

ACT 1314-SP-010

An Act Concerning the Duties and Responsibilities of the Secretary in the Constitution of the Council of Graduate Students

Author: David M Rochman, Governmental Relations, Chair

Sponsor: The Executive Committee

Section 1. The purpose of this act shall be to revise the Constitution of The Council of Graduate Students (CGS)

Section 2. Whereas, currently Article V, Section V.5 of the Constitution of the CGS currently reads as follows:

“Section V.5: Secretary

V.5.A. The Secretary is responsible for keeping the minutes of the meetings of the Council and its Executive Committee, for maintaining records, and for conducting correspondence.

V.5.B. The Secretary is responsible for maintaining attendance records and determining quorum (see Article VIII, Sec. 2) at Council meetings.

V.5.C. In the absence of the President and Vice President, the Secretary presides over meetings of the Council.

V.5.D. The Secretary shall fulfill other duties as directed by the Council, the Executive Committee, and the President.”

Section 3. Whereas, it is deemed that in order for the CGS to operate at its most efficient level it is necessary to accurately record, track, and report all legislation passed throughout the academic year and that all governing documents (Constitution, bylaws, and standing rules) are reflective of these legislative changes.

Section 4. Whereas, the following additional duties shall become the responsibility of the Secretary:

V.5.E. The Secretary is responsible for maintaining a record of all legislation that has been passed throughout the academic year, and that this record

is formally passed to the next incumbent Executive Board.

V.5.F. The Secretary shall be responsible for ensuring that all governing documents (Constitution, Bylaws, and Standing Rules) are updated at the end of every semester of all legislative amendments.

Section 5. Therefore, be it resolved that this act is to optimize the legislative recording practices within the Constitution.

Section 6. Further, be it resolved, the changes contained within this act, shall be effective immediately and the Constitution will be updated to reflect such a change.

Date Approved: 2-14-14

Josh Coy, CGS President

