

University of Utah

WRS GSAC Constitution

Writing & Rhetoric Studies (WRS) Graduate Student Advisory Committee (GSAC)

2025 Calendar Year

TABLE OF CONTENTS

WRS GSAC RSO CONSTITUTION

- 1) NAME
- 2) PURPOSE
- 3) MEMBERSHIP
- 4) MEETINGS
- 5) EXECUTIVE BOARD
 - a) Removal of Officer
 - b) Officers
 - i) Executive Board Presidency
 - 1) GSAC President
 - 2) Vice President (President-Elect)
 - 3) Master's Associate Vice President
 - ii) Executive Board non-Presidency Members
 - 1) Executive Scheduler
 - 2) Executive Treasurer
- 6) SUPPORTING GSAC POSITIONS
 - a) Senior Students
 - b) Paid Positions (Peer Mentors)
- 7) COMMITTEES & CHAIRS
 - a) Standing Chairs
 - i) Retention, Promotion, and Tenure Graduate Report Committee Chair
 - ii) Student Recruitment and Welcoming Committee Chair
 - iii) Working Interactions Committee Chair
 - iv) Student Social Committee Chair
 - v) Ad-hoc Committee Chair
 - b) Other Committees & Chairs
- 8) CHOOSING CLUB LEADERSHIP
 - a) Leadership Selection
 - i) GSAC Member Elections
 - ii) Executive Board Appointments and Executive Board Elections
 - iii) Mentorship Positions
 - iv) Chair and Committee academic year-long appointments for any PhD or Master's student.
 - b) Terms of Service
 - i) GSAC President Term of Service
 - ii) Vice President (President-Elect) Term of Service

- iii) Master's Associate Vice President Term of Service
- iv) Executive Board Officers: Executive Scheduler and Executive Treasurer
- v) Standing Chairs
- vi) Other Chair & Committee Members' Term of Service
- c) Vacancies
 - i) Executive Board Presidency Vacancy
 - ii) Executive Board Officers Vacancy
 - iii) Peer Mentorship Positions Vacancy
 - iii) Standing Chair Positions Vacancy
 - iv) Other Chair & Committee Members Vacancy
- 9) FUNDS
- 10) AFFILIATIONS
- 11) ADVISING POSITIONS
 - a) Qualification and Selection of Advisor Positions
 - b) Removal of Advisor Positions
 - c) Functions and Duties of the Advisors
 - i) Department Administrative Assistant
 - ii) Department Faculty Director of Graduate Studies
 - iii) Department Staff Graduate Student Advisor
- 12) RATIFICATION
- 13) GENERAL MEMBERSHIP PROPOSED AMENDMENTS
- 14) ADDITIONAL INFORMATION (Formation of WRS GSAC)

WRS GSAC CONSTITUTION

- 1) NAME.** Writing and Rhetoric Studies (WRS) Graduate Student Advisory Council (GSAC)
- 2) PURPOSE.** The purpose of the WRS GSAC is to provide a place for graduate students in the Writing and Rhetoric Studies department to support one another by providing opportunities for:
- a) Leadership
 - b) Social activities
 - c) Writing and research groups
 - d) Communication outlets
 - e) Student representation to department/faculty
- 3) MEMBERSHIP.**
- a) **Discrimination Statement.** This organization shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, or status as an individual with a disability, a protected veteran or any other status protected by applicable state or federal law. (University of Utah, Policy 6-400, Section II-E).
 - b) **Members.** This organization agrees to keep its membership primarily to currently enrolled students at the University of Utah. Faculty, staff, and community members may participate in the organization, but club leadership must consist of all currently enrolled students at the university.
 - i) All graduate students in the Writing & Rhetoric Studies program (full and part-time) are automatically included as members of WRS GSAC.

- ii) All members are full members and are encouraged to participate in at least one committee or leadership opportunity each year.
- iii) Full members have the privilege of attending all socials and have the right to participate in elections and working groups, to propose constitutional amendments, and to request a committee member or leadership assignment.

4) MEETINGS.

- a) **Invitation.** Regular meetings for Executive Board members and special meetings for general members will be called by email and calendar invitations.
- b) **Mode.** Executive Board Presidency meetings will be held casually via text, email, Zoom, or in-person conversation. Regular Executive Board meetings will be held monthly and offered in a hybrid format (on campus and via Zoom). Standing Committee Chairs and other chairs will be invited to Executive Board meetings as needed, but will not be included in an Executive Board vote. Special meetings for general members will take the place of monthly executive meetings once a semester and be offered in a hybrid format (on campus and via Zoom).

5) EXECUTIVE BOARD.

- a) **Removal of Officer.** This organization agrees to provide a clear statement including the reasons for removal of an officer and further agrees to adhere to the following procedure upon the removal of an officer.

- i) Officers will be removed in the case of leaving the program, resignation, or any perceived abuse of money, power, or members. To remove an officer, the Executive Board Presidency must vote with a majority rule.
 - 1) If the officer proposed for removal is an Executive Board Presidency member, the vote will be done by the Executive Board (not including the officer proposed for removal).
 - 2) The policy for filling vacancies will be followed (see the "Vacancy" subsection).
 - 3) The GSAC general membership will be informed of the new officer.

b) Officers.

i) Executive Board Presidency.

1) GSAC President.

- General Duties.
 - Oversee ratification of the constitution and the constitutional amendments.
 - Approve and oversee all GSAC activities, assignments, and committees.
 - Oversee GSAC modes of communication (email, text, and or texting app).
 - Communicate with GSAC faculty and staff in GSAC advising roles as needed.
 - Serve as liaison between GSAC general membership and department faculty/staff.
 - Communicate with faculty about GSAC duties, needs, and concerns.

- Work with department staff and faculty for any logistical matters (including calendaring, email account, webpage, etc.).
- Election/Appointment Responsibilities.
 - Hold elections for future Vice President (President-Elect).
- Meetings.
 - Meet with Executive Board Presidency members as needed.
 - Call for and conduct monthly Executive Board meetings.
 - Invite Standing Chairs or Other Committee Chairs as needed.
 - Conduct voting on GSAC matters that come to an Executive Board Presidency or Executive Board vote.
 - Vote on GSAC matters that come to an Executive Board Presidency or Executive Board vote.
 - Conduct annual GSAC general membership meetings and approve planning of meetings for Student Social Committee Chair.
 - Welcome Back Meeting (August/September).
 - a. Introduce all new students.
 - b. Announce chair and committee positions.
 - c. Highlight research of end-of-studies students.
 - Towne Hall (January).
 - a. Introduce Executive Board and Standing Chairs.
 - b. Announce chair and committee positions.
 - c. Ask for student concerns or issues to take to faculty.
 - d. Conduct Towne Hall voting for staff/faculty appreciation award(s).
 - e. Bring Towne Hall feedback to faculty and resolve issues as needed.
 - f. Create Towne Hall staff/faculty awards and present with Executive Board Presidency at faculty and/or staff meetings.
 - Call for other general membership meetings as needed.
 - Conduct or delegate general membership meetings that should be an email in email or survey form.
- Special Projects.
 - *Work closely with Executive Treasurer to create and maintain budget and to apply for funding.*
 - *Work closely with GSAC faculty and staff in GSAC advising roles to pass along information for document storage, emails, and calendaring.*

- *Document Storage, Calendaring, and Communication Tools.*
 - Manage WRS GSAC Microsoft email account.
 - a. Check and answer emails.
 - b. Transfer ownership of Microsoft email account to incoming GSAC President.
 - Oversee WRS GSAC Google Drive account or shared folder.
 - a. Collect and add all official documents to Google Drive.
 - b. Share all documents with GSAC Presidency.
 - c. Share appropriate documents with other Executive Board members and committee chairs as needed.
 - d. Transfer ownership of Google Drive ir shared folder to incoming GSAC President.
 - Work with department administrative assistant to keep webpage up to date.
- *Professional Development.*
 - Stay updated about opportunities offered by [Graduate & Professional Student Council](#) (GPSC).
 - Represent department on [Humanities graduate student](#) matters.
 - Watch for and recommend professional development opportunities needed and not offered by GPSC or Humanities.

2) Vice President (President-Elect).

- General duties.
 - Support and shadow current GSAC President to become familiar with all aspects of GSAC.
 - Take and fulfill delegated assignments from GSAC President.
 - Advise Executive Board Presidency on GSAC matters, including appointed positions.
 - Become familiar with all PhD students, their needs, their availability, and their preferences for GSAC support.
 - Represent needs and interests of PhD students.
- Election/Appointment Responsibilities.
 - Call for applications and conduct Executive Board Presidency vote for Executive Board members (Executive Scheduler and Executive Treasurer) for upcoming calendar year with new presidency.
- Meetings
 - Attend GSAC Executive Board meetings.

- Vote on GSAC matters that come to an Executive Board Presidency or Executive Board vote.
- Special Projects.
 - *Work with Executive Scheduler and GSAC faculty and staff in GSAC advising roles as needed for Special Projects.*
 - *Gather grad student responsibilities for next academic year for chair/committee positions and for calendar.*
 - *Gather student preferences for all committees and committee chairs, ensuring fair and equal opportunity for all with as much advance notice as possible.*
 - *Make recommendations for chair/committee positions.*

3) Master's Associate Vice President.

- General duties.
 - Aid and support GSAC President and Vice President (President-Elect) in all endeavors.
 - Take and fulfill delegated assignments from GSAC President.
 - Advise Executive Board Presidency on GSAC matters, including appointed positions.
 - Become familiar with all MA students, their needs, their availability, and their preferences for GSAC support.
 - Represent needs and interests of MA students.
- Election/Appointment responsibilities.
 - Recommend Master's Associate Vice President for next semester.
- Meetings.
 - Attend GSAC Executive Board meetings.
 - Vote on GSAC matters that come to an Executive Board Presidency or Executive Board vote
- Special Projects.
 - *Work with Executive Scheduler and GSAC faculty and staff in GSAC advising roles as needed for Special Projects.*
 - *Set up IRB writing workshop with faculty for Fall semester.*
 - *Set up conference proposal writing workshop with faculty for Spring semester.*

ii) Executive Board non-Presidency Members.

1) Executive Scheduler.

- Maintain GSAC Calendar and committee calendar invitations.
- Work closely with GSAC President to follow and add College of Humanities, Student Leadership & Involvement (SLI), Graduate and Professional Student Council (GPSC), and professional development opportunities to WRS GSAC calendar.
- Schedule rooms on-campus or locations off-campus for GSAC meetings and activities.
- Keep track of and work with Executive Board, specifically Vice President (President-Elect), about new committees needed.
- Oversee syncing of GSAC website calendar to WRS GSAC Outlook calendar. Mark items of high importance.

- Add all committees and invitations to WRS GSAC Outlook calendar.
- Send reminders to committee members and committee chairs as their assignments approach.
- Collect and keep track of information about student schedules to allow for optimum GSAC meeting and activity times (via conversation, Doodle, or other means).
- Attend GSAC Executive Board meetings.
- Offer opinions on GSAC matters.
- Vote on GSAC matters that come to an Executive Board vote.

2) **Executive Treasurer.**

- Oversee and advise Executive Board about annual budget.
- Maintain and track all GSAC finances including
 - Annual (Spring) Towne-Hall.
 - Annual (Fall) Welcome Back Meeting.
 - Mid-Semester Fall Social.
 - Mid-Semester Spring Social.
 - Optional Mid-Term Summer Social.
 - Drinks for any on-campus meetings (coffee, cocoa, cider, soda, water bottles, etc.).
 - Food for Larger Meetings.
 - Any other expenses approved by GSAC President.
- Use Tax ID for purchases.
- With approval from GSAC President, seek reimbursement or purchase orders for costs.
- Work with department Administrative Assistant for purchases whenever possible to avoid need for reimbursement.
- Create and track budget.
- Apply for Writing and Rhetoric Studies (WRS) department funding each year in February.
- Attend GSAC Executive Board meetings.
- Offer opinions on GSAC matters.
- Vote on GSAC matters that come to an Executive Board vote.

6) SUPPORTING GSAC POSITIONS.

a) Senior Students.

i) **Senior Consultant.**

- 1) 4th+ year PhD student.
- 2) Advise GSAC presidency.
- 3) Communicate information about job placement and market as they receive it.
- 4) Coordinate visits or information sessions with previous graduates.

ii) **WikiNotes Glossary Controller.**

- 1) Monitors WikiNotes page for organization and accuracy.
- 2) Takes suggestions from students for terms to be added.
- 3) Invites contributors as needed.

b) Paid Positions.

i) Peer Mentors.

- 1) Peer Mentors will follow standing procedure and agreement set up for the 2024-2025 academic year.
- 2) Clarification of roles and responsibilities will be available for the 2025-2026 academic year.
- 3) Peer Mentors are paid by the department \$500 a year.

7) COMMITTEES & CHAIRS.

- a) **Standing Chairs.** The following positions will be filled each year and will be invited to Executive Board Meetings as needed. These may change as needed by a GSAC Presidency vote.

i) Retention, Promotion, and Tenure Graduate Report Committee Chair.

- 1) Oversee committee of at least 2 and no more than 3 graduate students.
- 2) Ensure staff has included documentation in UBox drive (student recommendations, syllabi and course descriptions, and course evaluations).
- 3) Obtain and fill out forms.
- 4) Set and run meetings.
- 5) Ensure only graduate student information is considered.
- 6) Divide tasks.
- 7) Compile assigned portion.
- 8) Compile document.
- 9) Compile contributions.
- 10) Gain consensus for recommendations following guidelines for retention, promotion, and/or tenure based on graduate-student interactions.
- 11) Write recommendation.
- 12) Collect signatures.
- 13) Submit form.

ii) Student Recruitment and Welcoming Committee Chair.

- 1) Oversee at least 2 committee members for responsibilities.
- 2) Coordinate and delegate responsibilities with Student Recruitment and Welcoming Committee.
- 3) Make contact with all accepted graduate students, welcoming them to the program and SLC.
- 4) Assist as needed in the organization of Recruitment Day with assigned faculty member(s).
- 5) Coordinate recruitment Zoom or off-campus meetings (The Pie Pizzeria?!) with Executive Board and with GSAC members with shared interest or experience with recruits' areas of interest.
 - Request additional department funding for any meetings requiring purchases. (Not to come out of GSAC funds.)
- 6) Connect new recruits with faculty who could be helpful.
- 7) Organize or conduct SLC tours for new students as needed.
- 8) Connect new students with Graduate Student Advisor and Peer Mentor program.
- 9) Attend New Student Orientation in Summer

- 10) Pay special attention to International and out-of-state students giving housing info, transportation info, and other resource info.
- 11) Create casual social meet-ups for international, out-of-state, and other students.

iii) Working Interactions Committee Chair.

- 1) Oversee 0-2 committee members for responsibilities.
- 2) Offer Zoom and on-campus options for both desk-days and Writing/Research co-ops.
- 3) Survey students for desk-day availability each semester.
- 4) Create one or two official desk days per week each semester offering students opportunity to work alongside each other.
 - Coordinate with Executive Treasurer for drinks for any on-campus meetings (coffee, cocoa, cider, soda, water bottles, etc.)
- 5) Survey students for interest and need for writing/research co-ops each semester.
- 6) Create monthly research/reading list/writing co-op opportunities for students finished with coursework working on exams, reading lists, IRB, projects, dissertation writing, and revision.
 - These can be all one group or separated based on need and availability.
 - (i) Appoint chairs for groups (become committee members).
 - (ii) Schedule room or be sure Zoom links are created and shared.
 - Coordinate with Executive Treasurer for drinks for any on-campus meetings (coffee, cocoa, cider, soda, water bottles, etc.).
- 7) Create end-of-semester peer review day and time for students taking classes.
 - Schedule the lounge, other room, or possibly the [Nexus facility](#).
 - Coordinate with treasurer for food.

iv) Student Social Committee Chair.

- 1) Oversee 2-3 committee members for responsibilities.
- 2) Organize and conduct one student-only activity/social MID-semester/term.
 - Spring student social (end of February, early Marchish).
 - Optional summer student social or retreat, possibly at the [Nexus facility](#) (Julyish).
 - Fall student social (early Octoberish).
- 3) Find out student interest first.
- 4) Work with Executive Scheduler to find student availability.
- 5) Work with Executive Treasurer to oversee costs.
- 6) Organize time, place, activity, transportation as needed, and food.
 - Keep in mind students who are not from SLC and things they might be interested in doing/seeing.
 - Do NOT require students to pay or bring food.
 - Do NOT include homework, research, or writing opportunities. (This is the responsibility of the Co-op and Desk-days Coordinator and will be scheduled at different times.)
- 7) Help GSAC Presidency organize annual general membership meetings.

- Welcome Back Meeting (August/September)
 - Towne Hall (January)
 - Schedule room.
 - Order food.
 - Conduct other responsibilities as requested.
- 8) Invite every graduate student.
 - 9) Send reminders.
- v) **Ad-hoc Committee Chair.**
- 1) Oversee 2-3 committee members for responsibilities.
 - Be aware of committee members' abilities and willingness.
 - Be aware of committee members' availability.
 - Make recommendations for committee members to fill in as needs arise.
 - 2) Be available to fill in as committee members and chairs as new opportunities arise over the year.
 - 3) Be available for lunches/dinners with distinguished guests. (Others may join as well, but at least one ad-hoc committee member should attend.)
 - 4) Fill in for vacant positions on other committees as needs arise.
- b) **Other Committees & Chairs.** These will be formed based on department needs.
- i) Other Committees and Chairs will be recommended by the Vice President (President-Elect) in consultation with the Executive Scheduler.
 - ii) The Executive Board Presidency will hold a vote for these positions.

8) CHOOSING CLUB LEADERSHIP.

a) Leadership Selection.

i) **GSAC Member Elections.**

- 1) GSAC President
 - The GSAC President position will be filled by the previously elected Vice President (President-Elect) each year.
- 2) Vice President (President-Elect) Elections during fall semester.
 - All members of GSAC will be invited to nominate or self-nominate 2nd or 3rd-year PhD students to the position sometime by mid-October.
 - Nomination acceptances will be invited to reply to all with a 100-250 statement of candidacy.
 - Students will be given one week to cast their vote.
 - The newly elected Vice President (President-Elect) will be announced during Fall semester and begin their official 2 calendar year term in January (year 1 as Vice President and year 2 as President).

ii) **Executive Board Appointments and Executive Board Elections.**

- 1) Master's Associate Vice President semester-long appointments.
 - The current Master's Associate Vice President will make a recommendation for next semester's Master's Associate Vice President position in the last half of each semester for the following semester. This will be done with consideration for student length in program and equal opportunity for all.

- The Executive Board Presidency will consider the request, make a selection, and offer an invitation by the end of the current semester for appointment to next semester's Master's Associate Vice President position.
 - 2) Executive Board Officers: Executive Scheduler and Executive Treasurer year-long appointments for any PhD or Master's student.
 - The Executive Board Presidency will accept applications for the Executive Scheduler and Executive Treasurer positions during fall semester each year.
 - The Executive Board Presidency will select and vote on the new Executive Scheduler and Executive Treasurer by the end of December.
 - The newly board-elected Executive Scheduler and Executive Treasurer will begin their 1 calendar year appointment in January.
 - If no applications are submitted, the Executive Board Presidency will invite students to take the positions.
 - iii) **Mentorship academic year-long paid positions for 3rd or 4th+ year PhD students.**
 - 1) Senior Advisor for 4th+ year PhD student.
 - Invited by current GSAC presidency.
 - 2) Peer Mentors for the 2024-2025 academic year are already in place.
 - 3) Clarification for the 2025-2026 academic year selection process will be added to this constitution via ratification.
 - iv) **Chair and Committee academic year-long appointments for any PhD or Master's student.**
 - 1) Standing Committees & Chairs.
 - The Executive Assistant will make available a calendar or list of known annual departmental service duties to all GSAC members.
 - Students will be asked to make their preferences known for positions.
 - The Vice President (President-Elect) will make recommendations to the Executive Board Presidency depending on student preference.
 - During the second half of spring semester or summer term of each year, the newly formed Executive Board will select new committees and chairs by vote.
 - The GSAC President will approve final committee and chair selections, ensuring that each student has equal leadership opportunity.
 - 2) Other Committees & Chairs.
 - As other committee and chair opportunities arise, the GSAC Presidency will reach out to students to fill the positions.
- b) **Terms of Service.**
- i) **GSAC President Term of Service.**
 - 1) Filled by previous Vice President (President-Elect).
 - 2) One calendar year term.

- 3) January - December each year.
- ii) **Vice President (President-Elect) Term of Service.**
 - 1) Elected by student popular vote.
 - 2) One calendar year term.
 - 3) January - December each year.
 - 4) Will be GSAC President the following year or as soon as the spot is vacated.
 - Any additional time as President due to early president position vacancy takes up Vice President (President-Elect) term. It does not add time to total service.
 - 5) Available to 2nd and 3rd year PhD students only (at time of election).
- iii) **Master's Associate Vice President Term of Service.**
 - 1) Appointed at the end of spring semester for fall and the end of fall semester for spring by the Executive Board Presidency that is in office during the selection semester.
 - 2) Semester-long term.
 - 3) From beginning to end of each semester (Fall or Spring).
 - 4) None in the summer.
 - 5) Available to all Master's students who are taking classes at the time of selection.
- iv) **Executive Board Officers: Executive Scheduler and Executive Treasurer Terms of Service.**
 - 1) Applications accepted during fall semester for the following calendar year.
 - 2) Voted into office by new GSAC Presidency after new Vice President (President-Elect) and Master's Associate Vice President for next semester are elected and selected.
 - 3) One calendar year term.
 - 4) January - December each year.
 - 5) Available to all PhD and Master's students unless graduating before term of service ends.
- v) **Mentorship Positions Terms of Service.**
 - 1) One academic year term.
 - 2) August - August each year.
- vi) **Standing Chairs Terms of Service.**
 - 1) Selected from recommendation of Vice President.
 - 2) Voted in by Executive Board Presidency end of Spring Semester (or possibly summer term).
 - 3) One academic year term.
 - 4) August - August each year.
 - 5) Available to all PhD and Master's students unless graduating before term of service ends.
- vii) **Other Committees & Chairs Terms of Service.**
 - 1) Selected from recommendation of Vice President.
 - 2) Voted in by Executive Board Presidency as appropriate.
 - 3) Semester, academic year, or annual term as needed.

- 4) Available to all PhD and Master's students unless graduating before term ends.

c) Vacancies.

i) *Executive Board Presidency Vacancy.*

- 1) If the GSAC President position is vacated before the end of the term of office, the Vice President (President-Elect) shall begin their term as GSAC President early, fulfilling the full 2 years with a combination of their time as Vice President (President-Elect) and GSAC President.
- 2) If the Vice President (President-Elect) position is vacated before the end of the term of office, new general elections will be held to fill the position. The newly elected officer will *not* begin a new 2 years of office but will finish the year being served by the previous Vice President (President-Elect) and serve as President the following year.
- 3) If the Master's Associate Vice President position is vacated before the end of the term of office, a new Master's Associate Vice President may be appointed to fill the position as needed.

ii) *Executive Board Officers Vacancy.*

- 1) If the Executive Scheduler or Executive Treasurer position is vacated before the end of the term of office, the Executive Board Presidency shall appoint a new officer to fill the position. New applications will be called for if the position is vacated more than 3 months before the end of the term of office.

iii) *Peer Mentorship Positions Vacancy.*

- 1) 2025-2026 peer mentorship positions will be adjusted and ratified before selections are made.

iv) *Standing Chair Positions Vacancy.*

- 1) If a position is vacated more than 3 months before the end of the term of office or before the duty is performed, new appointments will be made by invitation.

v) *Other Chair & Committee Members Vacancy.*

- 1) If a chair position is vacated before the committee has performed its duty, a committee member will be asked to take the place of the chair.
- 2) If a committee member's position is vacated before the committee has performed its duty and it is determined by the committee in consultation with the Executive Scheduler and Vice President (President-Elect) that the position is necessary, then another GSAC general member will be asked to take the vacant spot.

9) FUNDS.

- a) **Fiscal Responsibility.** This organization agrees to practice fiscal responsibility and manage club funds in ways that are ethical, transparent, and compliant with state and federal law as well as University policy where applicable.
- b) **Stewardship.** Funds will be under the direction of the Executive Treasurer, who is a member of the Executive Board, and approved by the GSAC President.
- c) **Process.** Reimbursements may be sought via GSAC President approval through the department's Administrative Manager. Items may also be purchased via GSAC President approval through the department's Administrative Assistant or other staff.

10) AFFILIATIONS.

- a) **Free-standing.** The WRS GSAC has no affiliations with local, state, regional, or national organizations.

11) ADVISING POSITIONS.

a) **Qualification and Selection of Advisor Positions.**

- i) Advising positions are selected by the department faculty and staff. They are intended to be helpful to graduate students individually and as a collective GSAC.
- b) **Removal of Advisor Positions.** This organization agrees to provide a clear statement, including the reasons for, and adhere to the following procedure upon requesting the removal of an advisor:

- i) A request for removal of an advisor should be submitted to the department in the case of any perceived abuse of money, power, or members.
- ii) As needed, GSAC may work with other faculty or staff or until the matter is resolved.
- iii) All efforts to work with the staff/faculty selected advisors should be made.
 - 1) Reminder: the funding provided to WRS GSAC is through the department chair's approval.

c) **Functions and Duties of the Advisors.**

i) **Department Administrative Assistant.**

- 1) Act as campus connection for email/calendar and IT (WRSGSAC@utah.edu).
- 2) Oversee website.
- 3) Oversee website calendar.
- 4) Help facilitate ordering and purchases.
- 5) Assist with room requests.
- 6) Other duties as needed.

ii) **Department Faculty Director of Graduate Studies.**

- 1) Help identify graduate student service responsibilities and opportunities.
- 2) Give guidance on matters specific to the department and field.
- 3) Support GSAC endeavors.
- 4) Other duties as needed.

iii) **Department Staff Graduate Student Advisor.**

- 1) Help guide and provide examples of graduate student milestones.
- 2) Answer institutional questions including graduate school questions.
- 3) Conduct anonymous surveys/votes as needed.
- 4) Maintain grad student UBox.
- 5) Assign desks and cubbies.

12) RATIFICATION.

- a) **Procedure.** The WRS GSAC Constitution will be ratified using the following procedures.
 - i) The constitution and any changes will be written by the GSAC President with consideration of general GSAC membership feedback and in consultation with the other Executive Board Presidency members.
 - 1) Executive Board Presidency members will have several days to view, comment, and discuss any changes needed.
 - 2) The GSAC President will create a final version.

- 3) The constitution will be ratified by members of the Executive Board Presidency with a 3/3 vote for ratification.
- ii) The WRS GSAC Constitution will be shared with all GSAC members (all graduate students in the Writing and Rhetoric Studies department) via email or webpage.
 - 1) A visual representation of the offices, terms, responsibilities, committees, and timely duties in the form of a GSAC Positions & Timeline Table will be shared as well. The table will be true to what is represented in the constitution.
- iii) In the case of a failing vote
 - 1) If the WRS GSAC Constitution does not pass, members of the Executive Board Presidency will discuss and decide upon the requested changes in an effort to come to full consensus.
 - 2) The GSAC Chair will revise the constitution to account for the Executive Board Presidency decisions.
 - 3) The revised constitution will be brought to the Executive Board Presidency again for ratification.
 - (a) The process will repeat as needed until the constitution is ratified.

13) GENERAL MEMBERSHIP PROPOSED AMENDMENTS.

- a) **Procedure.** Amendments to the WRS GSAC Constitution can be made using the following method.
 - i) A typed amendment will be submitted to the official WRS GSAC email address addressed to the Executive Board Presidency.
 - ii) The amendment will be reviewed by the Executive Board Presidency with consideration of GSAC general membership desires and brought to vote for incorporation and ratification.
 - 1) If the amendment does not pass, a meeting with the proposer will be scheduled to revise the amendment for passing if possible.
 - 2) A passing amendment will be added to the constitution and the revised constitution will be shared with the general membership.

14) ADDITIONAL INFORMATION (Formation of WRS GSAC).

- a) **Initial Set-up.**
 - i) Election.
 - 1) The original WRS GSAC leadership was selected by the Graduate Student Advisor faculty member and served a term of 2 years, with 2 members leaving early (one via graduation and the other via choice).
 - 2) The new GSAC leadership was elected by student popular vote under the direction of the new Graduate Student Advisor. This election included a nominated or self-nominated candidacy for president and vice president.
 - After nominations, statements of candidacy were sent to all GSAC members.
 - Elections were open to all graduate students in the Writing & Rhetoric Studies department.

- Elections were open for one week, held anonymously, and conducted by the Graduate Advisor for Writing & Rhetoric Studies and English.
 - Elections were completed on October 18, 2024.
 - The months of October through December were considered as set-up time.
 - The term of leadership was then set as January through the following December.
 - Fortunately, the previous president was willing to stay on through December to help officially organize the WRS GSAC as part of a steering committee with the newly elected President and Vice President.
- ii) The steering committee worked together to set up several things from October through December, including the following:
- 1) Create a GSAC email account to house official communications and a calendar. WRSGSAC@utah.edu.
 - This account was created with the department Administrative Assistant as owner and the current GSAC President as an administrator.
 - This account is intended to be shared with all of the Executive Board.
 - The calendar is set up to have events recur annually to save work for future leaders.
 - Individual GSAC members can be invited to any event on the calendar, so it will show up on their own calendar.
 - The calendar will be included on the webpage.
 - This account can be transferred to new GSAC leadership by contacting the IT department.
 - There is no password for the account. Once invited, log in through University account and select “open another mailbox” after clicking on account in the top-right corner. From there, type in WRS GSAC and click on the account.
 - 2) Create a Google Drive shared folder for GSAC
 - This allows space for official GSAC documents to be stored.
 - This also allows a foundational place for official documents to be created and shared as needed.
 - 3) Work with the department's Administrative Assistant to begin creating a GSAC webpage as part of the department website to house:
 - The official calendar.
 - GSAC leadership members, positions, and responsibilities.
 - The WRS GSAC Constitution and GSAC Positions & Timeline Table.
 - Member names and spotlight information.
 - (Still in progress early January.)
 - 4) Evaluate the option to register as a Registered Student Organization (RSO) with the Student Leadership and Involvement (SLI) group.

- This would need to be redone every year by early December. (See the links at the beginning of this document.)
 - Ultimately, the steering committee decided NOT to register as an official University RSO so we can house positions with pay (Peer Mentor) and possibly, one day, offer a course release to the GSAC President.
- 5) Collect Ideas
- A survey was sent to all graduate students asking for ideas for the setup of GSAC.
 - (i) There were two respondents with a very long list of ideas each.
 - Emails were sent to individuals who were previously involved in GSAC leadership as well as students who have been around long enough to remember the English department's GSAC setup.
 - (i) There were two responses to these emails giving one or two ideas each.
 - The GSAC steering committee members each gave valuable feedback and ideas for GSAC setup.
- 6) Create many positions for chairs and committee members to:
- Spread the workload.
 - Allow equal opportunity for leadership.
- 7) Create and Ratify a WRS GSAC Constitution.
- The WRS GSAC Constitution was written by the GSAC President with consideration for all feedback given.
 - (i) A new official position was created to ensure representation to Master's students and create an odd amount for voting purposes.
 - (1) Master's Associate Vice President
 - The other steering committee members were given the weekend (including Friday) to comment on revisions and edits to the constitution.
 - The constitution was revised and edited accordingly.
 - The constitution was ratified by the 3 steering committee meeting during a Zoom meeting.
 - The constitution was revised again after deciding
 - (i) to not register as an official University RSO
 - (ii) to accept the responsibility of overseeing the Peer Mentor positions (under the direction of the Department Faculty Graduate Student Director).
 - (iii) A Senior Advisor (mentor) position was also added to be reassessed for the 2024-2025 school year.
 - The 3 steering committee members ratified the constitution via email.
 - The constitution will be shared with the general GSAC membership via email and eventually be included on the webpage.

b) Transfer of Leadership.

- i) The steering committee will be disbanded at the end beginning of January.
 - 1) The former president will retire from the position.
 - 2) The newly elected GSAC President will take the title and begin the 1 calendar year term in January.
 - 3) The newly elected Vice President (President-Elect) will take the title and begin the 2 calendar year term in January (year 1 as Vice President and year 2 as President).
 - 4) A new Master's Associate Vice President was appointed for the Spring 2025 semester.
 - 5) All work for appointing Executive Board members, Standing Chairs & Committees, as well as Other Committees & Chairs, will be fast-forwarded to fill the positions as soon as possible for the upcoming semester then revisited for the following academic year.