

By-Laws and Amendments

The name of this association shall be the Graduate Coordinator Network. The official acronym of this association shall be GCN.

The Graduate Coordinator Network serves as a dynamic and professional mentoring, training, and resource development organization for Graduate Coordinators who support students, faculty, and graduate programs on the campus of The University of Texas at Austin.

The Graduate Coordinator Network has a twofold purpose:

- to provide Graduate Coordinators with the skills, abilities, and knowledge that will enable them to better administer and lead their graduate programs; and
 - to provide a forum where Graduate Coordinators can interact with other Graduate Coordinators and university administrators to exchange information, develop and implement new ideas, and learn new skills.
- The Graduate Coordinator Network believes in a strong commitment to graduate education.
 - The Graduate Coordinator Network believes that knowledge and education enrich lives.
 - The Graduate Coordinator Network believes that proper assistance and advising are critical to a student's career.
 - The Graduate Coordinator Network believes in excellent service to its constituents.
 - The Graduate Coordinator Network believes in the promotion of professional development for its members.
 - The Graduate Coordinator Network believes in confidentiality and in the responsible management of information.
 - The Graduate Coordinator Network (GCN) advocates for inclusive practices and respectful collaboration in all aspects of graduate education. The GCN is committed to promoting diversity at the University of Texas at Austin across all intersections of identity and status, which includes but is not limited to ability/disability, age, citizenship, creed, ethnicity, gender expression, gender identity, nationality, neurodiversity, position, race, religion, sexual orientation, and socio-economic standing.

We believe that actively embracing differences and opposing injustice is crucial to fulfilling the mission of our institution. We will work to make a better future, while advocating for our students and colleagues in this regard. We are convinced that a wide range of backgrounds, beliefs, and ideas is essential to building a richer and more equitable educational and work environment.

Section 1.

There shall be no discrimination for reasons of religion, age, race or ethnicity, color, sex, marital status, national origin, disability, or sexual orientation.

Section 2.

A. Eligibility

1. Membership shall be open to University of Texas at Austin personnel whose major function is to provide graduate student services.
2. Members shall become *active members* upon payment of dues.
3. Associate members shall be other University of Texas at Austin personnel who provide graduate student services.

B. Rights of Membership

Active members shall be eligible to vote and attend meetings of the association, and are entitled to all the services and benefits provided by the association. Active members in good standing also are eligible to hold office or serve as a committee chair.

Associate members are eligible to attend Graduate Coordinator Network meetings and to serve on committees.

Section 3. Dues

The establishment of annual dues shall be the responsibility of the Executive Committee and shall be administered in accordance with the rules and regulations regarding accounting as set forth by the Office of Community and Campus Involvement. Any change in the dues shall require approval of a majority of the active members in attendance at a regularly scheduled meeting. Dues will be payable in the month of September for that academic year.

Section 4. Affiliation

The Graduate Coordinator Network at The University of Texas at Austin is affiliated with the National Academic Advising Association (NACADA) and NAGAP, The Association for Graduate Enrollment Management.

Section 1.

The membership, the active and associate members of the Graduate Coordinator Network, shall meet monthly in a General Meeting at scheduled times as determined by the calendar devised by the Executive Committee.

Section 2.

The Graduate Coordinator Network shall not conduct business without a quorum. A quorum shall consist of a simple majority of the *active member* ship.

Section 3.

A Special Meeting of the Graduate Coordinators Network may be called by the Chair or Vice-Chair, or upon petition of a quorum of the active GCN membership. Seven (7) days notice must be given of any special meeting except in an emergency situation. Only business specified in the call may be conducted.

Section 4.

The Executive Committee is responsible for the preparation of the agenda for the general membership meeting. Individual members may submit agenda items to the Executive Committee in advance of the meeting.

All actions or events requesting Graduate Coordinator Network endorsement require approval of a majority of the active members present at a regularly scheduled meeting.

The Executive Committee shall be elected for three-year terms by a simple majority of the active members of the Graduate Coordinator Network before the regularly scheduled May meeting. The Chair of the Bylaws/Nominations & Elections Committee shall conduct the nominations and elections of Executive Committee members. In the first Executive Committee, one-third of the Executive Committee members shall each hold one, two, and three-year terms. Subsequent Executive Committee members shall be elected for three-year terms. The term of office of Executive Committee membership shall be from June 1 - May 31 each year. If an Executive Committee member resigns, the Executive Committee will appoint a new, active member to the Committee to hold a position until the next election. After the appointment, the Executive Committee may redistribute responsibilities. Should the appointee wish to continue on the Executive Committee, he/she must run for a position in the next election. Only members who have paid their membership dues by March 1st of every year will be allowed to vote in the annual May elections. Membership dues will be waived for members of the GCN Executive Committee during the year(s) that they serve.

Section 1.

The Executive Committee shall elect its officers including Chair, Vice-Chair, Recorder, Treasurer, Historian, and Chair-Elect. Officers shall be elected by a quorum of the Executive Committee. A simple majority of the Executive Committee membership shall constitute a quorum. The term of office shall be from June 1 - May 31.

Section 2.

Executive Committee members shall perform duties specific to their offices and those imposed on them by the active membership.

Section 3.

The Executive Committee shall meet monthly, at least two weeks prior to the general GCN meeting. Additional meetings may be called by the Chair, or upon request of two members of the Executive Committee.

Section 4.

The Executive Committee shall consider all matters presented to it by the Chair, members of the GCN, GCN Standing or *ad hoc* Committees, or others, and make recommendations; assist the Chair in setting the agenda for the GCN meetings; advise the GCN of the apparent need for special meetings; and resolve questions related to the GCN election process.

Section 5.

The Executive Committee is willing to consider financial requests from UT organizations. Requests should be made to the Chair of the EC. A majority vote of the EC will decide requests up to \$1,000. In the case a funding request exceeds \$1,000 the EC will bring the item to a vote by active members at the next general meeting. A majority vote of those present at the meeting will decide the outcome.

Section 1

Chair: The Chair facilitates the general Graduate Coordinator Network meetings and meetings of the Executive Committee. The Chair coordinates the work of the Executive Committee, involves the membership in committees, delegates responsibilities, and represents the Graduate Coordinator Network when the occasion arises. The Chair ensures that accounts are cleared and a year-end report has been filed; provides orientation to the incoming Chair and turns over all materials to his/her successor. The Chair shall be an owner of the Graduate Coordinator Network listserv.

Section 2.

Vice-Chair: The Vice-chair shall be responsible for the coordination of the standing committees; shall assist the Chair in the performance of his or her duties; and shall perform the duties of the Chair in his or her absence.

Section 3.

Recorder: The Recorder shall be responsible for documenting all official meetings of the association. He/she shall prepare minutes of all Graduate Coordinator Network meetings or assign a Graduate Coordinator Network member to do so. The Recorder maintains all documents, records, contracts and agreements of the Graduate Coordinator Network. The Recorder assures that the minutes and other pertinent information are relayed to the Webmaster for posting. The Recorder shall maintain the Graduate Coordinator Network and Executive Committee calendars, shall handle meeting room reservations, and shall be an owner of the Graduate Coordinator Network listserv.

Section 4.

Treasurer: The treasurer shall be the chief financial officer and shall be responsible for the management of all the funds of this organization. The Treasurer shall produce financial reports monthly; collect dues; coordinate the budget process; and propose an annual budget. All transactions shall be co-signed by the Treasurer and Chair or Vice-chair.

Section 5.

Historian: The historian shall document events and programs of the Graduate Coordinator Network; keep photos and memorabilia; and coordinate the creation of an annual historical report.

Section 6.

Chair-Elect: The Chair-Elect shall be a member of the current Executive Committee and shall assume the duties of the Chair at the end of the Chair's term.

Standing Committees of the Graduate Coordinator Network shall include the following:

- Professional Development
- Communications/Web
- Liaison
- Events
- By-Laws/Nominations and Elections
- Finance
- Mentoring
- Graduate School Fair

Active members, associate members, and interested volunteers may make up the membership of the standing committees. At least one Executive Committee member shall serve on each Standing Committee. Terms of office shall be from June 1 - May 31.

A simple majority of the Standing Committee membership shall constitute a quorum.

Standing Committee Chairs shall be active members of the GCN, nominated by committee members, and approved by the GCN Executive Committee. Standing Committee Chairs shall attend meetings of the Executive Committee when appropriate. Standing Committee Chairs shall make an annual written report to the Executive Committee by May 31 of each year.

The Executive Committee of the GCN shall appoint committee chairs or co-chairs in the event of a vacancy. The Executive Committee of the GCN may create additional Standing Committees with the approval of the active membership.

Section 1.

Professional Development Committee - to provide professional growth and development opportunities for members of the Graduate Coordinator Network.

Section 2.

Communication/Web Committee - to enhance communication of the Graduate Coordinator Network with its members and constituents; to provide communication links to the university about the Graduate Coordinator Network.

Section 3.

Liaison Committee - to establish associations with university administrators, groups, activities, and other individuals at the university in order to enhance Graduate Coordinator Network involvement.

Section 4.

Events - to create, plan, and implement new and ongoing activities approved by the Executive Committee of the Graduate Coordinator Network.

Section 5.

Bylaws/Nominations and Elections Committee - to provide a formal means of governance for the Graduate Coordinator Network; to provide a means by which nominations and elections are carried out for the Graduate Coordinator Network.

Section 6.

Finance - to establish a budget and set priorities for how income (e.g., dues) is spent.

Section 7.

Mentoring - to provide guidance and support to new graduate coordinators through one-on-one mentoring by an experienced and knowledgeable graduate coordinator.

Section 8.

Graduate School Fair- to provide leadership for a graduate school fair to be held annually; the purpose of which is to provide both domestic and international institutions of higher learning an opportunity to meet with undergraduate and graduate students who are interested in pursuing a graduate degree.

Section 1.

Ad hoc committees of the GCN will be created by the Executive Committee or the active members of the GCN as need arises. *Ad hoc* committees will elect a chair from the active membership with the approval of the Executive Committee. The minimum number of members as well as length of service will be determined by the Executive Committee. At least one member of the Executive Committee will serve on each *ad hoc* committee.

Section 2.

The time span of the *ad hoc* committee will be determined by the matter under consideration and will be disbanded when the purpose has been served. *Ad hoc* committee meetings are held as needed.

Section 3.

A simple majority of the *ad hoc* committee membership shall constitute a quorum.

Section 4.

The Chair shall attend Executive Committee meetings as appropriate. The Chair shall submit a final written report to the Executive Committee as well as an annual report by May 31 of each year.

Any amendment to the By-Laws of the Graduate Coordinator Network must be distributed to the membership at least two weeks prior to being voted on by the Graduate Coordinator Network, and must be ratified by a two-thirds (2/3) vote of the active membership in attendance at a regularly scheduled meeting at which a quorum is present, or by proxy vote.

A dissolution vote will be held within thirty (30) days of receipt of a petition signed by one-third of the active GCN membership. All active members will be notified of the dissolution vote at least ten (10) days prior to the vote. If a two-thirds majority of those casting ballots vote for dissolution, the GCN will be dissolved.

The Graduate Coordinator Network Bylaws were adopted based on a unanimous affirmative vote by a quorum of the active GCN membership on September 30, 2003 and became effective at the close of that meeting. The Bylaws were amended on January 24, 2004: (1) to include provision for replacement of an Executive Committee member who resigns mid-term (Article IX), and (2) to add Finance Committee as a Standing Committee (Article XI). The Bylaws were amended on February 26, 2008: (1) to include provision for early election of Executive Committee (Article IX), and (2) to add Mentoring Committee as a Standing Committee. The Bylaws were amended on January 26, 2016 to (1) clarify only members who have paid their dues by March 1st will be allowed to vote in the May election; (2) waive membership dues for GCN Executive Committee members during the year(s) they serve; and (3) to name the Graduate School Fair as a standing committee.

Approved at the September 29, 2020 meeting of GCN

(1) Motion to add Diversity Statement as follows:

- The Graduate Coordinator Network (GCN) advocates for inclusive practices and respectful collaboration in all aspects of graduate education. The GCN is committed to promoting diversity at the University of Texas at Austin across all intersections of identity and status, which includes but is not limited to ability/disability, age, citizenship, creed, ethnicity, gender expression, gender identity, nationality, neurodiversity, position, race, religion, sexual orientation, and socio-economic standing.

We believe that actively embracing differences and opposing injustice is crucial to fulfilling the mission of our institution. We will work to make a better future, while advocating for our students and colleagues in this regard. We are convinced that a wide range of backgrounds, beliefs, and ideas is essential to building a richer and more equitable educational and work environment.

Approved at the January 26, 2016 meeting of GCN

(1) Motion to amend Article VIII as follows:

- *Only members who have paid their membership dues by March 1st of every year will be allowed to vote in the annual May elections.*
- *Membership dues will be waived for members of the GCN Executive Committee during the year(s) that they serve.*

(2) Motion to amend Article X to approve the addition to the Standing Committees of a Graduate School Fair Committee which will be charged with the planning and organizing of the annual fair.

Standing Committees of the Graduate Coordinator Network shall include the following:

- *Professional Development*
- *Communications/Web*
- *Liaison*
- *Events*
- *By-Laws/Nominations & Elections*
- *Finance*
- *Mentoring*
- *Graduate School Fair*

Approved at the February 26, 2008 meeting of GCN

(1) Motion to provide for early election of the Executive Committee by inserting text (underlined and italicized) to Article IX:

- *The Executive Committee shall be elected for three-year terms by a simple majority of the active members of the Graduate Coordinator Network at or before the regularly scheduled May meeting.*

(2) Motion to approve the addition to the Standing Committees of a Mentoring Committee charged with providing guidance and support to new graduate coordinators through one-on-one mentoring by an experienced and knowledgeable graduate coordinator by amending Article XI as noted below:

Standing Committees of the Graduate Coordinator Network shall include the following:

- *Professional Development*
- *Communications/Web*
- *Liaison*
- *Events*
- *By-Laws/Nominations & Elections*
- *Finance*
- *Mentoring*

Approved at the January 27, 2004 meeting of GCN

(1) Motion to provide for replacement of an Executive Committee member who resigned by adding the text below to **Article IX**:

- *If an Executive Committee member resigns, the Executive Committee will appoint a new, active member to the Committee to hold a position until the next election. After the appointment, the Executive Committee may redistribute responsibilities. Should the appointee wish to continue on the Executive Committee, he/she must run for a position in the next election.*

(2) Motion to approve the addition to the Standing Committees of a Finance Committee charged with establishing a budget and setting priorities for how income (e.g. dues) shall be spent by amending Article XI as noted below.

Standing Committees of the Graduate Coordinator Network shall include the following:

- *Professional Development*
- *Communications/Web*
- *Liaison*
- *Events*
- *By-Laws/Nominations & Elections*
- *Finance*