I. **Article One – Name, Purpose, and Non-Discrimination Policy.**
   A. **Section One – Name of the Organization.** This organization shall be named the Communication Graduate Student Association (i.e., CGSA).
   B. **Section Two – Purpose.**
      1. To promote the study, criticism, research, pedagogy, and application of the artistic, humanistic, and scientific principles of communication.
      2. To elevate the quality of graduate education.
      3. To secure the rights and privileges of graduate students as members of the Department of Communication and the University of Oklahoma.
      4. To promote publishing, career opportunities, and academic excellence.
      5. To provide a channel of interaction among Communication graduate students.
      6. To promote and represent the Department of Communication at the University of Oklahoma and the global academic community.
      7. To provide a forum in which University of Oklahoma Communication graduate students can acquire the attitudes and skills necessary for the future performance of departmental service.
      8. To promote a culture of continuity, evaluation, and transparency relative to the internal and external functions of the CGSA.

II. **Article Two – Membership.**
   A. **Section One – General Statement of Membership.** Only University of Oklahoma students may be full members.
   B. **Section Two – Qualifications.**
      1. Maintain full-time status, in good standing, as a University of Oklahoma, Department of Communication graduate student.
      2. Pay annual dues.
         a. Annual dues will be determined by a three-fourths vote of the larger CGSA body and will not fall below $30/year.
         b. Communication graduate students who can demonstrate genuine hardship may be excused from paying annual dues with the unanimous consent of the executive committee.
         c. Waivers must be presented to the executive committee prior to the due date for CGSA annual dues.
   C. **Section Three – Non-Discrimination Policy.** Membership in, association with, and benefits emanating from the Communication Graduate Student Association and its related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of the organization and purposes of the activities. Judgments in this regard based solely on an individual’s race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political beliefs are not judgments based on such considerations. Further, the purpose of the organization must be consistent with public policy as established by prevailing University Community standards.

III. **Article Three – Organizational Leadership.** Titles, Terms of Office, Type of Selection, and Duties of Leaders.
   A. **Section One – Titles.**
      1. CGSA Co-Chairs
      2. CGSA Secretary
3. CGSA Treasurer

B. Section Two – Terms of Office. Officers are expected to serve for one full year from the end of the spring semester until end of the following spring semester.

C. Section Three – Type of Selection.

1. Qualifications. All officer candidates must have maintained CGSA full membership for at least one semester.

2. Elections.
   a. Eligible candidates must declare their intention to run at the meeting prior to the meeting at which the election will be held.
   b. Elections are to be held the last meeting of the spring semester.
   c. The candidate(s) receiving the highest number of votes will be declared the office holders.
   d. A provision for absentee voters shall be established.

D. Section Four – Duties.

1. CGSA Co-Chairs.
   a. The CGSA Co-Chairs represent the concerns of Communication graduate students during communication faculty meetings and during joint faculty/graduate student meetings.
   b. The CGSA Co-Chairs provide guidance and/or support to CGSA committees and subcommittees.
   c. The CGSA Co-Chairs, in conjunction with the graduate student liaison and the department’s academic advisor, lead and coordinate the activities of a new student orientation committee.
   d. The CGSA Co-Chairs, produce and distribute a CGSA draft agenda at least one week prior to the regular meeting and distribute a final agenda at least three days prior to the regular meeting.
   e. The CGSA Co-Chairs have the option of appointing a parliamentarian who will ensure that the CGSA meetings will be conducted according to a predetermined, consensual, reliable, and transparent process.
   f. For the purposes of this constitution, the CGSA co-chairs shall be considered one person.

2. CGSA Secretary.
   a. The CGSA Secretary is responsible for recording, reporting and filing the minutes of each regular meeting.
   b. The CGSA Secretary is responsible for recording and maintaining a continuous record of member attendance at regular meetings.
   c. The CGSA Secretary is responsible for, along with the exiting secretary, compiling an annual report of the previous year’s activities, to include:
      i. attendance
      ii. membership
      iii. meeting minutes
      iv. the budget
      v. existing documentation of CGSA - sponsored and related events (e.g., the campus discussion panel, the Brown Bag meetings)
vi. other items as determined by the CGSA body
d. The CGSA Secretary is responsible for creating and maintaining an email address book of the following groups of all University of Oklahoma Department of Communication graduate students:
   i. all CGSA members.
   ii. all Department of Communication graduate students.
e. The CGSA Secretary is responsible for disseminating information to relevant graduate students at the request of CGSA officers and committee chairpersons.
f. The CGSA Secretary is responsible for appointing two nonrunning individuals to conduct officer elections.

3. Treasurer.
a. The CGSA Treasurer is responsible for writing and submitting the annual budget proposal for GSS/UOSA organizational funding.
b. The CGSA Treasurer is responsible for adhering to university policies regarding organizational spending (i.e., including but not limited to those policies related to the disbursement of travel funds).
c. The CGSA Treasurer is responsible for preparing a financial annual report that includes the following information:
   i. the itemized budget proposal that was submitted to UOSA.
   ii. an itemized list of annual organized expenditures.
d. The CGSA Treasurer is responsible for forwarding the financial annual report to the secretary for inclusion in the general annual report.
e. The CGSA Treasurer is responsible for chairing the departmental level travel grant committee and…
   i. collecting travel funding documentation two – weeks prior to the appointed deadlines.
   ii. assisting, within reason, eligible Communication graduate students in their efforts to maximize their departmental-related funding opportunities.
   iii. submitting a checklist of guidelines to the Processes Committee chairperson for inclusion in the CGSA web page.

4. All CGSA officers will sign a symbolic oath that demonstrates his or her commitment to professionally uphold the constitution.

IV. Article Four – Advisor’s Qualifications, Responsible, and Role in Organization. A full-time member of the University of Oklahoma Department of Communication faculty or staff shall advise this organization.

V. Article Five – Executive and General Committees.
A. Section One – Committees and Defined Committee Purposes.
1. CGSA Executive Committee: Consisting of the elected officers and, when relevant, particular executive committee members to meet when CGSA business requires it.
2. Brown Bag Committee: Dedicated to promoting graduate student development by 1) providing a regular lunchtime forum in which students/faculty may present research, and 2) students or faculty of the
department or other members of the university community may present other
topics pertinent to graduate student developmental needs.
3. GSS Representative Committee: A co-chaired (i.e., two members) committee
dedicated to securing the interests of the Communication Graduate Students at
regular GSS meetings.
4. Travel Grant Committee: Chaired by the treasurer and dedicated to guiding
the CGSA membership through the departmental travel funding process and to
forwarding the appropriate paperwork to the department secretary for final
processing.
5. Social Activities Committee: Dedicated to organizing and executing various
social functions to be defined by the CGSA body as well as departmental
requests (e.g., new student orientation luncheon).
6. Panel Committee:
   a. Dedicated to organizing and executing a public panel presentation on a
      topic of concern to the larger University of Oklahoma community.
   b. The general body of the CGSA must approve the panel’s topic.
7. Processes Committee (formerly the transparency committee):
   a. Dedicated to maintaining a constant flow of communication to the
      Department of Communication graduate students relevant to funding
      and professional opportunities as well as general information of
      special interest to Department of Communication graduate students.
   b. Dedicated to maintaining a web page or to working with a web master
      who will make the above information easily accessible to
      Communication graduate students.
8. New Student Orientation: Chaired by the CGSA Co-Chairs and dedicated to
   working with the graduate liaison to ensure new students are functionally
   welcomed into graduate studies in the Department of Communication at the
   University of Oklahoma.
9. New Student Recruitment:
   a. Chaired by the CGSA Co-Chairs and dedicated to constructing the
      University of Oklahoma’s Department of Communication booth at the
      annual National Communication Association Conference.
   b. Dedicated to performing general recruitment duties throughout the
      academic year including but not limited to guiding tours for
      prospective students, corresponding with prospective students, and
      generally promoting the department.
10. Web Master Committee: Dedicated to constructing a maintaining a web page
    that includes information about CGSA including but not limited to member
    profiles, the CGSA constitution, the CGSA meeting schedule, the committee
    structure and membership, CGSA sponsored event schedule, etc.
11. Special Issues Committees: Dedicated to meeting the ad hoc needs and
    purposes of the CGSA membership to be determined by a three-fourths
    majority of the voting CGSA body.

B. Section Two – Committee Chairpersons.
1. Appointment: Committee chairpersons are nominated and approved by the CGSA general body. Said process will occur at the last annual meeting of the CGSA and during the spring semester.

2. Responsibilities: The committee chairpersons are responsible for...
   a. executing the defined purpose of their committee.
   b. writing an annual record of the committee’s actions and contributions to their defined purpose (one page minimum).

C. **Section Two – Committee Members.**
   1. Membership: All University of Oklahoma Department of Communication graduate students are eligible to volunteer for service on any committee.
   2. Responsibilities: Committee members are responsible for executing the defined purpose of their committee.

VI. **Article Six – Meeting of the Organization. Required Meetings, Frequency, Notification of, and Attendance.**
   A. **Section One – Required Meetings.**
   B. **Section One – General Meetings.**
      1. No less than 8 meetings will be held each academic year.
      2. The first meeting will be held on the day of CGSA Student Orientation every Fall semester.
         a. A calendar of meeting times, for the current academic year, will be constructed at the first general meeting of the CGSA.
         b. The secretary is responsible for the composing and distributing the agreed upon annual calendar of scheduled meeting times to all CGSA members.
      3. During the regular semester, the gap between meeting times will not exceed four weeks.
      4. Meeting times preferably will not conflict with normal academic scheduling and may be held on Sunday evenings.
   C. **Section Two – Committee Meeting Times.**
      1. An executive committee of CGSA officers should meet as needed.
      2. Committee meeting times will be determined by a unanimous vote of the concerned committee members.

VII. **Article Seven – Privileges.**
   A. **Section One – General Privileges.**
      1. All members have the right to vote at general meetings of the CGSA.
      2. All members have the right to initiate resolutions and legislation in accordance with the purposes and details of the CGSA constitution.
         a. Resolutions and legislation will be passed by a majority of CGSA members.
         b. Legislation will narrowly achieve its intended purpose(s).
         c. Resolutions will be presented to the faculty by the co-chairs at faculty meetings and forwarded to the Communication graduate liaison for continued advocacy.
   B. **Section Two – Departmental-Level Funding Privileges.**
      1. Any CGSA member is eligible for departmental level travel funding when travel expenses are related to the presentation of a refereed conference paper.
2. Departmental-Level funding requests will not be processed by the CGSA travel committee when those requests are related to:
   a. any research-related expenses.
   b. noncompetitive panel presentations.
3. At the discretion of a majority of the CGSA, departmental-level funding will be capped at an appropriate amount per conference presentation.
4. Departmental level funding resources may be proportionately allocated on a per-semester basis as determined by a majority vote of the CGSA body and the availability of funds.
5. Departmental funding periods will follow the requirements of the University of Oklahoma’s fiscal calendar.

VIII. Article Eight – Amendments. This constitution can be amended by a majority of its membership. Any time an amendment passed, three copies of the amended constitution will be submitted to Kim Fairbanks in the Center for Student Life.

IX. Article Nine – Compliance
   A. Article One. Preemption Clause. The CGSA is subject to all provisions of the University of Oklahoma Student Code.
   B. Article Two. General Compliance. The CGSA will comply with all local, state, and federal laws.