



SCHOOL OF EDUCATION GRADUATE STUDENT ASSOCIATION BY-LAWS

I. Name

The USF School of Education Graduate Student Association (GSA) is a student body that represents and serves all credential, master's and doctoral level students currently enrolled in the School of Education (SOE).

II. Governing Body

Its governing body is the GSA Board which consists of a maximum of two program representatives from each SOE program. Four members of the Board, elected from among these program representatives, serve as the executive officers of the Board.

III. Purpose

The GSA is organized in order to:

- Represent and serve all SOE students, as per the mission statements of the School of Education (Appendix A) and the University (Appendix B);
- Provide a leadership forum for all SOE students;
- Act as liaison among students, faculty and administration of the School of Education;
- Promote and facilitate scholarly activities for fellow SOE students;
- Provide a forum for students' concerns and suggestions; and,
- Network with SOE alumni.

IV. Membership

A. General Membership

The Graduate Student Association is open to all currently enrolled SOE students.

B. Honorary Membership

Honorary membership may be conferred upon any person by the unanimous vote of the executive officers.

V. Meetings

A. General GSA Meetings

General GSA meetings are open to all GSA members. These meetings are regularly held on Teaching Saturdays, from 12:15 to 12:55 p.m., as per the published GSA Calendar of Events.

B. GSA Board Meetings

GSA Board meetings are open to Board members to conduct GSA business. All SOE graduate students are invited to observe. These meetings are held, as per the published GSA Calendar of Events.

C. GSA Committee Meetings

GSA Committee meetings are held as needed for special events or GSA business (e.g., Research Symposium Committee). All SOE graduate students are welcome to join any GSA ad-hoc committee.

D. Meeting Procedures

Each Board member shall have one vote. A decision is reached by a simple majority of the members present.

VI. GSA Board

The GSA Board is comprised of program representatives and officiated by four executive officers.

A. Program Representatives

Election/Appointment Process

At or by the first Fall Teaching Weekend, the GSA executive officers shall contact each SOE program director/department chairperson to request the election/appointment of a maximum of two student representatives to serve on the GSA Board for the ensuing academic year. Each program will determine its own methods of election/appointment of its GSA program representatives. After the first Fall Teaching Weekend, the GSA executive officers shall gather the names of all program representatives and the GSA President shall convene the first Board meeting of the new academic year as soon as possible.

Program representatives serve for one academic year and may be re-elected for multiple terms. If a program representative vacates his/her position during the term, the executive officers shall seek an appropriate replacement.

Responsibilities

The Program Representatives shall:

- Convey the needs, concerns, and interests of their constituencies to the GSA Board;
- Communicate GSA activities to their program director/department chairperson and their fellow program students;
- Attend the general GSA meetings and the GSA Board meetings (or inform the GSA President of any necessary absence);

- Participate in GSA-related discussions via e-mails;
- Volunteer to help at special GSA events; and
- Volunteer to serve on GSA ad-hoc committees.

B. Executive Officers

Four students serve as executive officers on the GSA Board. Their respective positions are President, Vice-President, Treasurer, and Secretary.

Election Process

- . The executive officers shall be elected from among the members of the GSA Board.
- . The President shall be elected at the last GSA Board meeting of the spring semester. The president shall serve for one year, starting from the end of the spring semester when he/she is elected, through the spring semester of the following academic year.
- . The Vice-President, Treasurer, and Secretary shall be elected from the body of program representatives at the first meeting of the GSA Board in the fall semester (i.e., second Teaching Saturday). The Vice-President, Treasurer, and Secretary shall serve for one academic year, ending at the first GSA Board meeting of the fall semester, unless they have graduated in May.

Responsibilities

1. The President shall:

- Represent the GSA on all matters pertaining to, or affecting, the GSA;
- Preside at all GSA meetings (i.e., Board meetings and general meetings);
- Make necessary chair and committee appointments with the concurrence of a majority of the GSA Board;
- Determine the annual GSA budget, in collaboration with the Treasurer and the School of Education Budget Director;
- Set up the GSA calendar of events at the beginning of each semester, in collaboration with the GSA Board;
- Call regular GSA meetings (Board meetings and general meetings) throughout each semester;
- Set up the agenda of all GSA meetings and oversee the confirmation of all involved parties, in collaboration with the GSA Board;
- Perform any other duties consistent with these By-laws;
- In the event of an urgent matter, the President may act with the majority vote of the executive officers; and,
- In the event that the President is unable to fulfill presidential responsibilities, the Vice-President shall act as President.

2. The Vice-President shall:

- Oversee the public communication needs for GSA meetings and activities (e.g., GSA Webpage updates on the SOE Website, USFconnect announcements, flyers, e-mails to SOE faculty, etc.);
- Arrange the space needs for GSA meetings and activities;
- Oversee the catering needs (e.g., food ordering) for GSA meetings and activities;

- Assume the duties of the President in the event that the President is unable to fulfill presidential responsibilities; and,
- Perform any other duties delegated by the GSA President, consistent with these By-laws.

3. The Treasurer shall:

- Work in collaboration with the School of Education Budget Director;
- Determine the annual GSA budget, in collaboration with the President and the School of Education Budget Director;
- Report the status of the GSA budget to the GSA Board on a regular basis (i.e., at least at the beginning and end of each semester);
- Collect and process all monies related to GSA activities;
- Facilitate the processing of GSA-related expenses (e.g., check requests, reimbursement forms, etc.); and,
- Perform any other duties delegated by the GSA President, consistent with these By-laws.

4. The Secretary shall:

- Record the minutes of each GSA Board meeting and e-mail them to the GSA Board before the next meeting;
- Oversee the posting on the SOE Website of GSA meeting minutes (after approval of the GSA Board) and other GSA-related documents or announcements (e.g., calendar of events, forms, flyers, etc.);
- Oversee the inventory of GSA supplies (e.g., reams of paper, napkins, plastic plates, cups, cutlery, etc.);
- Gather and keep in a binder all important GSA-related records (e.g., copies of letters, meeting agendas, etc.); and,
- Perform any other duties delegated by the GSA President, consistent with these By-laws.

VII. GSA Board Advisors

Appointments

SOE administrators such as the SOE dean and SOE associate deans may serve as advisors to the GSA Board. In addition, the SOE Dean's Office or the SOE Faculty Association may appoint/elect one SOE faculty member to also serve as advisor to the GSA Board.

Responsibilities

The GSA Board Advisors shall:

- Support and promote GSA activities within the SOE and USF communities;
- Advise, as requested, the GSA Board;
- Participate in GSA activities, as appropriate; and,
- Be collegial partners with SOE graduate students.

VIII. Amendments

An amendment of these By-laws requires a majority vote of the GSA Board members, but must first be introduced at the GSA Board meeting immediately preceding the vote.

Originally adopted on 11/13/85

Amended on 5/3/86, 5/9/87, 11/13/92, and 2/7/06.

APPENDIX A

USF SCHOOL OF EDUCATION MISSION AND GOALS

December 2001

The School of Education offers credential and graduate programs designed to meet the needs of aspiring and practicing educators, counselors and leaders. Marked by its urban setting, the School reaches out and contributes to the several communities we serve.

By valuing the individual, the School provides a caring, interactive and academically challenging climate through:

- Instilling a passion for knowledge, wisdom and justice
- Fostering a desire to celebrate a modern, multicultural world
- Building a commitment to creativity and compassion
- Heightening ethical standards
- Developing the intellect
- Enhancing professional skills

To these ends, we foster a community marked by the commitment of the Jesuit, Catholic urban university to issues of justice and intellectual rigor. We maintain a community that supports faculty, students, staff, alumni and friends in accomplishing their lifelong learning goals.

APPENDIX B

UNIVERSITY OF SAN FRANCISCO VISION, MISSION, VALUES STATEMENT

September 11, 2001

At its quarterly meeting on September 11, 2001, the University of San Francisco Board of Trustees approved a new Vision, Mission, Values Statement for the University. Articulating a shared vision and mission for the University has been a priority for USF President Stephen A. Privett, S.J., since he took office on Sept. 15, 2000. "It is important for the University to agree on who it is and where it wants to go before determining a strategic direction," Fr. Privett said.

The statement, more than a year in the making, had been passed before the University community for review and comment before the trustee action.

VISION

The University of San Francisco will be internationally recognized as a premier Jesuit Catholic, urban University with a global perspective that educates leaders who will fashion a more humane and just world.

MISSION

The core mission of the University is to promote learning in the Jesuit Catholic tradition. The University offers undergraduate, graduate and professional students the knowledge and skills needed to succeed as persons and professionals, and the values and sensitivity necessary to be men and women for others.

The University will distinguish itself as a diverse, socially responsible learning community of high quality scholarship and academic rigor sustained by a faith that does justice. The University will draw from the cultural, intellectual and economic resources of the San Francisco Bay Area and its location on the Pacific Rim to enrich and strengthen its educational programs.

CORE VALUES

The University's core values include a belief in and a commitment to advancing:

- the Jesuit Catholic tradition that views faith and reason as complementary resources in the search for truth and authentic human development, and that welcomes persons of all faiths or no religious beliefs as fully contributing partners to the University;
- the freedom and the responsibility to pursue truth and follow evidence to its conclusion;
- learning as a humanizing, social activity rather than a competitive exercise;
- a common good that transcends the interests of particular individuals or groups; and reasoned discourse rather than coercion as the norm for decision making;

- diversity of perspectives, experiences and traditions as essential components of a quality education in our global context;
- excellence as the standard for teaching, scholarship, creative expression and service to the University community;
- social responsibility in fulfilling the University's mission to create, communicate and apply knowledge to a world shared by all people and held in trust for future generations;
- the moral dimension of every significant human choice: taking seriously how and who we choose to be in the world;
- the full, integral development of each person and all persons, with the belief that no individual or group may rightfully prosper at the expense of others;
- a culture of service that respects and promotes the dignity of every person.

STRATEGIC INITIATIVES

The following initiatives are key to the University's achieving the recognition as a premier Jesuit Catholic, urban university:

1. Recruit and retain a diverse faculty of outstanding teacher-scholars and a diverse, highly qualified, service-oriented staff, all committed to advancing the University's Vision, Mission and Values;
2. Enroll, support and graduate a diverse student body, which demonstrates high academic achievement, strong leadership capability, concern for others and a sense of responsibility for the weak and the vulnerable.
3. Provide an attractive campus environment and the resources to promote learning throughout the University:
 - Learning resources that enhance curriculum and support scholarship
 - Technology solutions to enhance learning and improve service
 - Facilities to support outstanding educational programs
4. Continue to strengthen the University's financial resources to support its educational mission.