

The Johns Hopkins University of School of Medicine  
Graduate Student Association



Constitution and Bylaws  
Ratified: 11 April 2023

## **Preamble**

We, the graduate students of the Johns Hopkins University School of Medicine, hereafter referred to as “the School of Medicine,” in order to promote graduate student interests and welfare, both academic and social, within the University environment and in order to represent graduate students before the faculty and administration of the School of Medicine and Johns Hopkins University, do hereby adopt this constitution for the Graduate Student Association (GSA). All issues that influence and/or affect any portion or the whole of the graduate student body of the School of Medicine shall be considered within the purview and authority of the Graduate Student Association. Through representation, programing, and advocacy, this body shall seek to continually improve the opportunities and conditions made available to, and the welfare of all graduate students in the School of Medicine.

## **Article I. Name, Authority, and Jurisdiction**

- Section 1.01 This constitution establishes, under the authority granted by Johns Hopkins University and the School of Medicine, an autonomous representative student governing organization that shall be known as the Johns Hopkins University School of Medicine Graduate Student Association, which may be abbreviated as the JHUSOM Graduate Student Association, the Graduate Student Association, JHUSOM GSA, or GSA.
- Section 1.02 All currently enrolled graduate students of the School of Medicine shall be considered members of the association which this body governs and represents.
- Section 1.03 The collective decision-making authority of the graduate student body of the School of Medicine shall be vested in the Graduate Student Association, the voting members of which shall be those individuals of the School of Medicine currently elected or appointed to the Graduate Student Association and its subsidiary bodies to represent the graduate student body. This authority shall include the right to advocate for and take positions on topics that affect the graduate student body.
- Section 1.04 All matters of parliamentary procedure not provided for by this Constitution shall be resolved by Robert’s Rules of Order, as most recently revised.

## **Article II. Student Bill of Rights**

- Section 2.01 As a component of Johns Hopkins University, an accredited higher education institution in the State of Maryland, the Graduate Student Association shall take no action abridging the rights, immunities, or privileges granted to students under University Policies, the Constitution of the United States of America, the Constitution of the State of Maryland, U.S. federal law, or the laws of the State of Maryland.

- Section 2.02 No school of medicine graduate student shall be deprived of the right to vote in the election of the Graduate Student Association, nor the right to vote on any measure disseminated to the entire graduate student body by the Graduate Student Association.
- Section 2.03 No member of the student body shall be denied access to any meeting of the Graduate Student Association, unless otherwise stated in this constitution. In addition, no member of the student body shall be denied access to legislation, minutes, or any other public business record of the Graduate Student Association, unless otherwise stated in this constitution.
- Section 2.04 All graduate students of the School of Medicine shall have equal protection and representation under the policies of the Graduate Student Association, without regard to race, religion, nationality, creed, sex, age, disability, gender, academic standing, or sexual orientation.
- Section 2.05 All students shall have the right to a student governing association who shall represent and govern the student body without fear of retaliation or oppression from university administration, faculty, or staff.
- Section 2.06 All students, or their duly elected or appointed representatives shall have the sole authority to remove a member of the Graduate Student Association from office, as stated in this Constitution. No other entity shall have the right to these powers.
- Section 2.07 Dissolution of the Graduate Student Association shall be the sole right of the Graduate Student Body through the procedures stated in this Constitution. No other entity shall have the right to these powers.

### **Article III. Purpose and Responsibilities**

The GSA shall provide a means through which graduate students express views and work to implement policies on issues affecting their interests and welfare. To this end, the GSA shall:

- Section 3.01 Solicit, for use in all of its functions and considerations, the opinions of all School of Medicine graduate students through representation, programming, outreach, advocacy, and policy implementation.
- Section 3.02 Provide means whereby graduate students can discuss, formulate, and implement policies on any and all issues affecting their welfare.
- Section 3.03 Represent and advocate the interests of graduate students to the University administration, the University at large, and the greater Baltimore community.

Section 3.04 Facilitate communication between and association among graduate students as well as within the University and greater Baltimore community.

Section 3.05 Provide a sense of community for graduate students and their families through the organization of social functions and through the support of student groups that represent the interests of School of Medicine graduate students.

Section 3.06 Support graduate students in need of assistance, through any means afforded to the Graduate Student Association.

#### **Article IV. Structure of Governance and Organization**

Section 4.01 The Graduate Student Association shall consist of two constituent bodies, the Executive Board of Officers (Executive Board), and the Graduate Student Council (Council or GSC).

Section 4.02 The Executive Board of the GSA shall be responsible for implementing all policy decisions of the Graduate Student Council and for maintaining relations with the University administration on behalf of the GSA.

Section 4.03 The Graduate Student Council shall be responsible for determining all GSA policies, designating representatives to all relevant university committees, monitoring the implementation of all GSA decisions, and advocating on behalf of Graduate Students.

Section 4.04 The Executive Board of Officers shall consist of certain permanent positions elected by the graduate student body. Please see Article V for the composition of the Executive Board.

Section 4.05 The Graduate Student Council shall be composed of the GSA Executive Board members, one (1) elected representative and one (1) elected alternate representative from each current School of Medicine graduate degree granting program, and one (1) representative (non-voting) from each current and actively registered student group or organization as determined by the policies set forth in this constitution and those of the School of Medicine Office of Graduate Biomedical Education.

Section 4.06 The following graduate programs or departments are currently entitled to seat representatives on the Graduate Student Council.

1. Biochemistry, Cellular, and Molecular Biology
2. Biological Chemistry
3. Biomedical Engineering
4. Biomedical Informatics and Data Science (MS and PhD)

5. Cellular and Molecular Medicine
6. Cellular and Molecular Physiology
7. Cross-Disciplinary Program in Biomedical Sciences (XDBio)
8. Functional Anatomy and Evolution (MS and PhD)
9. History of Science, Medicine, and Technology
10. Human Genetics and Molecular Biology
11. Immunology
12. Molecular Biophysics
13. Neuroscience
14. Pathobiology
15. Pharmacology
16. Medical and Biological Illustration
17. Medical Physics

Section 4.07 Each graduate program shall elect their program representative and alternate during the GSA general election in May of each year. These elections will follow the same nomination process and election time frame as the GSA Executive Board. Program representatives shall be chosen by the majority of the members of the program they seek to represent.

Section 4.08 The GSA shall have several permanent standing committees. The membership of these committees shall consist of members of the Graduate Student Council and be chaired by officers of the Executive Board. Further details on such committees shall be in Article (VI) (committees).

Section 4.09 The JHUSOM Associate Dean for Graduate Biomedical Education shall serve as adviser to the GSA President, other Executive Board members, and the GSA as a whole.

## **Article V. Executive Board of Officers**

Section 5.01 The day-to-day functioning, implementation of policy, and organizational operations of the Graduate Student Association shall be led by an executive board of officers duly elected at large by the graduate student body or duly appointed by the elected officers and/or representatives of the graduate student body of the School of Medicine.

Section 5.02 The Executive Board shall consist of the following permanent and fixed positions: President, President-Elect, Director of Finance, Director of Administration, Director of Media and Public Relations, Director of Social and Community Affairs, Director of Policy and Strategic Initiatives, Director of Diversity, Inclusion, & Outreach, Director of Student Involvement and Student Groups, Past-President

Section 5.03 Each Executive Board member shall serve a term of one academic year, from July 1 through June 30 of the following year.

Section 5.04 If funding is made available the Executive Board members may be awarded a stipend/salary, through the enactment of constitutional amendments. The amount of these stipends should not be greater than two-thirds (2/3) the amount paid to the equivalent officers (if such offices exist) of the Johns Hopkins University Graduate Representative Organization.

Section 5.05 **Powers and Duties of the Executive Board of Officers**

**A. The President shall have the following duties and powers:**

1. The President shall serve as the chief executive officer of the GSA, and all powers and authority of the chief executive shall rest with them.
2. Serve as chair of the Executive Board and the Graduate Student Council and chair all meetings of these bodies.
3. Serve as the primary liaison between the GSA and School of Medicine and University administration and all other University and non-University bodies or representatives.
4. Appoint representatives to those University committees and councils on which the GSA is entitled to a seat. These appointments must be confirmed by vote in the GSC no later than the end of the second Council meeting following the appointment. The President and President-Elect must keep abreast of all University committees and councils on which the GSA is entitled to a seat and assure that the seat is filled and that the GSA member filling that seat reports to the Executive Board.
5. Prepare the Executive Board report and agenda for Executive Board and Council meetings. The agenda should be made available to GSA members no less than forty-eight (48) hours prior to a meeting. The agenda for Executive Board meetings shall be distributed to board members directly by the President, while Council meeting agendas shall be distributed by the GSA Director of Administration.
6. Along with the President-Elect, ensure that Executive Officers and committees are carrying out and completing the work necessary to the operations of the GSA.
7. With the assistance of the President-Elect and Director of Finance, prepare an annual budget, to be voted on by the Executive Board and GSC, no later than the second Council meeting of the year.
8. With assistance from the President-Elect and Director of Policy and Strategic Initiatives, set forth and carry out an agenda for their administration, based on available data and feedback from the student body.
9. As necessary, call forth emergency meetings of the Executive Board or Graduate Student Council

10. Assist the Director of Policy and Strategic Initiatives, along with the President-Elect and Past-President, in preparing the annual GSA report and the annual GSA survey.
11. Meet no less than bi-weekly with the School of Medicine's most senior administrator for graduate student affairs and/or the GSA advisor.
12. If eligible, serve as the Past-President for 1 year after completing term of office.

**B. The President-Elect shall have the following duties and powers:**

1. Collaborate with the President to learn the role of the President. To become familiar with the programs of the Association and its governances, and to develop and facilitate officer transition. The President-Elect shall automatically become President at the end of their term as President-Elect.
2. The President and President-Elect must keep abreast of all University committees and councils on which the GSA is entitled to a seat and assure that the seat is filled and that the GSA member filling that seat reports to the Executive Board.
3. Assist the President, along with the Director of Finance, in preparing the annual budget.
4. Along with the President, ensure that Executive Officers and committees are carrying out and completing the work necessary to the operations of the GSA.
5. Serve as the primary liaison between the GSA and other student governance groups of the University, including but not limited to the following: Graduate Representative Organization, Medical Student Senate, Nursing Student Senate, and the School of Public Health Student Assembly. The President may assume parts of these duties at their discretion.
6. Maintain the GSA constitution and serve as Parliamentarian.
7. Performs the duties of the President in the absence or the disability of the President.
8. Fulfill any other duties as is deemed appropriate or necessary by the President.
9. Attend regular meetings with School of Medicine and University administration alongside the President.

**C. The Director of Finance shall have the following duties and powers:**

1. Facilitate all financial transactions of the GSA and maintain records of GSA financial accounts.
2. Assist the President, along with the President-Elect, in preparing the annual budget.
3. Facilitate all reimbursements and transfers of GSA funds to all

individuals (including student awards and travel awards) and groups (including student groups) per Council and/or Executive Board approval.

4. Prepare and present no less than bi-annual financial reports to the Executive Board and GSC in December and May of each term of office.

**D. The Director of Administration shall have the following duties and powers:**

1. Compile, maintain, and archive all physical and digital documents of the GSA, including meeting minutes, agendas, surveys, etc.
2. Serve as the GSA Historian/Archivist, through collection and maintenance of all materials relevant to the organization's operational memory. This includes but is not limited to photos, videos, documents, paraphernalia, registries, officer history, previous versions of the constitution, GSA property, and other items deemed necessary by the Executive Board.
3. Complete activities paramount to organization and administration of the GSA as deemed necessary by the President.
4. Assist the President in preparing the agenda for GSC meetings.
5. Compile and Maintain attendance for all GSA members at Executive Board and Council meetings and other GSA functions as deemed necessary by the president.
6. Along with the Director of Media and Public Relations maintain the GSA Website and the GSA Hopkins Group Page through regular updates to the general feed and other items as deemed necessary by the President, Executive Board, and/or Council.
7. Along with the Director of Media and Public Relations, maintain the appropriate GSA email accounts.
8. Compile and maintain registries of GSA members and property, including registries for the sharing of GSA property with non-GSA members or groups.
9. Promptly inform the appropriate officer of any GSA member who is in violation of the GSA attendance policy.

**E. The Director of Media and Public Relations shall have the following duties and powers:**

1. Maintain all forms of communication in which the GSA uses to share information, including but not limited to the GSA websites, GSA email, GSA listservs, and GSA social media accounts.
2. Compile, approve, and distribute a newsletter, no less than monthly, of all the activities, events, initiatives, and other information shared with the GSA that is deemed relevant to the student body by the Director of Media and Public Relations, President, Executive Board, or Council.
3. Serve as the media and publicity head of the GSA, through capturing

and sharing important moments and activities of the GSA through photo, film, and other technology.

4. Work to continuously strengthen the image and recognition of GSA and its activities and events through the use of media and communications, including through the production of print and digital media, such as flyers and videos.

**F. The Director of Social and Community Affairs shall have the following duties and powers:**

1. Through programming and events work to improve all aspects of student life and the cohesiveness of the graduate student community.
  - A. This shall include social events (i.e., parties & game nights), community building events (i.e., happy hours & luncheons), and events focused on education, skills development, and well-being (i.e., workshops & seminars).
2. Host no less than three of these events per semester (not including orientation)
3. Oversee all **GSA** contributions to social and community events at School of Medicine graduate student orientation.
4. Be responsible for managing all GSA social and community events. Including ensuring proper planning, set up/breakdown, and budgeting and spending occur.

**G. The Director of Policy and Strategic Initiatives shall have the following duties and powers:**

1. Be responsible for engaging with graduate students regarding efforts to advocate for improvements to the graduate student experience. This shall be done through the collection of data via surveys, polls, and listening sessions.
2. Bring forth pressing concerns of graduate students to the President and President-Elect, followed by the Executive Board and the Council on a regular basis.
3. Establish means by which graduate students may regularly share grievances with the GSA.
4. Formulate and distribute surveys (including the annual GSA survey), collect the data from these surveys, and promptly prepare and present reports on the findings from these surveys.
5. With assistance from the President, President-Elect, and Past-President compile the report from the prior year's annual GSA survey.
6. Help the President formulate the administration's agenda, policy, and advocacy goals, and any strategic initiatives, based on student feedback and grievances.
7. Help the president carry out any advocacy projects or strategic initiatives

and provide monthly updates on the progress of these projects.

**H. The Director of Diversity, Inclusion, & Outreach shall have the following duties and powers:**

1. Inform and be a resource to the GSA for diversity and inclusion concerns present in any aspect of the graduate student experience and make recommendations to the Council and university administration about these concerns.
2. With the help and advice of affinity groups, complete regular programming to highlight the diversity and inclusivity of the graduate student body.
3. Put forth initiatives to advance the experience of students in all affinity groups.
4. If possible, with the assistance of the Director of Social and Community Affairs, plan events/programming to celebrate each of the respective months and/or holidays designated to recognize the culture, heritage, and/or contributions of various affinity groups. These include but are not limited to LGBTQ+ Pride Month, Black History Month, Disability Awareness Month, Hispanic Heritage Month, Asian American and Pacific Islander Heritage Month, and Native American Heritage Month.
5. Plan and offer at least one major service and/or outreach project for the student body to participate in each semester. (I.e., canned food drive or community clean up)

**I. The Director of Student Involvement and Student Groups shall have the following duties and powers:**

1. Oversee the process to recognize all School of Medicine student groups that have graduate student membership through the powers granted to GSA by the Office of Graduate Biomedical Education.
2. Serve as the GSA point of contact for student groups and program representatives.
3. Assist student groups in the completion of the annual recognition application and submission of funding requests.
4. Implement means and mechanisms to increase student participation in GSA, School of Medicine, and University initiatives and activities pertaining to graduate students.
5. Ensure student groups are in compliance with all applicable policies throughout the year and inform the President and President-Elect of issues or concerns involving any recognized or unrecognized student groups.
6. Identify potential areas where a new student group could improve the graduate student experience.

7. Ensure the election/appointment and participation of program and student group representatives in the activities of the GSA from each eligible program and group.

**J. The Past-President shall have the following duties and powers:**

1. If still a member of the graduate student body, serve for one (1) year following their term in office as President as an official advisor to the President and Executive Board, on an as needed basis.
2. Help in the compilation and presentation of the report on the annual GSA survey distributed during their term of office.
3. Only attend meetings of the GSA at the request of the President
4. Shall not express any official executive or decision-making powers.
5. Be allowed to prominently display the title of GSA Past-President on correspondences for up to one (1) year if they so choose.
6. This position shall not be eligible for a stipend.

## **Article VI. Committees of the GSA**

Section 6.01 The members of the GSA shall serve on permanent and ad hoc committees to help further the work of the GSA through administration and programming.

Section 6.02 The permanent committees shall be chaired by a member of the executive board and have an equal number of members of program representatives appointed to it by the President. Committee appointments should occur no later than the second GSC meeting. The President and President Elect shall serve as ex-officio members of all GSA committees.

Section 6.03 Permanent committees of the GSA shall include the following committees:

1. Finance Committee, which shall be chaired by the Director of Finance. This committee's work shall focus on and be limited to reviewing and recommending the approval of funding requests and financial awards to the Executive Board and/or Council for final approval. This includes Executive Board member appropriations above the discretionary limit, student group funding requests, and travel awards, but not the annual budget.
2. Social Committee, which shall be chaired by the Director of Social & Community Affairs. This committee's work shall focus on planning, organizing, and managing all social and community events of the GSA. This committee may be enlisted to help with other events at the request of the President.
3. The Equal Access in Science and Medicine Committee is a permanent committee of the GSA that shall be co-chaired by the Director of Diversity,

Inclusion, and Outreach and the Director of Policy and Strategic Initiatives. Its purpose shall be to advocate for members of the student body with disabilities, chronic illnesses, and mental health conditions.

4. The Diversity, Inclusion, and Outreach Committee shall be chaired by the Director of Diversity, Inclusion, and Outreach. The work of this committee shall focus on providing programming to promote diversity and inclusion among the graduate student community. This committee shall also work to establish service and outreach opportunities for members of the student body.

Section 6.04 The President, with consent of the Council, shall be able to form any other temporary standing committee as deemed necessary and appropriate. These could be, but are not limited to, the following: a peer mentoring committee, a graduation committee, an international student affairs committee, or committees to assist Executive officers in carrying out their duties.

## **Article VII. Appointment and Representation on Boards, Councils, and Committees**

Section 7.01 One GSA representative, appointed by the President and approved by the Executive Board and Council, shall sit on, and inform the GSA of the activities of the following university boards, councils, and committees:

Boards/Councils/Committees with statutory appointments:

1. Doctor of Philosophy Board (1 seat) (Rotates annually between SOM, SPH, SON). Seat filled by President.
2. School of Medicine Master's and PhD Committee (2 seats). Seats filled by President and President-Elect
3. PhD student advisory committee (1 seat). Filled by President
4. Alumni Representative (1 seat). Filled by President
5. Institute for Educational Excellence Board (1 seat). Filled by President
6. Cross Institutional Advisory Committee (1 seat). Executive Board Member

Boards/Councils/Committees with open appointments:

1. East-Baltimore Health and Well-Being Committee (2 seats)
2. Welch Library Advisory Council (1 seat)
3. Provost Advisory Team on Healthcare (1 seat)
4. Disability Inclusion Advisory Committee (1 seat)
5. The JHSAP Student Representative Committee (1 seat)
6. Faculty Senate Representative (1 seat)

Section 7.02 Committee representatives shall be responsible for updating the council on the

activities of the entity on which they hold a seat at each Council meeting if applicable to their respective appointment. (If a university committee has not met prior to a GSC meeting or since their last report to the Council the representative is not required to make a report to the council.)

## **Article VIII. Meetings of the GSA**

Section 8.01 The following GSA bodies shall have regularly scheduled meetings throughout the academic year, the Executive Board, the Graduate Student Council, and the committees of the GSA (permanent and ad hoc).

Section 8.02 The Executive Board shall meet no less than biweekly during the academic year, except during official university holidays. The time and place of this meeting shall be decided by the President with the advice and consent of the board. Invitation of non-Executive Board Members to these meetings must receive prior approval from the President.

Section 8.03 The Graduate Student Council shall meet no less than once (1) per month during the academic year. The time and place of this meeting shall be decided by the President with the advice and consent of the Executive Board.

Section 8.04 Permanent Committees of the GSA shall meet no less than once (1) per month during the academic year. Ad hoc committees should meet no less than once a month during their period of activity.

### **Section 8.05 Attendance at meetings of the GSA**

1. Executive Board members are required to attend all meetings of the GSA, including Executive Board meetings and GSC meetings.
2. Executive Board members are required to submit notice of an absence to the GSA President and/or the Director of Administration (President's discretion) for Executive Board no less than 24 hours prior to a meeting of the GSA to receive an excused absence.
3. Executive Board Members, Program representatives and Student group representatives are required to attend all GSC meetings.
4. Representatives are required to submit notice of an absence to the Director of Administration no less than 24 hours prior to a Graduate Student Council meeting to receive an excused absence.
5. Committee members are required to submit notice of absence to the committee's chair no less than 2 hours before a scheduled meeting to receive an excused absence.
6. 3 or more excused and 1 or more unexcused absences from a required meeting or events shall result in a formal reprimand from the President (or President-Elect for the President). Continued absences after a formal reprimand will lead to the start of removal procedures as prescribed in this constitution.
7. Notices of tardiness must be given to the same officer who must receive

notices of absences, at least 15 minutes prior to the scheduled meeting time, for members of the GSA to receive an excused tardy. All meetings and events have a 5-minute grace period for tardiness from the scheduled meeting starting time. This grace period may be extended (but not decreased) at the discretion of the officer chairing the meeting.

8. Any tardy of more than 15 minutes may be counted as an absence (excused or unexcused depending on if notice was given) at the discretion of the President.
9. Three (3) unexcused tardies shall constitute one (1) unexcused absence.
10. The President may make attendance/participation at any event of the GSA mandatory for Executive Board members, as long as at least 48 hours prior notice is given.

## **Article IX. Voting**

- Section 9.01 Each voting member of the Council (GSA Executive Board members and a representative from each program) shall be allowed to cast one vote. If both the program representative and alternate are present, they must decide between themselves how they will cast their single vote.
- Section 9.02 The following things must originate in a committee and then be passed by the Executive Board before being brought to a vote of the Council: all activities of the Finance Committee
- Section 9.03 The following items must be passed by the Executive Board before being brought to a vote of the council: Appointments, Student Group Recognition, and Amendments to the constitution, resolutions on behalf of the student body (can be overwritten with unanimous approval of Executive Board), the annual budget, officer spending greater than \$1500, and funding requests of more than \$500.
- Section 9.04 The following items only require Executive Board approval to be enacted or approved: Council meeting times and location, Executive Board meeting time and location, Officer spending between \$500 - \$1500, and funding requests of \$500 or less.
- Section 9.05 Initiatives and advocacy-based projects (excluding activities of Section 9.03) of the President do not need approval by vote of any constituent body. However, the President may seek consent from other members of the GSA.
- Section 9.05 The total number of Council member votes shall be recorded in the meeting minutes for any policy changes, amendment changes, and other propositions at all meetings of the GSA.
- Section 9.06 A quorum comprising half of all voting members is required for official business to be conducted. Propositions receiving greater than one-half of all votes cast at a meeting in which a quorum is present will be passed. If the quorum is not met

and propositions are introduced, a special vote will be held on these propositions no sooner than one week after all Council members have been notified of the vote and the propositions to be considered. At this special vote, propositions may be passed by receiving greater than one-half of all votes cast by present members of the Council.

Section 9.07 In the cases of a tie, the vote shall be tabled and then voted on again at the very next meeting of the constituent body that held the original vote that resulted in a tie.

## **Article X. Elections, Appointments, and Terms of Office**

Section 10.01 **Eligibility:** No persons shall be candidates for any GSA position who are not graduate students of JHUSOM during the entire academic year prior to the year of the term sought. An Executive Board member cannot serve as a departmental or program representative. However, an Executive Board member can be a member of a standing committee, a representative on a university board or committee, or a member and/or representative of recognized student groups. The main residency of an Executive officer should be the Johns Hopkins East Baltimore campus during their term. Program representative candidates must be a verifiable current member of the graduate program which they seek to represent. Program representatives must be in good standing with their program and the university at the time of their election/appointment. All members of the GSA must remain in good academic and disciplinary standing with their respective programs and the university during their time in office.

Section 10.02 **Elections:** Election proceedings shall follow these procedures:

1. The nomination window for candidates shall be open for at least 10 business days prior to the start of the election. Any student who meets all eligibility criteria may be nominated. (Self-nominations are allowed).
2. Elections for the positions of the Executive Board and program representatives shall be held no later than the last week of May prior to the academic year of their terms.
3. Elections must be open for at least one week (five business days).
4. Elections of the Executive Board will be facilitated by the President and President-Elect with the assistance of the Graduate Student Experience Coordinator in the Office Graduate Biomedical Education.
5. The current (outgoing) Director of Student Involvement and Student Groups shall facilitate the election process for program representatives for the new term, with the assistance of the President and President-Elect. This includes ensuring that each program fills their respective representative slots prior to the first council meeting of the new term. This shall ensure that each program is adequately and fairly represented.
6. The President and/or President-Elect should work with the Graduate

Student Experience Coordinator to ensure that all candidates and appointees are eligible to serve as a member of the GSA prior to their election/selection/appointment.

7. Officers of the Executive Board shall be elected by a simple majority vote of the entire graduate student body. Program representatives shall be elected by a simple majority vote of the members of the program they wish to represent.
8. The current President and President-Elect shall facilitate a transfer of power meeting, where all members of the outgoing administration and incoming administration shall be present, at the last Executive Board meeting of their term of office.

**Section 10.03 Terms of Office:** The term of office for every member of the GSA is a full university year (fiscal/academic year), from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

**Section 10.04 Term Limits:** The number of terms an individual may hold the same office in the GSA are as follows:

1. An individual may only hold the offices of the President, President-Elect, and Past-President for a total of one (1) term each. (One term as President-Elect followed by one term as President, followed by one term as Past-President)
2. An individual may only hold the same non-presidential Executive Board position (i.e., Directors) for a total of two (2) terms (consecutively or non-consecutively).
3. An individual may only hold the office of program representative for a total of three (3) terms (consecutively or nonconsecutively).
4. Any member of the GSA may only serve on the same GSA committee for a maximum of three (3) terms.
5. Members of the GSA and general student body may serve a maximum of three (3) years on the same university board/council/committee, unless the body has specified term that is shorter.

**Section 10.05 Vacancies and Appointments:** The following are the procedures to fill any vacancies of positions of the GSA during a term of office.

1. If an office of the Executive Board is left vacant following elections the current President-Elect (incoming President) will nominate someone for the position. This nomination must receive majority approval from the members of the incoming executive board at the transfer of power meeting.
2. Vacancies that arise on the Executive Board during the term office (after July 1) shall be filled by an interim appointee of the President with Executive Board and Council approval. If this vacancy occurs during the first eight (8) months of a term of office a special election shall occur within two (2) weeks to allow the student body to pick a permanent replacement, with 1 week for nominations and 1 week for the election. If the vacancy occurs within the final 4 months of a term of office the interim appointee shall remain in the

- role on an acting basis until the regular general election occurs.
3. In the case that the President is removed/resigns from office for any reason with less than six months of their term remaining, the President-Elect shall immediately succeed the President, but will be able to complete the following term in office as President. With the consent of the Council, an Interim President-Elect shall be chosen until one is elected via a general election. This Interim President-Elect will only serve until the end of the term and will not succeed as President in the following term.
  4. In the case that the President is removed/resigns from office for any reason within six months or greater of their term remaining, the President-Elect shall succeed as the President, and with the consent of the majority of the council also serve the following term as President. If the council does not consent, then they shall decide on how succession shall proceed for the following term.
  5. The Director of Student Involvement and Student Groups shall help facilitate the vacancy of any program representative positioning, by ensuring that the program selects and identifies a new representative within 2 weeks of the vacancy occurring.

## **Article XI. Removal from Office**

Section 11.01 Any GSA member shall be removed from office immediately upon the following:

1. Conviction of a violation of the Graduate Student Honor Code
2. Conviction of any crime deemed unbecoming of an officer of the GSA, at the discretion of the majority of the Council.
3. Failure to remain in good academic or disciplinary standing with their program or the university.
4. Failure to carry out the duties of their office or violation of the GSA constitution or policies related unto as voted upon by a supermajority (2/3) of the Council. This shall lead to impeachment of the officer. Any officer impeached from the GSA shall be barred from holding any position in the GSA in the future including as program and student group representatives.
  - The President (or President-Elect if the matter pertains to the President) shall be notified of actions (or lack thereof) of an officer of the GSA that any member of the student body believes is worthy of removal from office.
  - The President shall immediately place this as the first agenda item at the next Council meeting.
  - The presiding officer (chair) of the council shall present the charges against the officer and the charged officer shall have an opportunity

- to present a defense (a maximum of 10 minutes each).
- The charged officer shall be excused from the meeting and the Council shall take a vote. The charged officer shall be immediately informed of the results of the vote.
5. Failure to adhere to the GSA attendance policy.
  6. Program representatives may be recalled, if requested by a supermajority (2/3) of the graduate students in their respective program.

## **Article XII. Student Groups**

Section 12.01 The Office of Graduate Biomedical Education (OGBE) has granted the GSA the authority to facilitate the recognition of subsidiary student groups that have at least 1/2 of their membership being School of Medicine graduate students.

Section 12.02 For a student group to receive official recognition and the permission to operate as an official group associated with the School of Medicine and/or University by the Office of Graduate Biomedical Education they must be recommended by the GSA to Associate Dean of Graduate Biomedical Education each fiscal year. This recommendation and recognition are required of all official student groups regardless of whether they receive funding from the GSA. Groups will not be allowed to have an active Hopkins group page or hold official events on campus if they are not recommended by GSA and recognized by OGBE. GSA and OGBE will maintain a list of all currently recognized student groups on their websites.

Section 12.03 Annual student group recommendation by GSA and recognition by OGBE are required to request funding from the GSA. However, recognition does not guarantee funding requests will be accepted. (See Article XIII)

### **Section 12.04 Criteria for Group Recognition (New and Returning Groups)**

1. The GSA shall determine whether to recognize a group by a majority vote of the Council, based on the following criteria:
  - A. The group must provide a benefit or service to graduate students of the School of Medicine (at least half of their members must be School of Medicine graduate students).
  - B. The group must submit an application for recognition and registration by the GSA and OGBE, which is located on the GSA website.
  - C. The group must conform with and abide by all School of Medicine and/or University regulations or Policies.
  - D. The head of the group must be a graduate student enrolled in the

School of Medicine and able to regularly attend meetings, activities, and events on the East Baltimore Campus.

- E. Religious groups must register with the InterFaith Center within 2 weeks of receiving recognition or risk automatic termination of recognition.
- F. The group must maintain a minimum of ten graduate student members, who have verifiable current affiliation with Johns Hopkins University (at least half must be School of Medicine graduate students. This percentage can be lower only if approved by the Associate Dean of Graduate Biomedical Education or current equivalent administrator).
- G. The group must not pursue for profit activities.
- H. The group must be open to all School of Medicine graduate students regardless of race, religion, nationality, gender, age, disability, sexual orientation, etc.
- I. Each year returning groups must submit a returning group application, located on the GSA website, by June 30 of each year. This includes updated contact information and membership rosters. If a group fails to submit the returning group application, they must go through the new group recognition process again.
- J. The GSA reserves the right to terminate the recognition of any group at any time through a majority vote of the Graduate Student Council, for reasons including but not limited to violations of GSA statutes and policies, school or university policies, and activities deemed detrimental to or unbecoming of the student body, the GSA, or the university.
- K. Student Groups shall be able to appeal decisions related to the denial or termination of group recognition within 5 business days of being informed of the GSA's decision, by writing an email to the Director of Student Involvement and Student Groups requesting a group recognition appeal hearing before the Council.
- L. The group will be allowed to present their case for recognition to the Council at its next regularly scheduled meeting. The group will have a maximum of 10 minutes to present why the previous decision to request group recognition should be reversed. The GSC will take a vote, with the representatives not present, to decide on the appeal request. All appeal requests decisions are final for the remainder of the University year.
- M. Questions regarding group recognition can be directed to the GSA Director of Student Involvement and Student Groups

#### Section 12.05 **Procedures for New Group Recognition**

1. New groups seeking recognition shall first ensure they meet all criteria listed in Section 12.04 of this constitution.
2. Any group not currently recognized by the GSA through existing means shall be required to submit a new group recognition application.

3. The representatives of the proposed new student group must submit a new student group application, which is located on the GSA website, no later than September 15 of the year in which they wish to be recognized. The application shall include, but not be limited to, documentation of adequate membership and a summary of the purpose and proposed activities of the proposed group.
4. A representative of the proposed group, who cannot be a member of the Council, will be required to present a brief (maximum of 5 minutes) presentation about the group's purpose and structure to the Graduate Student Council at the meeting in which their recognition will be voted upon. The Director of Student Involvement and Student Groups shall facilitate this process.
5. Following the presentation, the GSC may ask the representative(s) questions about the group, its purpose, its composition, etc.
6. The representative(s) will then be excused from the meeting, and informed that the final decision will be provided to the group by email.
7. Once the representative(s) is/are excused, the GSC will discuss the matter and vote, following normal voting procedures.
8. The Director of Student Involvement and Student Groups will inform the representatives of the outcome within one (1) business day of the decision.

### **Article XIII. Finances**

#### **Section 13.01 The Annual Budget of the GSA**

1. The annual budget shall follow the University fiscal year, beginning July 1<sup>st</sup> and ending on June 30<sup>th</sup>.
2. The annual budget shall be prepared by the President, with assistance from the President-Elect and Director of Finance.
3. The President is responsible for ensuring the budget aligns with the policies and available funding offered by the OGBE.
4. The budget, after review by the OGBE, shall be voted on by the Executive Board and then the Council, at their next meetings respectively.

#### **Section 13.02 Executive Officer Budgets**

1. Executive Boards members may be allocated a budget appropriation in which they shall be responsible for to carry out their duties including hosting events and completing initiatives.
2. Executive Board members shall have discretionary control over their allocated budgets except in the following cases:
  - A. The GSA cost of the event is in excess of \$500 or 20% of the officers entire allocated budget appropriation. Amounts exceeding this limit must be approved by the majority of the Executive Board. Amounts in excess

of \$1,500 must be approved by the majority of the Executive Board and the Graduate Student Council.

- B. The funds are included in officers allocated budget appropriation but are designated for large recurring or annual events of the GSA, as specified by the Executive Board and/or the GSC.

### Section 13.03 **Student Travel Grants**

1. The scope, eligibility, and award criteria for student travel grants can be found in the document entitled GSA Student Travel Awards, which can be considered an extension of this document.

### Section 13.04 **Student Group Funding Requests**

1. The GSA offers support to subsidiary student organizations to further enhance the experience of School of Medicine Graduate Students, by providing financial support for their events and activities.
2. The GSA shall allocate no less than five (5) percent of its annual budget for support of subsidiary student organizations.
3. The GSA does not fund the operations of student groups, but only specific activities or events of recognized student groups.
4. To be eligible to request funding for an event or activity, a group first must be an actively recognized group by the GSA and the OGBE for that fiscal year. They must have a representative regularly attend GSC meetings.
5. The application, which is located on the GSA website, must be submitted for review by the Director of Finance and the Finance Committee at least one (1) month prior to the date of the proposed activity or event. The Director of Student Involvement and Student Groups is available to assist any group with submission of funding requests.
6. The event/activity must be open to all graduate students in the School of Medicine.
7. The application for funding must include the location of the event, a description of the event, and a proposed budget for the requested funds.
8. The Finance Committee will review all requests for funds and recommend them to the Executive Board for further review and approval.
9. The Executive Board has the authority to approve funding requests up to \$500. Funding requests exceeding \$500 must be approved by the Executive Board, followed by the majority of the Council.
10. All GSA funded events must be publicized on the East Baltimore Campus, and include a listing on the Hopkins Groups website.
11. **GSA must be listed as the sponsor on all materials publicizing the event/activity.** The GSA reserves the right to withdraw funding for failure to properly credit GSA sponsorship of an activity/event.
12. Events funded by GSA from other budgets are not eligible to submit group funding requests.
13. The GSA will fund up to \$1,000 per event, although this amount is not

- guaranteed and is subject to approval by the GSA and funding availability.
14. The funding allocated for food may not exceed \$20 per graduate student present per meal, unless approved by the GSA prior to the event.
  15. The maximum amount the GSA will sponsor per attendee shall not exceed \$35 per attendee, unless approved by 2/3 of the Council prior to the event.
  16. The GSA will not approve funding for events after they have occurred, except for in extreme circumstances when approved by the GSC with a supermajority vote.

## **Article XIV. Awards of the GSA**

Section 14.01 The GSA facilitates the following awards and honors:

1. Graduate Student Teaching Award. Nominations are made open to all graduate students to recognize a member of the School of Medicine graduate faculty that has made a significant contribution to teaching and mentoring of graduate students. The winner is selected by a majority of graduate students and shall have the honor of administering the graduate student oath a convocation.
2. The following Marshals for School of Medicine Convocation are selected in collaboration with the Medical Student Senate: Grand Marshal, Student Marshal, Faculty Marshal, VIP Marshal.
3. Graduate Student Convocation Speaker. Graduating graduate students are eligible to be nominated. Nominations can be made by any member of the graduate student body. The winner will be selected by the majority of the graduate student body. The winner gives a 5-minute speech at that year's convocation. The winner must be a graduate student participating in the School of Medicine convocation in May of that year.
4. The GSA reserves the right on the recommendation of the President and with the approval of the Council to offer awards and recognitions on behalf of the GSA or the graduate student body. The President shall designate the officer who shall be responsible for facilitating any award processes.

## **Article XV. Annual Report**

Section 15.01 The GSA President, with the assistance of the Director of Policy and Strategic Initiatives, is responsible for authoring an annual report on the activities of the GSA for dissemination to the GSA Council and to the student body.

Section 15.02 The report should include, but is not limited to, the following topics:

1. A summary of the year's action items.
2. Individual summaries from each of the Directors detailing any updates related to their position.

3. Summaries of activities from GSA committees and relevant University committees.
4. An overview of collected GSA survey data.

Section 15.03 There shall be a document titled GSA annual report policy that shall describe the components of the report in detail. It shall be considered an extension of this document.

## **Article XVI. Policy Changes and Amendments to the Constitution**

Section 16.01 The Council will maintain a core set of official policies including but not limited to issues such as awarding of money, the annual student survey, attendance, impeachment proceedings, and meeting guidelines on the official GSA website. In addition, the GSA Council will also maintain a record of past rulings and decisions to inform the general student population and establish a precedent for future decisions.

Section 16.02 The official policies may be amended by a majority vote at which a quorum of voting members of the council is present, following its approval by the Executive Board. Council members will be notified of proposed changes at least (3) business days prior to the vote. This requirement may be waived by the Council at their discretion. If the quorum is not met and propositions are introduced, a special vote will be held on these propositions no sooner than one week after all GSA Council members have been notified of the vote and the propositions to be considered. At this special vote, propositions may be passed by receiving greater than one-half of all votes cast by present members of the GSA Council.

Section 16.03 The constitution may be amended by a majority vote of the Executive Board, followed two-thirds vote of all voting members of the Council or by a two-thirds vote of the entire graduate student body, either at a special meeting or by special balloting. Notice of proposed changes shall be sent to all GSA members at least three (3) business days prior to the vote. This requirement may be waived by the Council at their discretion. If two-thirds of voting Council members are not present when a constitutional amendment is introduced, a special vote will be held on these amendments no sooner than one week after all Council members have been notified of the vote and the amendment to be considered. At this special vote, the amendment may be passed by receiving greater than one-half of all votes cast by present members of the GSA Council.