

The Constitution of the Interfaces of Global Change Graduate Student Organization

Adopted Fall 2013. Amended March 2016. Amended December 2018. Amended April 2018.

Article I

Name and Abbreviations

The official title of the organization shall be the “Interfaces of Global Change Graduate Student Organization”.

The short form “IGC GSO” shall be used throughout this document.

Interfaces of Global Change shall be written IGC throughout this document.

In addition, “IGC Graduate Student” shall refer to any Virginia Tech graduate student who is a fellow of the IGC program or is currently or has previously been enrolled in the IGC seminar course.

Article II

Purpose

The objectives of the IGC GSO are:

1. To benefit the IGC community as a whole through student contribution to infrastructural, educational, and social investments and activities. This includes the organization of IGC discussion groups.
2. To facilitate communication between faculty and students within IGC, and between IGC and the university and community.
3. To build community among IGC graduate students.
4. To further the professional development of IGC graduate students.
5. To foster interdisciplinary interactions between IGC graduate students and scientists, policy makers, and the public.

Article III

Membership

Members of the IGC GSO shall include current fellows and graduate students who have participated or are currently enrolled in the Interfaces of Global Change Seminar (FIW 5004). Only IGC fellows are eligible to vote and/or hold office in the IGC GSO.

Article IV

IGC GSO Organization

Section 1

The IGC GSO *Governing Body* shall be composed of the following components:

I. Executive Officers

- a. President/ Faculty Liaison
 - i. Oversee organization of meetings
 - ii. Act as presiding officer at meetings of the IGC GSO
 - iii. Act as the liaison to the IGC faculty
 - iv. Coordinate and delegate responsibilities among the IGC GSO Executive Officers
- b. Vice President
 - i. Aid president in organization of meetings and other responsibilities
 - ii. Fulfill duties of President in the President's absence
- c. Secretary
 - i. Take minutes at meetings and distribute to the IGC GSO listserv
 - ii. Fulfill duties of President in the President and Vice President's absence
- d. Treasurer
 - i. Maintain documents including appropriate tax documents and filings
 - ii. Maintain the IGC GSO bank account
 - iii. Operate a HokieMart account as needed
 - iv. Be in charge of receipts and disbursements for the IGC GSO
 - v. Be in communication with faculty and the IGC GSO president about IGC GSO finances and sources of funding
 - vi. Coordinates with any IGC committee members regarding funding/IGC GSO bank account
 - vii. Fulfill duties of President in the President's, Vice President's and Secretary's absence
 - viii. The treasurer will keep a dated ledger of all transactions related to the IGC GSO, including but not limited to dues, donations, and purchases.
- e. First Year Representative
 - i. Attend IGC GSO meetings
 - ii. Act as liaison between veteran fellows and first year fellows
 - iii. Actively encourage participation of new fellows in IGC activities
- f. Sustainability Officer
 - i. To be familiar with Virginia Tech's Climate Action Commitment, Sustainability Plan, and STARS reporting (<https://www.facilities.vt.edu/sustainability/sustainability-reports/sustainability-plan.html>)

- ii. To interact with representatives and interns from the Office of Sustainability in order to keep informed about current sustainable development on campus (<https://www.facilities.vt.edu/sustainability.html>)
 - iii. To relay this information to IGC fellows at our monthly meetings and to involve them in at least 1 related outreach project per semester.
- II. Programming Committees: responsibilities specific to the organization of events and infrastructure of relevance to the broader IGC community rather than to IGC GSO governance. Each committee will be comprised of at least two members, *including one elected chair*.
 - a. Community Outreach Committee
 - i. Prepare and coordinate at minimum a yearly event involving public outreach.
 - b. Social Committee
 - i. Organize events to maintain IGC GSO community (e.g., camping, hiking, gatherings)
 - c. Professional Development Committee
 - i. Seminars
 - 1. Coordinate hosting at least one seminar speaker per academic year
 - 2. Gather nominations from members
 - 3. Coordinate logistics of day/time with members and speakers
 - 4. Advertise event
 - ii. Discussion Groups
 - 1. Organize brown-bag/informal meetings at least once per semester
 - 2. Coordinate various discussion topics to be voted on by group based on needs of the group (such as reading, writing, research and presentation based)
 - iii. Workshop
 - 1. Organize at least one workshop per academic year

Section 2

Forming a subcommittee

As need and interest arise, new subcommittees may be formed. The committee must fill a need in the IGC community (social, academic, or professional). The interested parties are responsible for establishment and organization of the group. They will be responsible for electing one member who will act as the committee chair and IGC GSO liaison and attend the IGC GSO meetings as needed.

Article V

Election of Officers

Section 1 Executive Officers and Programming Committee Chairs

Elections will occur annually during Spring semester. Terms of office run from August 1

through July 31 of the subsequent year. Graduate students can be nominated or nominate themselves for these positions. A window for nominations will be no less than one week. An online election will be held afterwards for a window of no less than one week. In the case of an impasse, the Governing Body will either establish a run-off election or break the tie. It is expected that the previous officers will help with the transition. Should a position become vacant mid-term, a special election will be held.

Article VI

Faculty Advisors

The IGC GSO shall choose a recognized Global Change Center faculty member as Faculty Advisor for the IGC GSO.

Article VII

The Executive Officers will meet at least once a semester or more as needed. The IGC GSO as a whole including Executive Officers and Programming Chairs as well as other interested parties will meet at least once a year.

Article VIII

Future Amendments

Proposed amendments to this constitution shall be brought to the attention of the IGC GSO as a whole through email and a period of no less than one week will be allotted for comments. After this period the amendments may be adopted upon agreement of the IGC GSO Governing Body.

Amendment I – December 2018

Nominations for Professional Development Speakers & Workshops

All nominations for Professional Development Speakers, or Workshops, will occur through a 4 step process.

1. Nominations can be made by any member of the IGC to the professional development committee at any point prior to October 1st, to allow time to plan. Any additional nominees will be taken into consideration for the following academic year.
2. The professional development committee will vet the credentials of all nominees, and their relevance to the GSO. Any nominees lacking appropriate credentials will be disregarded.
3. The professional development chair will bring the nominees to the attention of the GSO at a monthly meeting. The GSO will vote online, with no less than a 7 day period of time

for voting. Any relative majority approved nominee will be brought to the attention of the faculty.

4. The professional development chair will bring the nominee to the attention of the Faculty Advisor of the GSO, and will organize the travel and lodging of the nominee.
 - a. In the event a nominee declines their invitation, follow up nominees will be chosen by relative majority vote.

Amendment II – December 2018

Treasurer & Spending Requirements

Amended Treasure Requirement viii, pertaining to ledger requirements.

Spending Requirements

1. Any and all spending must be approved prior to use of GSO funds.
 - a. Spending under \$20 must be approved by the treasurer and at least 1 member of the GSO board.
 - b. Spending over \$20 must be approved by a majority of the GSO board members. All spending must be reported at the following GSO meeting.

Amendment III – April 2018

Addition of Sustainability Officer (Section 1, I.f).