

**MEADOWS GRADUATE STUDENT COUNCIL BY-LAWS**  
**SOUTHERN METHODIST UNIVERSITY**  
(Effective June 1, 2018)

**I. NAME OF ORGANIZATION**

Meadows Graduate Student Council (MGSC)

**II STATEMENT OF PURPOSE**

The Meadows Graduate School Council facilitates the artistic and professional development of students in the graduate programs in the Meadows School of the Arts. The Council does this by financially assisting students through a review of proposals put forth by students to the Council, evaluated on criteria and in accordance with policy established by the Council. Further, the Council serves as a source of interaction and cooperation to enhance a sense of community among the students of the various divisions within the Meadows Graduate Program.

**III. THE COUNCIL**

A. Elected Officers

1. MGSC officer positions include President, Vice President, Treasurer, Secretary, and Public Relations.
2. The vote weight of each officer except the President is 1. The President has a vote weight of 1.5.
3. Officer positions shall be elected for the entire academic year at the end of the spring semester of the previous academic year by outgoing MGSC officers. The outgoing officers will make their best effort to provide training before the summer session and to turn over all materials promptly.
4. Officer positions may be combined, and additional officers added, as MGSC deems necessary.
5. Regularly enrolled full-time graduate students from any Division or Department in the Meadows School of the Arts including Advertising, Art, Art History, Arts Management & Arts Entrepreneurship, Creative Computation, Film & Media Arts, Music, and Theater are eligible to be on the Meadows Graduate Student Council.
6. Elected officers will serve one full academic year unless the officer fails to meet the required duties listed below. All officers must be in good academic standing according to their departmental standards.
7. The President and a voluntary second officer will participate in the Graduate Advisory Council.

B. Responsibilities and Duties of the Council

1. Evaluate funding proposals and grant funding to approved proposals according to MGSC guidelines.
2. To facilitate the interaction of the different schools in the Meadows School of the Arts.
3. To establish and maintain proper procedures by adhering to the Council's by-laws.

4. To maintain contact with the Office of Student Affairs, the Student Association Accountant, and the Council's Advisor.

C. The Advisor

1. The current Advisor to the Council is the Director of Graduate Admissions and Intellectual Research.
  - a. The Advisor is authorized by the Senior Associate Dean for the Meadows School of the Arts.
2. The Advisor's responsibilities include:
  - a. Providing access to [mgsc@smu.edu](mailto:mgsc@smu.edu).
  - b. Forwarding promotional emails created by the Council to the entire graduate body of the Meadows School of the Arts.
  - c. Approving and signing payment requests of approved funds.

D. Responsibilities and Duties of Officers

1. The President shall be responsible for:
  - a. Facilitating monthly student meetings including setting the meeting times, arranging room reservations, creating meeting agendas, emailing all application materials to other officers prior to the monthly meeting, and presiding over all meetings.
  - b. Verifying that all submitted applications are completed in full before the application is reviewed by the Council and approved.
  - c. Communicating with graduate applicants including confirming application submissions, notifying applicants of approval or denial, notifying approved applicants their check is available for pickup.
  - d. Preparing for their role as President in the beginning of the academic year by gaining access to [mgsc@smu.edu](mailto:mgsc@smu.edu) and filling out the authorized student signature form from the Student Association Accountant.
  - e. Preparing for other officer roles in the beginning of the academic year including granting them access to [mgsc@smu.edu](mailto:mgsc@smu.edu).
  - f. Functioning as a liaison between the Council and Office of Student Affairs.
  - g. Facilitating the election at the end of the spring semester for MGSC officer positions for the next academic year.
  - h. Attending all meetings.
  - i. Participating in the Graduate Advisory Council.
2. The Vice President shall be responsible for:
  - a. Overseeing any of the President's tasks if the President is unavailable to do so.
  - b. Assisting President in organizing monthly meetings.
  - c. Implementing all updates to MGSC application documents as requested by the council.
  - d. Reviewing all submitted applications prior to monthly meetings.
  - e. Preparing for their role as Vice President by gaining access to [mgsc@smu.edu](mailto:mgsc@smu.edu) and filling out the authorized signature form from the Student Association Accountant.

- f. Assessing new MGSC officer applicants at the end of the academic year.
      - g. Attending all meetings.
  - 3. The Treasurer shall be responsible for:
    - a. Managing MGSC funding and awards.
    - b. Maintaining the financial records of MGSC, including the proper disbursement of funds to student-recipients, the account for debit and credits of funds, and files for all approved and completed applications and reimbursements.
    - c. Updating ledger amounts each meeting.
    - d. Reviewing all submitted applications prior to monthly meetings.
    - e. Communicating with graduate applicants including confirming application submissions, notifying applicants of approval or denial, notifying approved applicants their check is available for pickup.
    - f. Processing reimbursements including filling out check request forms and submitting them to the Student Association Accountant, picking up finalized checks from the Student Association Accountant, placing finalized checks in the MGSC mailbox (in the Meadows Facilities Office) or mailing them to recipients, notifying applicants if approved or denied awards, and notifying approved applicants that their checks are available for pick-up.
    - g. Providing a monthly report to the Advisor that lists the name, division, and degree program of each applicant, the amount requested by each applicant, the decision of the Council (approval or denial), and for those approved for funding, the amount approved.
    - h. Preparing for their role as Treasurer by gaining access to [mgsc@smu.edu](mailto:mgsc@smu.edu) and filling out the authorized signature form from the Student Association Accountant.
    - i. Assessing new MGSC officer applicants at the end of the academic year.
    - j. Attending all meetings.
  - 4. The Secretary shall be responsible for:
    - a. Notating meeting minutes and emailing meeting minutes to all members and [mgsc@smu.edu](mailto:mgsc@smu.edu).
    - b. Reviewing all submitted applications prior to monthly meetings.
    - c. Preparing for their role as Secretary by gaining access to [mgsc@smu.edu](mailto:mgsc@smu.edu).
    - d. Assessing new MGSC officer applicants at the end of the academic year
    - e. Attending all meetings.
  - 5. The Public Relations Officer shall be responsible for:
    - a. Sending all original content for promotion, including monthly meeting information and other events, to the Advisor.
    - b. Generating annual Meadows graduate student survey content.
    - c. Managing Meadows email distribution, including weekly meeting information and surveys.

- d. Reviewing all submitted applications prior to monthly meetings.
  - e. Assessing new MGSC officer applicants at the end of the academic year.
  - f. Attending all meetings.
- E. Removal of an Elected Officer
- 1. The failure of any of the above-mentioned officers to fulfill their duties as stated above shall constitute grounds for removal. Upon petition by a member of the Meadows Graduate Council, a vote will be taken for the removal of the respective officer. A passing vote should consist of a quorum of assembled members excluding the officer in question.

#### **IV. MEETINGS**

- A. Meetings will be held once a month during the duration of the academic year and will be scheduled based on the schedules of the Council representatives. The schedule will be decided at the first meeting of each semester.
- B. Half of the Council plus one shall constitute a quorum necessary for the conduct of business.
- C. If an officer is absent for more than one meeting per semester, the member will lose voting rights for monies.
- D. All meetings are open, with the exception of time that the Council utilized in deliberating and voting on proposals. The Council president has the right to call executive sessions in the case of disturbances. The faculty advisor for the council can attend any meeting and should be notified of every meeting of the council or officers.
- E. Per semester, \$250 of the Council's budget may be used for food and non-alcoholic beverages during meetings.

#### **V. APPLYING FOR MGSC FUNDS**

- A. The Council evaluates a funding proposal based on the degree to which the project will further the artistic and/or professional development of the student. Project funding is determined on a case-by-case basis and with consideration given to the project itself, strength of the application, the financial constraints of the Council's budget.
- B. The Council reserves the right to withdraw funding from a project if the student has not claimed reimbursement within 2 weeks from the end of the project, or from beginning of the semester after summer or winter break.
- C. No funding shall be approved for standard building maintenance or for expenses related to food or beverages.
- D. Students can apply multiple times throughout the semester.
- E. To be considered for funding, students must show proof that they have exhausted other sources (i.e. their department) for funding.
- F. Students cannot receive more than \$3000 worth of funding in the academic year.
- G. Students can apply for funding for projects that will take place during the summer (after the last day of the Spring semester and before the first day of the Fall semester).
  - a. The amount of summer funding an applicant can received will be considered based on the academic year that the applicant applied and will be subject to Section V.E.

- b. Students who are nearing or have passed the maximum of \$3000 are encouraged to still apply for summer funding. Your application will be considered. However, it will not receive a high priority compared to applications by students who have received a low or no amount of funding.
- H. Students cannot receive more than \$250 per semester for professional events (such as conferences, performances, and exhibitions) that they are not presenting, performing, or actively participating in.
- I. Students cannot receive more than \$250 per semester for supplies.
- J. Students cannot receive more than \$30 per academic year for membership fees to professional organizations related to that student's field of study.
- K. No funding shall be provided for bringing speakers or visitors to campus.
- L. No funding shall be provided for food and beverages for events hosted by graduate students.
- M. The Council will not consider projects that have already occurred. The Council will consider requests for expenses already incurred so long as the project date has not passed.
- N. Any request for funding must be accompanied by appropriate materials supporting the existence of the project and the projected costs.
- O. Applicants receiving funds from a source other than MGSC (including their Academic Department, the Dean of Research and Graduate Studies, etc.) must disclose the source of the funds as well as the amount of the funds.

## **VI. DISTRIBUTION OF FUNDS**

- A. At the beginning of each academic year, the Council shall review policies that govern the distribution of its funds.
- B. Members of the Council shall also be eligible to receive funds according to the policies set forth. The Council officer cannot participate in the Council's deliberation of the officer's application.
- C. There shall be no limit set on the amount of money distributed each semester to any one department.
- D. Because artistic and professional development varies for the diverse graduate student body of the Meadows School of the Arts, the Council will assess each application on a case-by-case basis.

## **VII. AMENDMENTS TO THE BY-LAWS**

At any meeting, the Council may amend or rescind the by-laws or any article or section thereof by a quorum vote of the full membership. Laws may be amended at a single meeting, assuming a quorum is present and the amendment is accepted by a 2/3 vote. Such amendments shall be attached to or incorporated in all new copies of these by-laws and included in MGSC files.