BY LAWS OF THE COUNCIL OF GRADUATE STUDENTS IN EDUCATION
OF THE UNIVERSITY OF PITTSBURGH
(Approved August 28, 2012)

ARTICLE I - Name
- Section 1. This organization shall officially be known as the Council of Graduate Students in Education
- Section 2. This organization may be known as CGSE.

ARTICLE II - Purpose
- Section 1. The Council of Graduate Students in Education shall represent the interests and articulate the concerns of its members before the administration, faculty, and alumni of the Graduate School of Education, and before the Graduate and Professional Student Association of the University of Pittsburgh.
- Section 2. CGSE exists to assist graduate students to address their individual and collective concerns pertaining to the graduate experience and professional and career development.
- Section 3. The Council of Graduate Students in Education shall help open and maintain channels of communication between its members and the staff, faculty, and administration of the Graduate School of Education.

ARTICLE III - Membership
- Section 1. Eligibility. All students enrolled in the Graduate School of Education programs at the University of Pittsburgh are members of CGSE.
- Section 2. Rights. Members are entitled to attend all meetings of the Executive Board; bring issues before it; participate in CGSE-sponsored activities; run for elected CGSE offices and elected positions on the School of Education's council and committees; vote in elections of CGSE officers and graduate student representatives, and vote for bylaw amendments.

ARTICLE IV - Organization
- Section 1. The Council of Graduate Students in Education is an affiliate and constituent organization of the Graduate and Professional Student Government [GPSG] of the University of Pittsburgh.
- Section 2. CGSE is a unicameral organization; its governing body is the Executive Board.
- Section 3. Any School of Education affiliate group may petition the CGSE Executive Board to appoint one of its members to serve as a voting member of the executive board.

ARTICLE V - Executive Board Membership
- Section 1. Selection. Executive Board members shall be elected in the annual balloting by eligible voters from the School of Education's academic departments: Instruction & Learning (IL), Administrative and Policies Studies (ADMPS), Psychology in Education (PSYED), Health and Physical Activity (HPA), and Learning Science and Policy Center (LSAP).
- Section 2. Qualifications. Any Graduate School of Education student who is not on academic probation is qualified to run for and serve in the elected positions or serve as an at-large CGSE Executive Board representative. It is recommended, but not
required, that the President be someone who has served on the Executive Board subsequent to running for election.

- **Section 3. Representatives to the Executive Board.** The CGSE Executive Board shall consist of the following members:
  a. **Four (4) officers:** President, Vice President, Secretary, Business Manager
  b. **Five (5) departmental representatives** (approved by department chairs):
     - ADMPS, HPA, IL, LSAP, PSYED
  c. **Two (2) events committee co-chairs**
  d. **Two (2) conference committee co-chairs**
  e. **Fifteen (15) graduate student representatives elected to the School of Education Council and its standing committees as follows:**
     i. Two (2) School of Education Council representatives
     ii. Two (2) Academic Affairs Committee representatives
     iii. Two (2) Curriculum Committee representatives
     iv. Three (3) Student Affairs Committee representatives
     v. Three (3) Research Committee representatives
     vi. One (1) Technology Committee representative
     vii. Two (2) Diversity and Social Justice Committee representatives
  f. **Maximum of five (5) at-large representatives** may be selected by the Executive Board. Any member may petition the Executive Board for selection. Selection shall be based upon the candidate’s demonstration of interest in the organization.
  g. **One (1) representative** shall be chosen by each affiliate group if applicable

**ARTICLE VI - Executive Board Member Duties & Elections**

- **Section 1. Composition.** The composition of the Executive Board of the Council of Graduate Students in Education should be as set forth in Article V, Section 3.
- **Section 2. Terms of Office.**
  a. The **officers** of CGSE shall serve a one (1) year term, beginning July 1 following their election until the next June 30.
  b. The **School Council representatives** shall serve a one (1) year term, beginning July 1 following their election until the next June 30.
  c. **At-large representatives** shall serve up to one (1) year term, beginning with their selection by the executive board until the next June 30.
  d. **All other positions** (departmental representatives, event committee co-chairs, conference committee co-chairs, and School Council Committees) shall serve a two (2) year term, beginning July 1 following their election until June 30 of year two.
- **Section 3. Right of Succession.** CGSE executive board members may be nominated and elected to serve successive terms in office.
- **Section 4. Duties of the President.**
  a. Attend and preside at all executive board meetings of CGSE.
  b. Attend (or send other representative) to GPSG monthly board meetings.
  c. Form any necessary ad hoc committees or task forces, and appoint their chairs.
  d. Be responsible for soliciting volunteers or appointing members to vacated positions on committees.
  e. Keep the Executive Board informed of all the activities of the organization.
  f. Choose persons or request volunteers to represent CGSE.
  g. Formulate the agenda for meetings.
h. Sign all checks or contracts entered into on behalf of CGSE.
i. Serve as an ex-officio member on all CGSE committees.
j. Coordinate the activities of CGSE.
k. Be responsible for the disposition of all council funds.
l. Be jointly responsible with business manager for preparation of the CGSE budget.

- **Section 5. Duties of the Vice-President.**
  a. Attend all executive board meetings of CGSE.
  b. Serve in place of the president during the president's absence.
  c. Fill the unexpired term of the president when a vacancy occurs in the presidency.
  d. Be responsible for maintaining and keeping updated the CGSE website and social media resources.
  e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 6. Duties of the Secretary.**
  a. Attend all executive board meetings of CGSE.
  b. Maintain the official record of the council, including the minutes of all meetings.
  c. Distribute minutes of all meetings to Executive Board members within one week following the meeting's date, and provide public copies of minutes to members within two weeks following the meeting's date; with minutes approved at the following meeting to be distributed to Executive Board members within one week following approval of the minutes, and public copies of the approved minutes to be provided members within two weeks following the approval of the minutes.
  d. Be responsible for conducting all correspondence as shall be necessary.
  e. Be authorized to countersign all contracts entered into and on behalf of the council.
  f. Maintain and update a membership roll.
  g. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 7. Duties of the Business Manager.**
  a. Attend all executive board meetings of CGSE.
  b. Maintain and balance the organizational ledger.
  c. Manage all business transactions.
  d. Present monthly treasurer reports to the CGSE Executive Board.
  e. Participate in the end of the fiscal year financial audit with the President, the President-Elect and the Business Manager-Elect.
  f. Participate with the President in discussing the proposed budget with the President-Elect and Treasurer-Elect.
  g. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 8: Duties of the Departmental Representatives.**
  a. Attend all executive board of CGSE.
  b. Assist in the dissemination of important information from the CGSE board meetings to the departments they represent.
  c. Assist in promoting CGSE events in respective departments.
  d. Bring concerns of students within their departments to CGSE’s attention as needed.
  e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

- **Section 9: Duties of the Event Committee Co-Chairs.**
  a. Attend all executive board of CGSE.
b. Assist with planning CGSE events in areas such as catering, promotions, etc.
c. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

**Section 10: Duties of the Conference Committee Co-Chairs.**

d. Attend all executive board of CGSE.
e. Coordinate the planning of CGSE’s fall and spring colloquium including coordinating locations, promoting the events, coordinating the selection of participants, acquiring necessary catering, and any other actions necessary to run a successful colloquium.
f. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

**Section 11: Duties of the At-Large Members.**

a. Attend all executive board meetings of CGSE.
b. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

**Section 12: Duties of the School of Education Council Representatives.**

a. Attend and participate in all regular and special School Council meetings.
b. Foster communication between the Council and its constituents.
c. Uphold the purpose of the Council by performing all duties specified in the School Council bylaws
d. Attend all executive board meetings of CGSE.
e. Report on School Council activity monthly at the CGSE executive board meeting.
f. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

The School of Education Council is the governance body for the School. Its responsibilities include maintenance of appropriate academic standards in instruction, the development of educational programs and degree requirements, and the recommendation of policies in such areas as resource allocation, faculty and staff development, student affairs, research and service programs, and School of Education relations with local, regional, national, and international communities. In meeting these responsibilities, the Council provides advice and guidance to the School’s administrative officers to aid them in discharging administrative responsibility with regard to the stature, progress, and academic excellence of the School of Education. The School Council consists of twelve voting members. The voting members include seven faculty (one from each of the four departments and three at large), three staff (at large), and the two graduate student CGSE Representatives.

**Section 13: Duties of the Academic Affairs Committee Representatives.**

a. Attend and participate in all regular and special Academic Affairs Committee meetings.
b. Perform all duties specified in the School Council bylaws for the Academic Affairs Committee.
c. Attend all executive board meetings of CGSE.
d. Report on Academic Affairs Committee activity monthly at the CGSE executive board meeting.
e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

The Academic Affairs Committee is an elected standing committee that provides direction for the academic programs of the School of Education, ensures program integrity, and oversees program compliance with the academic policies of the University. Items that fall under the committee’s purview include: 1) program approval and review; 2) degree options and configurations; and 3) issues of academic concern across programs, departments, and the School. The committee will also appoint one member to attend meetings of the University Council of Graduate Study.
meetings.

**Section 14: Duties of the Curriculum Committee Representatives.**

a. Attend and participate in all regular and special Curriculum Committee meetings.
b. Perform all duties specified in the School Council bylaws for the Curriculum Committee.
c. Attend all executive board meetings of CGSE.
d. Report on Curriculum Committee activity monthly at the CGSE executive board meeting.
e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

The Curriculum Committee is an elected standing committee that extends the work of Academic Affairs. The committee develops, implements, and monitors policy in the following areas: (1) approves new or significantly modified courses; (2) oversees issues related to course content and quality; (3) develops procedures and tools to help faculty and instructors utilize best practices and appropriate pedagogy throughout their courses (including, but not limited to implementing a system for department-level peer review of teaching and sponsoring regular colloquia or other means for faculty to share resources related to course design and instructional strategies); and (4) develops a “map” of curriculum offerings across the School of Education and projects curriculum offerings into upcoming semesters. Such a map would support a more efficient use of human resources, help to eliminate unnecessary overlap in course content across current departments, and facilitate advanced planning by graduate students as they complete their plans of studies. The intent of this committee is not to limit or prescribe pedagogy or other issues of faculty practice, rather the committee is charged with expanding opportunities for community deliberation regarding these issues and the concurrent issues of student learning and program evaluation.

**Section 15: Duties of the Student Affairs Committee Representatives:**

a. Attend and participate in all regular and special Student Affairs Committee meetings.
b. Perform all duties specified in the School Council bylaws for the Student Affairs Committee.
c. Attend all executive board meetings of CGSE.
d. Report on Student Affairs Committee activity monthly at the CGSE executive board meeting.
e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

The Student Affairs Committee is an elected standing committee responsible for overseeing the integrity and equity of practices associated with student welfare and development and the compliance of practices with university policy. Items that fall under the committee’s purview include: 1) Student Recruitment, 2) Admissions policies, 3) Retention practices (e.g., student resources, funding opportunities, advisement), and 3) Student diversity.

**Section 16: Duties of the Research Committee Representatives:**

a. Attend and participate in all regular and special Research Committee meetings.
b. Perform all duties specified in the School Council bylaws for the Research Committee.
c. Attend all executive board meetings of CGSE.
d. Report on Research Committee activity monthly at the CGSE executive board meeting.
e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.
The Research Committee is an elected standing committee responsible for developing and promoting a research culture that: 1) encourages school-wide collaborative efforts; 2) fosters faculty and student inquiry; 3) invites proposals for funding and reviews submissions by faculty and students within the School of Education.

- **Section 17: Duties of the Technology Committee Representative:**
  a. Attend and participate in all regular and special Technology Committee meetings.
  b. Perform all duties specified in the School Council bylaws for the Technology Committee.
  c. Attend all executive board meetings of CGSE.
  d. Report on Technology Committee activity monthly at the CGSE executive board meeting.
  e. Assist CGSE with technological needs that arise throughout the year (website maintenance, promotions, conference, workshops, elections, etc.) in conjunction with the School of Education Technology department.
  f. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

The Technology Committee is an elected standing committee that serves as an advocate and advisory body for the productive, efficient and equitable utilization of electronic/digital technologies that support research activities, instruction, and communication in the School of Education.

- **Section 18: Duties of the Diversity and Social Justice Committee Representatives:**
  a. Attend and participate in all regular and special Diversity and Social Justice Committee meetings.
  b. Perform all duties specified in the School Council bylaws for the Diversity and Social Justice Committee.
  c. Attend all executive board meetings of CGSE.
  d. Report on Diversity and Social Justice Committee activity monthly at the CGSE executive board meeting.
  e. Serve as a member on CGSE committee(s) as appropriate, willing, and able.

The Diversity and Social Justice Committee is an elected standing committee that provides vision for the School of Education community to come together around our commitments to social justice to enrich our work and make it more collaborative. Items that fall under the committee’s purview include: 1) create and maintain dialogue and innovation around best practices for educating a diverse population; 2) help faculty, staff, and students develop more complex understandings of the lives of children, families, and communities; and 3) issues of concern across programs, departments, and the School on the recruitment and retention of diverse populations of faculty, staff, and students.

- **Section 19. Elections.** Each year the Executive Board shall establish an ad hoc committee and charge it to plan and conduct elections to democratically elect all executive board members in April.
  a. The election committee shall plan and implement timely nomination and election processes, subject to board approval, so as to seat the new officers and elected representatives to the School of Education Council and Committees by July 1.
  b. Officers and graduate student representatives shall be elected by a simple majority of eligible graduate students casting ballots.
  c. In the event no candidate for an elective position garners a majority of the votes cast, a runoff election shall be held between the two candidates.
receiving the top two number of votes.

- **Section 20. Vacancies.** In the event a vacancy occurs on the Executive Board, the president will nominate replacement candidates to fill the vacant seat for the duration of the term. The Executive Board will approve all nominations by a majority vote.
  
a. The president will replace vacated elected positions by
  i. appointing the runnerup from the previous election,
  ii. use recommendations by chairs of the academic departments,
  iii. by way of a vote by the Executive Board.

b. Should the vacancy occur at any time in the office of president, the vice-president shall automatically vacate his or her office and ascend to the presidency.

**Article VII - Executive Board: Meetings & Duties**

- **Section 1. Authority.** Except where explicitly prohibited by the university, graduate school, GPSG, or by these bylaws, the Executive Board shall have full authority to act and to disburse funds, as it deems necessary or desirable, on behalf of the organization.

- **Section 2. Duties.** The Executive Board shall uphold the provisions set forth within these bylaws and approve an operating budget before any funds may be disbursed.

- **Section 3. Proviso.** Neither the officers nor any individual member may take any action or allocate any funds on behalf of CGSE unless approved by a majority vote at an Executive Board meeting.

- **Section 4. Meeting.** Regular meetings of the Executive Board shall be scheduled at least once each month during the academic year [September through April] for the purpose of conducting CGSE business. Special meetings may be called by the president or by majority vote of the Executive Board provided that written or orally-communicated notification has been given to each board member at least forty-eight hours in advance of the special meeting.

- **Section 5. Quorum.** At all Executive Board meetings, a quorum shall consist of seven (7) members of the Executive Board. At least one officer and one elected representative must be included in those present. No action may be taken without a quorum. The presiding officer at Executive Board meetings shall confirm the fulfillment of the provision for a quorum before commencement of all meetings.

- **Section 6. Majority Rule.** At all membership and Executive Board meetings, majority decisions rule.

- **Section 7. Voting.** Unless otherwise prescribed in this document, each Executive Board member shall be entitled to one vote per poll on all issues and motions brought before it.

- **Section 8. Standing Committees.** The Executive Board shall establish and charge such standing committees as it deems appropriate (such as Conference, Workshops, Grants), and the committee chairs, appointed by the president, will become temporary members of the CGSE Executive Board (if not already). In setting up a standing committee, its terms of service to CGSE shall be expressly enunciated.

- **Section 9. Ad Hoc Committees.** The Executive Board shall establish and charge such ad hoc committees as it deems appropriate (such as Elections); and the committee chairs, appointed by the president, will become temporary members of the CGSE Executive Board (if not already). In setting up an ad-hoc committee, its duration and terms of service to CGSE shall be expressly enunciated.

- **Section 10. Discharge.** A CGSE Executive Board member is automatically removed from office upon [a] a finding that an offense related to academic integrity has been
committed, provided all university and graduate school appeals have been exhausted, or [b] on the date he or she resigns, transfers, or is dismissed from the Graduate School of Education or the University of Pittsburgh.

- **Section 11. Removal from Office.** An Executive Board member may be removed from office on the grounds of unsatisfactory discharge or neglect of duty. The procedure for removal from office shall be as follows:
  a. Any CGSE member may initiate a 'removal from office grievance'. The grievance shall be in writing, shall include a statement of rationale, and shall be presented to all Executive Board members.
  b. The council member initiating the grievance shall obtain in writing the names of at least nine other CGSE members in support of the grievance. This petition of names shall be presented to all Executive Board members along with, and as part of, the written grievance mandated in Section 10 above.
  c. Fourteen calendar days following receipt of the grievance and petition, the Executive Board member in question is obliged to either resign from office or contest the grievance; the president or vice-president must be informed of the choice. Failure to act results in automatic removal from office.
  d. If the board member chooses to contest, the president or vice-president will convene a special meeting [hearing] of the Executive Board within fifteen calendar days following the announcement to contest.
  e. The hearing shall be presided over by the president; if the president is the board member in question, then the vice-president shall preside.
  f. The board member in question shall be given the opportunity to respond to all charges, present witnesses, and be represented by counsel. The same rights will be extended to the griever.
  g. During the hearing, the board member in question has his or her Executive Board voting rights suspended.
  h. The Executive Board may vote to recess the hearing for the purpose of obtaining additional information upon a request to do so by either party. Said recess shall be granted for no more than fourteen calendar days, and only one such recess shall be allowed.
  i. Before fifteen calendar days have elapsed following the end of the hearing, the Executive Board shall vote on removal from office, then communicate its decision to the initiator of the grievance and the board member in question.

- **Section 11. Parliamentary Procedure.** The rules contained in Robert's Rules of Order, revised, shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws or special rules of order of this organization.

- **Section 12. Calendar.** Unless explicitly stated to the contrary, all references to calendar days in this and other articles of these bylaws exclude recognized university holidays, intraterm, and interterm recesses.

- **Section 13. Funding.** Individuals, including elected officers, may be funded as staff by CGSE with the advice and consent of the board.

- **Section 14. Support.** Any use of support from the Dean's Office or school administration, like tuition remission or GSA funding, must be approved by the Executive Board.

**ARTICLE VIII - Faculty Advisor**

- **Section 1. Description.** The advisor to CGSE, a faculty member in the Graduate School of Education, will be available to the Executive Board to offer counsel when
situations or circumstances occur in the daily operation of the organizations of the organization that require clarification of, advice on, or interpretation of university and school policies.

- **Section 2. Appointment.** The Associate Dean for Academic Affairs of the School of Education will assume and carry out the duties of CGSE Faculty Advisor as part of the position's job description.

- **Section 3. Duties.** The CGSE faculty advisor shall
  a. Monitor all expenditures of the organization to assure funds are properly spent.
  b. Interpret the bylaws of CGSE as needed.
  c. Attend meetings and other functions of the organization.
  d. Act as liaison between the council and the dean's office.

**ARTICLE IX - RULES OF ORDER**

- **Section 1. Procedures at Meetings.**
  a. Every meeting, whether a general meeting, an Executive Board meeting, or a committee meeting shall be declared open by the President/Chair with a quorum as specified in section 5 of this Article.
  b. The Secretary of CGSE shall then read the minutes of the last meeting, followed by a call from the President/Chair for a motion to pass the minutes as a true record. The general membership shall then be given a chance to make additions or deletions to the minutes, if necessary.
  c. The minutes shall then be passed as a true record, through a motion by one member of the general meeting, which should be seconded by another member.
  d. The minutes shall then be signed by the President/Chair as a true record and kept in the files as an official document.
  e. The President/Chair shall then introduce the Agenda to the general membership. Preferably, this Agenda shall be made available to members at least 48 hours prior to the meeting, so that necessary inclusions and suggestions can be made prior to meeting time.

- **Section 2. Raising a Point of Order.**
  a. Any member deviating from the provisions of the BY LAWS and these RULES OF ORDER, may be immediately called to order by the President/Chair or a member raising a point of order.
  b. A member raising a point of order shall simply direct attention to the point he/she desires to bring to notice and submit it to the President/Chair for decision.
  c. When a point of order has been raised, the member who raises it shall resume his/her seat; no member shall speak until the President/Chair has given his/her decision, after which the member who was addressing the meeting may continue.
  d. Members shall follow the same procedure in raising points of order, information, classification and explanation; but recognition to speak (on any item in sub-section d) shall be the prerogative of the President/Chair.

- **Section 3. Rules of Debates.**
  a. A member, upon recognition, shall address the President/Chair and the meeting with respect and decorum.
  b. A member must confine his/her observations to the subject under discussion and may not introduce matters irrelevant thereto.
c. It shall be out of order to use offensive and insulting language or to attempt to ridicule a member or the Council under any circumstances.

d. When the President/Chair rises to speak, any member speaking or offering to speak must contain himself/herself. The meeting shall be silent so that the chair may be heard without interruption.

e. The President/Chair shall be responsible for the observance of the RULES OF ORDER, and their decisions upon any point of order shall be final.

f. The President/Chair after having called the attention of the meeting to the conduct of a member who persists in irrelevant or tedious repetition of arguments, may direct him/her to discontinue his/her speech.

- **Section 4. Voting.**
  a. No member may speak to any question after the same has been fully put to the chair for a vote.
  b. A question is fully put when the President/Chair has framed his/her statement to solicit for votes or when the Secretary has started counting the votes.
  c. Votes shall be determined by secret balloting, show of hands, or by voice. The Council may decide which is most appropriate.
  d. Decisions shall be determined by a simple majority except as provided otherwise on other subjects.

- **Section 5. Quorum.**
  a. Quorum for general meetings will consist of at least seven members of the Executive Board.
  b. Quorum for the Executive Board to be consistent with Article VII, Section 5. Quorum for committee meetings shall be not less than a majority of the committee membership. Principal offices in the Executive Board are the President and the Secretary. In Committees the principal office is the Chairperson or his/her delegate.
  c. The Chair shall confirm the fulfillment of the provision of quorum before the commencement of all meetings.

**ARTICLE X - Amendments**
Whenever seven of its members deem it necessary or desirable, the Executive Board may propose amendments to these bylaws. Ratification will require a two-thirds majority of the voting members. Voting members shall be provided proposed bylaw revisions a minimum of fourteen calendar days prior to the ratification vote.