

Appendix A
Political Science Graduate Student Caucus Constitution & By-Laws (2021 Version)

The Constitution

Article I - Name, Purpose and Non-Discrimination Policy of the Organization

Section 1: Political Science Graduate Student Caucus

Section 2: The Political Science Graduate Student Caucus works to encourage the development of an intellectual community among graduate students and facilitate student-faculty collaboration beyond the classroom. Our primary mission is to ensure that the academic and professional needs of students are met. The Political Science Graduate Student Caucus believes in supporting the full graduate student experience by serving as a resource and building community within the department. The Caucus works to represent the interests of Political Science Graduate students and to serve as a liaison between graduate students, faculty and administration.

Section 3: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, political affiliation, race, religion, sex, sexual orientation, or veteran status. The Caucus will be open to all graduate students who are part of the Political Science department.

Article II - Membership: Qualifications

Graduate students enrolled at George Washington University and part of the Political Science Department may become members. Members will be granted voting rights. There will be one meeting a year, in the beginning spring semester, in which all-general body members will gather to vote on any new proposals, share needs, and present concerns. This meeting will be open to only caucus members. Other meetings can be called upon member request.

Article III - Organization of Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders

The Caucus will have an Executive Committee of at least 6 graduate students. Additional representatives can be added via Article IIIb. There is no maximum size to the Executive Committee. This committee will be selected by popular membership vote during spring semester each year. The Executive Committee will serve for a minimum of one year. All members of the Executive Committee will hold open meetings once a month to set meeting agendas and fulfill the role of the Caucus. There should be a goal to have representatives from a diverse range of years within the program, diverse subfields, and diverse backgrounds. There will be yearly elections for each executive committee position.

Caucus Chair- will facilitate executive council meetings and full member meetings, set the agenda, and communicate with the department chair. They will keep track of meeting minutes, dispersing and saving the minutes, and historical documents through the Google drive. The chair must have served on the caucus in the previous year.

Secretary of Policy – will be responsible for upholding and maintaining Graduate Student Caucus Constitution and Bylaws, as well as making sure positions are filled each year.

Secretary of Programming – will be responsible for programming with a focus on departmental cohesion.

Major Subfield Representatives (3) – will represent the graduate students and assist in mission of the caucus

Article IIIb - Additional Representatives

If the caucus does not have at least two women, two people of color, one international student, and one student at least in their 4th year, these groups may elect an additional representative to serve on the executive committee. The outgoing Secretary of Policy will email all students asking those in these groups to indicate whether they want an additional representative on the caucus. Any group that carries with 50% or more will nominate and vote on representatives. Additional groups can be added to this list during yearly amendments to the constitution.

Article IIIc - Secretary of Policy's Powers

The Secretary of Policy runs all elections in as many waves as necessary and will determine the best format for nominating and voting on candidates, including voting time schedule, platform, and result reporting. They must be transparent about how the process will take place before it occurs, preferably sending an email with all relevant details beforehand.

Article IV - Methods of Removing Officers and Members

General body members will be expected to represent the organization with dignity, respect, and enthusiasm. Executive committee members will be held to a high standard of ethical behavior and responsibility. Those with executive positions will be held responsible for carrying forth their duties and responsibilities by responsible communication through email or some other medium. In the consequence that an executive member cannot live up to the duties of the position then he or she will be asked to serve for enough time until another member can fill the role.

Article V - Meetings of the Organization: Required Meetings and their Frequency

General member meetings will be held once a semester to discuss and present issues and concerns of political science graduate students. Executive committee meetings will be held

once a month, approximately two times for every general caucus meeting. The executive meetings will be scheduled based on availability of the members.

Article VI - Methods of Amending the Constitution: Proposals, Notice, and Voting

Requirements

Constitution amendments will occur once a year, in the spring semester. Proposed amendments should be submitted in writing to the Secretary of Policy. Proposals will be read in the general meeting during constitution revisions. Approval shall require at least two-thirds of voting members present (and to conduct any business an organization should have a quorum present at a business meeting, which is at minimum 50% of members +1).

By-Laws

Article I - Methods of Amending By-Laws

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a two-thirds majority vote of the membership present (quorum).

Article II Election/Appointment of Leadership

Those who wish to hold a position will be required to respond to an email sent out by the Secretary of Policy. All nominees must be present at the full spring semester, in which the candidates will be selected via majority vote.

Appendix B
Graduate Caucus Timeline (starting with April elections)

April

- Host monthly open meeting.
- Run workshops, social events.
- The Secretary of Policy conducts the Caucus election. They send out the Google Form soliciting candidates, send out the Google Form ballot with candidates, collect and tally votes, and announce the election winners.

May

- Host monthly open meeting.
- Outgoing members meet with their incoming member counterparts. Outgoing members share notes and knowledge about their position and about being on the Caucus generally.

June

- New Caucus members begin their term.
- Caucus Gmail password changed and email recovery set to the Caucus Chair.
- No Caucus activities undertaken - members have the month off to catch up on coursework, research, and teaching duties.

July

- Caucus Chair meets with DGS to discuss goals and concerns for the academic year. Meeting with a new DGS includes information sharing about common issues and pitfalls among the graduate students and administrative barriers.
- Caucus members revise and update Finance and Healthcare Guides.
- Caucus members review and update Caucus Bylaws, if necessary.

August

- Caucus members finalize Finance and Healthcare Guides and circulate them to the graduate student body.
- The Secretary of Events sends out Google Form with requests for fall term methods and professionalization workshops, suggestions for social events, and preferred dates and times for activities.
- Caucus sends out the sign-up for the Graduate Student Mentorship Program.

September

- Host monthly open meeting.
- Run workshops, social events.
- Graduate Student Mentorship matches connected.

October

- Host monthly open meeting.

- Run workshops, social events.

November

- Host monthly open meeting.
- Run workshops, social events.
- Organize coffee dates for graduate students with job talk candidates.

December

- Host monthly open meeting.
- Organize coffee dates for graduate students with job talk candidates.
- The Caucus sends out Google Form with an annual anonymized survey covering concerns about finances, physical and mental well-being, coursework, teaching, qualifying exams, and other graduate student issues.
- The Secretary of Events sends out Google Form with requests for spring term methods and professionalization workshops, suggestions for social events, and preferred dates and times for activities.

January

- Host monthly open meeting.
- Run workshops, social events.
- Report aggregate findings from the annual survey to the graduate student body; make recommendations to the DGS based on the findings.
- Begin planning the Open House for prospective students. Send around Google Form for hosting people overnight in students' homes, organizing prospective student dinners and subfield meetings, leading campus tours, etc.

February

- Host monthly open meeting.
- Run workshops, social events.
- Confirm planning and graduate student participation in Open House activities.

March

- Host monthly open meeting.
- Run workshops, social events.
- Facilitate Open House for prospective students.