

**CONSTITUTION OF THE  
GRADUATE REPRESENTATIVE ADVISORY BOARD  
OF EAHR AT TEXAS A&M UNIVERSITY**

**Mission of the organization**

The Graduate Representative Advisory Board exists to provide a forum for the Educational Administration and Human Resource Development (EAHR) Department graduate students within the various programs of the department in the College of Education and Human Development to have an active voice in the affairs of the department relating to academic growth, career development, and cohesion between the faculty, staff, and students within the framework of the EAHR Department's mission.

**Article I. Name**

The name of the student organization shall be known as the Graduate Representative Advisory Board (GRAB).

**Article II. Purpose & Goals**

The purpose and goals of the GRAB are:

- A. Provide a channel for feedback from the graduate student population in general including the Distance students and the Graduate Assistant's of the department. This includes, but is not limited to:
  - a. Serving on departmental executive committee
  - b. Serving on Grad Student Advisory Council for the College
  - c. Participating in and providing input into faculty searches
  - d. Facilitating faculty and staff nominations for AFS awards
  - e. Recommending how computer dollars are spent
  - f. Sourcing constructive feedback from students on how programs are working for them, how good the overall advising is, how to improve the new student orientations, and what policies and procedures are barriers to a better educational experience
  - g. Providing feedback to the department head as needed
  - h. Serve as a liaison to all students in the department by maintaining a website with relevant information and periodically e-mailing the student population
  
- B. Provide a community of support for the students such as:
  - a. Brown bag lunches and research forums
  - b. Social events
  - c. Assisting on the organization of new student orientations
  - d. Make recommendations regarding funding for participation in student conferences
  
- C. Organizing Student Development events such as:
  - a. Q&A sessions
  - b. Panel discussions
  - c. Seminars on areas of research and practice

### **Article III. Membership**

This organization will not discriminate or withhold membership from any individual on the basis of race, color, gender, physical challenge, sexual orientation or national origin.

All students of the EAHR Department are members of the organization.

### **Article IV. Officers**

#### **Section I. Requirements**

- (a) The officers of this organization must meet the following requirements: Have a minimum grade point ratio (GPR) as stated below and meet that minimum GPR the semester immediately prior to the election/appointment, the semester election/appointment and semesters during the term of office.
  - (1) For undergraduate students, the minimum GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).
  - (2) For graduate level students the minimum GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.
- (b) Be in good standing with the university and enrolled:
  - (1) At least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and
  - (2) At least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
- (c). Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## Section II. Officers and Duties

The Executive Board shall constitute:

President (s)  
 Vice President(s)  
 Treasurer  
 Communication Officer  
 Programming Chair  
 Social Chair  
 Distant Student Liaisons for Austin, Dallas, Houston, San Antonio and Waco

The President (s)

- (a) Shall be the executive head and representative of the GRAB.
- (b) Shall preside over all meetings of GRAB and the executive board.
- (c) Shall exercise general supervision over the affairs of the GRAB
- (d) Shall enforce the constitution and the by-laws and shall ensure that all resolutions and proceedings of GRAB are carried out.
- (e) Shall appoint all committees to carry out the business of GRAB.
- (f) Shall hear complaints, recommendations and suggestions presented by the Executive Board.
- (g) Shall develop agendas, make plans, and coordinate activities.
- (h) Shall be responsible, along with the Vice President, for yearly recognition with university

Vice President(s)

- (a) Shall recruit and designate committees for organizing GRAB events.
- (b) Shall advise the student development committee.
- (c) Shall inform new members of GRAB and its purpose.
- (d) Shall ensure that the projects sponsored by GRAB conform to the university regulations and all applicable laws.
- (e) Shall serve on Graduate Student Advisory Council for the College.
- (f) Shall be responsible, along with the President, for yearly recognition with university

Treasurer

- (a) Shall keep records on the finances, collect monies, make deposits and withdrawals and be responsible for paying all the financial responsibilities of the GRAB.
- (b) Shall prepare the annual budget proposal for the following school year in cooperation with the other officers.
- (c) Shall be prepared to inform members about the state of the budget upon request.
- (d) Shall maintain the GRAB inventory list.

Communication Chair/Co-chairs

- (a) Shall record and distribute the minutes of each GRAB meeting, including the issues voted upon during the meetings.
- (b) Shall ensure the proper communication channels to inform others about GRAB events and activities.

- (c) Shall handle all GRAB correspondences, including inviting other program persons to GRAB functions.
- (d) Shall take roll at all meetings and keep accurate attendance records.
- (e) Shall work with other student organizations to organize and create an inter-dialogue with other graduate organizations on campus for upcoming GRAB events.
- (f) Shall be the Web Master and the Communications Officer.

#### Program Chair/Co-Chairs

- (a) Shall be responsible for planning and coordinating GRAB educational events, including Food-n-Thought programs, designed to meet the needs of both local and distance students and are relevant to the major programs within the department.
- (b) Shall represent GRAB as a member of the university's Graduate Student Council (GSC).

#### Social Co-chairs

- (a) Shall be responsible for planning and coordinating small-scale social events within the department (usually 3-4 per semester)
- (b) Shall organize the food and decorative planning items, in addition to planning any social activities

#### Distant Student Liaisons for Austin, Dallas, Houston, San Antonio and Waco

- (a) Shall be responsible for communicating with students who reside in Austin, Dallas, Houston, San Antonio and Waco on a monthly basis

The Executive board shall nominate three interested members of the GRAB to serve on the Graduate Students Council. GSC representatives will represent department Graduate Student issues and concerns at the GSC meeting and act as a communication link between GSC representatives and the department students

### **Section III. Election and Term of Office**

- (a) The election of all the Executive Board officers shall be held during the last two (2) weeks of September.
- (b) The members of the executive board shall serve in their office from the date of election until the next election cycle.

### **Section IV. Qualifications for the Executive Board officers**

- (a) A candidate for an executive board must meet the requirements stated above in Article IV, Section I titled requirements.
- (b) Plan on being a student at least until the end of the next fall semester.

### **Section V. Removal of Officers and Members**

- (a) Any officer absenting him/herself for 3 consecutive meetings shall be recommended for removal. The removal process will include sending a notice requesting the concerned

person for a written explanation, which he/she should provide within a period of two weeks. The Board shall then decide by two-third vote from all voting members present at the meeting.

- (b) Any member who ceases to be a student of EAHR department shall automatically cease to be a member of the GRAB.

## **Section VI. Vacancies**

- (a) If the President's position is vacated, it is to be filled by the Vice President if he/she meets the criteria; otherwise the position shall be filled by an open election.
- (b) Should any other vacancy occur, the Council and other members will ensure that a new candidate appointed by the President temporarily fill the position. The members shall be properly notified of the vacancy, time, and place of elections.

## **Article V. Advisors**

### **Section I. Expectations**

- (a) The advisor of GRAB shall be a Texas A & M University faculty or staff as defined by the Human Resources Department of Texas A&M and shall belong to the department of EAHR. The advisor will be willing to obtain an appropriate level of experience, resource information and knowledge related to the mission, purpose and activities of the club.
- (b) The advisor will regularly attend executive and general meetings. They will be available for consultation outside of these meetings.
- (c) The advisor will assist the organization with the development of goals and objectives for the academic year. The advisor will also assist the organization with event planning and facilitation. When necessary, the advisor will be willing to attend events when necessary as identified through the planning process.
- (d) The advisor will be aware of the University Student Rules and will assist the organization with adherence to these expectations.

## **Article VI.**

### **Section I. Meetings**

#### **(A) General Body Meetings**

- (a) The General Body meeting/open forum shall be held a minimum of two times during a regular semester (fall and spring).
- (b) Parliamentary procedure may be followed, but it is not mandatory.
- (c) GRAB will have the power to make its own by-laws, upon a favorable two-thirds vote of the quorum. A quorum will be consisted of those voting members present at the meeting.

#### **(B) Executive Board Meetings**

- (a) The executive board shall meet at least once monthly, during regular semesters (fall and spring). The day and time of the meeting will be decided by a majority of the officers present at the previous meeting.
- (b) The President as necessary can call emergency meetings.

## **Section II. Voting**

All members of the GRAB who are students of Texas A&M University are eligible to vote.

## **Article VII. Finances**

### **Section I. Dues**

Membership is free and there are no dues.

### **Section II. Financial Transactions**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection in the SOFC. The advisor to this organization must approve and sign each expense before payment.

## **Article VIII. Amendments and Revisions**

### **Section 1. Amendments**

Amendments to this constitution shall require the favorable two-thirds majority vote of the voting members present at the meeting. In addition, this constitution will be reviewed annually and subject to the approval of the Department of Student Activities.

### **Section II. Revision**

This document must be reviewed every year and resubmitted to the Department of Student Activities.