- Chairs the meetings of the Executive Board and the General Assembly.
- Serves as intermediate with the GSG and other Graduate Organizations.
- Oversees, along with the Treasurer, the management of the budget.
- Reports Executive Board activities and actions to the members.
- Upon request of the Chair of the Department of Mathematics, attends Faculty meeting in an observant capacity.

2. Vice President, Treasurer, and Secretary

All duties and responsibilities of the officers including Vice President, Treasurer and Secretary shall be determined by the MGSA President and Executive Board as it sees fit and in accordance with any and all appropriate by-laws.

Responsibilities of the Vice President:

- Helps to accomplish all goals set pertaining to the communication, image and overall welfare of the MGSA.
- Acts as president should, the president being temporarily unable to serve, absent or upon request of the President.

Responsibilities of the Treasurer:

- shall attend all Student Activities and Student Activities Business Office mandatory workshops.
- Gives reports at the MGSA meetings as to monetary disbursement, income, and balance.
- Prepares all budget requests and spending reports as necessary during the fiscal year.
- Coordinates and supervises fund raising activities.

Responsibilities of the Secretary:

- Keeps minute of all general meetings and Executive Board meetings and posts said minutes in an accessible place.
- Handles all correspondence of the MGSA.
- Maintains a membership roster with contact information and provides Student Activities Office with current officers' information each semester.

3. **General Executive Officers** The GEOs cooperate with the President and other members of the Executive Board to the achievement of a specific goal. They support the President and the Vice President whenever they meet with Faculty or University Administrative Staff to discuss a specific topic concerning their own area of responsibility.

Financial Affairs:

- The GEO shall provide the Executive Board a summary of the financial situation of the graduate student body each academic year. The GEO elaborates and discusses with the President and other members of the Executive Board solutions to further improve the quality and the transparency of the funding process.

Teaching Affairs:

- The GEO shall support the graduate students involved in any teaching activity and shall represent them at the Executive Board meetings. Upon request of the Chair, the GEO shall represent, together with the President and the Vice President, the MGSA at all Department of Mathematics Teaching Assistant Committee meeting.

Social Relations and Prospective Students:

- The GEO shall be responsible for organizing all MGSA social activities and provide constant updates of said activities to the Executive Board. The GEO shall be also responsible for planning activities to enhance the relations between the graduate student body and the prospective students.

Graduate Student Seminar:

- The GEO shall organize the weekly meeting for the Graduate Student Seminar.

Website Maintenance:

- The GEO shall cooperate with other members of the Executive Board in the maintenance of the MGSA website in order to share with all members information concerning MGSA or related activities.

Common Spaces:

- The GEO shall monitor the correct usage of the Graduate and Faculty Lounge by the graduate student body. The GEO shall elaborate and discuss with the Executive Board solutions to further improve the quality of the physical spaces of the Department of Mathematics.

D. Resignation and Removal.

If the President resigns, Vice President, Treasurer, or Secretary must be appointed by the Executive Board, and approved by the General Assembly, to assume the Presidency for the remainder of the term.

Vacancies for any other offices will be filled at a general or special meeting called by the President.

An officer can be impeached from office by a vote of the General Assembly. The process of impeachment must be initiated by any three (3) members of the Executive Board or any five (5) members of the General Assembly. Any subsequent vacancies created by impeachment or resignation of any officer will be filled by a representative chosen at a general meeting.

E. Executive Board Meetings.

The majority of the Executive Board shall constitute a quorum. In order for a matter to be voted on, there must be at least a quorum present. All decisions must be reached by a majority of those present unless otherwise specified herein. The MGSA President shall chair the meetings. One officer shall have one vote on all matters, except for the President who may vote only in a case of tie.

The format and frequency of meetings shall be determined by the Executive Board. Regular meetings shall be at the call of the MGSA President and the Executive Board. Special meetings may be called to consider a special item or business.

Responsibilities of the Executive Board:

- Has the power to create and dissolve committees that will help achieve the goals set forth by the members.
- Has the responsibility of keeping the records of the MGSA and making them available to any member who so requests.
- Sets the date, time, place, and agenda of MGSA meetings.
- Acts for the members only when it is not possible to wait for the next General Assembly for a decision on an issue. The Executive Board must have the quorum and shall not have the authority to effect major policy changes. When the Executive Board acts on behalf of the members, the Executive Board shall inform the members of such actions and the reasons for it at the next General Assembly.
- Develop the MGSA budget proposal for the next fiscal year and submits it to the members.

Article 6 (Faculty Advisor). There will be one (1) faculty advisor to the MGSA. The advisor must be a full-time faculty or staff member at Northeastern University, most preferably from the Department of Mathematics.

The advisor must be nominated by any member of the MGSA and will be approved by a majority vote of the members.

The advisor will be ex-officio, non-voting member on all committees of the organization. The advisor will be responsible for financial oversight by signing all financial forms for the Student Activities Business Office.

The MGSA recognizes in the Graduate Coordinator the natural candidate for this position.

Article 7 (Elections and Voting). Elections for the officers of the Executive Board shall take place during the Fall Semester, at the end of the month of September. Annual elections shall be sufficiently publicized to all members no less than two (2) weeks prior to the election date. The officers and other Executive Board members shall be elected

for one year.

A voting member is defined as one who has met the participation requirement including attendance at the majority of meetings and functions.

Article 8 (Parliamentary Authority). Roberts Rules of Order will be the guide for all organization procedures not specifically defined in this constitution and by-laws. The quorum for a meeting is defined as 50% + 1 of current membership.

Article 9 (Referenda). The MGSA has the right to initiate and conduct referenda among the graduate student population of the Department of Mathematics. The MGSA has the obligation to carry out the directives established as a result of that referendum.

Article 10 (Constitutional Changes and Interpretation). Ratification of the Constitution requires a 2/3 vote of the members at a regular meeting. Initiative for amendments to the Constitutions can be made at a regular meeting either by a member or by the Executive Board. Notice of the amendment must be presented in writing at a meeting that is at least one (1) week prior to the voting on the amendment(s). After this Constitution is approved by the President of the University, it can be amended. Amendments must be ratified by at least 2/3 if those present and voting. Any conflicts in interpretation of the Constitution or by-laws will be decided by the Executive Board.