

GRADUATE STUDENTS ASSOCIATION IN EDUCATION  
University of California, Santa Barbara

GSA-EP

Charter and Bylaws

Academic Year 2009-2010

- I. Purpose: This document provides the justification, goals, and procedures of the Graduate Students Association in Education at the University of California, Santa Barbara.
- II. Definitions and Abbreviations:
  - A. UCSB: University of California, Santa Barbara
  - B. GSA: Graduate Students Association
  - C. GSAE: Graduate Students Association in Education
  - D. GGSE: Gevirtz Graduate School of Education
  - E. Mission: Describes the reason for an entity's existence.
  - F. Vision: The ideal future state of an organization in terms of performance, behavior, and environment.
  - G. Strategic Plan: Long term plan focusing actions and decisions to attain the Vision.
  - H. Tactical Plan: Specific tasks at the micro level to execute the Strategic Plan
  - I. Program:
    - 1. Department of Education
    - 2. Teacher Education Program
  - J. Emphasizes:
    - 1. Teaching and Learning (T&L)
    - 2. Cultural Perspectives and Comparative Education (CPCE)
    - 3. Special Education, Disabilities and Risk (SPDR)
    - 4. Child and Adolescent Development (ECAD)
    - 5. Educational Leadership and Organization (ELO)
    - 6. Joint Doctoral Program (JDP)
    - 7. Research Methodology
    - 8. Teacher Education
- III. Charter:
  - A. Mission: To promote, defend, and represent the interests of Gevirtz School students to UCSB at-large, and organizations outside of UCSB, on administrative, academic, and student affairs.
  - B. Vision: GSAE will be a representative, democratic organization where decisions are made by consensus and all voices are heard. GSAE will have a cooperative and open relationship with GGSE faculty and staff, based on mutual respect.

C. Objectives:

1. Maintain a permanent council composed of GSAE officers and representatives reflective of GGSE student populations at-large.
2. Establish standing committees to develop and execute plans in accordance with mission and vision of the GSAE.
3. GSAE Council will review strategic goals yearly and update according to current issues where necessary. Past and continuing goals may include:
  - a. Provide mentorship to new and continuing students
  - b. Foster a sense of community within the School among the individual programs and between students and faculty
  - c. Hold workshops, colloquia and informal discussions on topics pertinent to GGSE graduate students
  - d. Ensure that students' interests are represented when administrative decisions are made that effect student academics and life (i.e. faculty hiring, building and equipment upgrades, policy changes)

D. Amendments

1. Amendments to the GSAE Charter will be:
  - a. Submitted for review to the Council (at a regularly-scheduled meeting and discussed)
  - b. Released for consideration to the student body at-large two weeks before scheduled meeting via email and posted on the Web site with a request for comments.
  - c. Voted on by Officers and Student Representatives
  - d. Will be effective immediately unless otherwise specified.

IV. Organization

- A. GSAE: Composed of the GSAE Council and the general membership. Membership is automatically accorded to any student currently registered in, or on approved leave of absence from, the Graduate School of Education at the University of California, Santa Barbara.
- B. GSAE Council: GSAE Officers and representatives
  1. Eligibility: All GSAE Officers and representatives must be currently enrolled in the GGSE and in good academic standing.
  2. Resignation: Should be tendered to the Council in writing two weeks prior to the effective date of resignation.
  3. Replacement: External Vice President will coordinate nominations for consideration by the Officers. Officers shall choose a replacement.
- C. GSAE Officers: Provide leadership and administrative functions for the GSAE
  1. President: Chief executive officer of the GSAE. Attends faculty meetings of the school wherein acts as liaison between students and faculty/staff. Constructs GSAE meeting agendas with the

advice of the Council. Agenda needs to be distributed to Council prior to each meeting. Lead GSAE meeting, ensuring order is maintained and agenda topics are covered. Ensures that Vice Presidents of Finance and Records records GSAE meeting minutes and attendance. Ensure that committee chairs are making progress on their tasks. Appoints new committee chairs, temporary officers, and temporary representatives with consultation of Officers. Meets with faculty advisor as necessary

2. **Vice President, Communications:** Chief information officer of the GSAE. Assists the President in the administration of the internal operations and communications of the GSAE. Works with Vice President of Finance and Records to maintain public file. Works with entire Council to maintain the official GSAE Website, online calendar, "Latest News" blog, email and other electronic communications channels. Sends out periodic GSAE News Updates via email with issues and event pertinent to GGSE students.
3. **Vice President, External Public Relations:** Chief marketing officer of the GSAE. Recruits GSAE representatives and coordinates attendance at GSA assembly, ensuring required number of GGSE representatives attend. Heads the social committee which coordinates planning of quarterly community service and social events for GGSE students. Ensures that documentation of events is collected and prepares end-of-year slide show. Attends orientations for new Education and TEP students in at the start of Fall Quarter.
4. **Vice President, Internal Public Relations:** Chief marketing officer of the GSAE. Official representative and liaison to the dean's office. Coordinates weekly faculty/student events, holds office hours Holds quarterly professional networking event. Addresses issues of equity and discrimination within the community by connecting students to University resources and events. Attends orientations for new Education and TEP students in at the start of Fall Quarter
5. **Vice President, Finance and Records:** Chief financial officer and archivist of the GSAE. Assists the President in representing GSAE interests in the area of budget and financial planning. Ensures that GSAE meeting minutes and votes are recorded and published. Registers the GSAE with the Office of Student Life as a student group before September 15, each year. Delivers quarterly finance and progress report to Council. Maintains administrative file including copies of general correspondence, meetings, Charter, By-laws, and enacted resolutions are available for distribution. Ensures that bylaws are annually reviewed and that strategic goals are re-assessed. Ensures that events are supplied and that requisitions are submitted/paid.