

Constitution of the Global Studies Leaders

University of Illinois at Urbana-Champaign

Article I: Name and Formation

The official title of the organization is Global Studies Leaders (GSL). The group is an initiative of the Global Studies Program (GS Program) to ensure student representation in program development and management and to foster leadership skills and professional opportunities for GS majors.

We embrace and adhere to all established University non-discrimination policies.

Article II: Mission Statement

The mission of the Global Studies Leaders is to develop the GS program and community by functioning as liaisons, serving as program representatives and acting as mentors to our fellow GS students.

Article III: Organizational Framework

Section 1. Application and Interview

1. Interested students will submit a Global Studies Leaders application and supporting materials to the Global Studies office by the deadline indicated in the application.
2. Selected applicants will be required to interview.

Section 2. Membership and Expectations

1. The group will have a maximum of 20 members including executives, and membership will be limited to juniors and seniors.
2. The group will be advised by a GS faculty advisor that is chosen by the GS program.

3. Newly selected members are required to attend a mandatory orientation meeting and one regular meeting before the end of the term in which they are selected.
4. Commitment and positive behavior are expected of all members.
 - a. Inappropriate behavior that is deemed by the executive board and/or faculty advisor to be at odds with the mission statement may result in dismissal from the group.
 - b. Reapplication will be addressed on a case-by-case basis.
5. In accordance with the objective of fostering leadership skills for GSLs, each member will create and maintain a leadership portfolio (e.g. journal or blog) and define goals at the beginning of each academic year. At the end of the academic year, each GSL will meet with his or her assigned GS program mentor to assess leadership growth and participation.
6. The student's tenure as a GSL continues until resignation or graduation.
7. Meeting times for the semester will be determined at or before the first meeting and will stand as such for the remainder of the semester.
 - a. Meeting times may be changed at any point in which new members are added to the group.
8. To promote professionalism in the GSLs regular attendance is expected. All notices of absence must be sent via email to the Secretary.
 - a. Excused absences
 - i. Excusable absences include: class exams, religious holidays, study abroad term, or serious illness.
 - ii. Other instances will be addressed on a case-by-case basis.
 - b. Unexcused absences
 - i. One unexcused absence in an academic year: written warning via email from the Secretary.
 - ii. Two unexcused absences in an academic year: Meeting with the President with a warning of dismissal.
 - iii. Three unexcused absences in an academic year: Immediate dismissal from GSL.
9. Any GSL who wishes to rescind his/her membership will submit a written resignation to the President and the GS faculty advisor.

10. Membership in the Global Studies Leaders is immediately revoked if a GSL is no longer a Global Studies major.

Section 3: Communication

1. In order to facilitate communication between the Global Studies Leaders and GS Program, the Global Studies Leaders are invited to attend the first GS staff meeting of each month. The GS Faculty Advisor shall attend Global Studies Leaders meetings at least once per month.
2. When the GSLs wish to propose an event or activity, they will submit a proposal through the proper channels, as outlined in the Event Proposal Process of the Bylaws.

Article IV: Executive Board Positions and Duties

The Global Studies Leaders (GSL) organization will have seven executive positions consisting of the following: President, Vice President, Secretary, Alumni/External Outreach Chair, Intra-University Outreach Chair, and two Event Planning Co-Chairs.

Section 1. Position descriptions

1. The President is the administrative leader of the organization, responsible for directing the course of action agreed upon by the members and interfacing with the GS faculty advisor. The President is responsible for structuring meetings with the assistance of the Secretary and presiding over all group and executive board meetings.
2. The Vice President also has contact with the GS faculty advisor supplementary to the President, and performs the President's duties in his/her stead or if the position becomes vacant. In the event that the Secretary cannot attend a meeting, the Vice President is responsible for the Secretary's duties. The Vice President manages the official GSL email account.
3. The Secretary is responsible for recording the minutes of the meeting and distributing them to all members of the GSL following each meeting. The

Secretary is also responsible for advising the President in establishing the structure of meetings. The Secretary maintains records of membership, absences, events, and meetings.

4. The Alumni/External Outreach Chair is responsible for coordinating assistance, support, and/or interaction with alumni of the GS program and entities outside the GS community.
5. The Intra-University Outreach Chair is responsible for the Global Studies Connections program, as well as for coordinating assistance, support, and/or interaction with entities affiliated with the University of Illinois at Urbana-Champaign.
6. The two Event Planning Co-Chairs are responsible for coordinating the logistics of GS events both on and off campus, coordinating with GSL members and the GS program for support and resources.

Section 2. Executive Terms

1. The President, Vice President, and Secretary are required to be in residence during the entire academic year for which they have been elected.
2. A chairperson may elect to resign his or her position after one semester for any reason
 - a. A chairperson may resign from office by submitting written resignation to the President and the GS Faculty Advisor.
 - i. A Chairperson may resign from office without resigning from the GSLs entirely.
 - b. A standard election, as detailed in the Bylaws, will be held to fill the abandoned position at or before the next group meeting.

Article V: Amendments to the Constitution

1. Process to submit an amendment
 - a. Any member or GS program staff can propose a written amendment to the Constitution by submitting the proposal in writing to the President.
 - b. The proposed amendment must be added to the agenda of the next general meeting of the GSLs.

- c. The proposed amendment must be read aloud and discussed at a total of 2 general meetings and issued to the GS major population for review for a minimum of two weeks prior to the GSL vote.
2. Modifications to the proposed amendment may only be made by the person who originally submitted the written proposal to the President.
3. Voting and Ratification
 - a. Quorum consists of three quarters of GSLs in residence during the current semester.
 - b. The amendment will be voted on by a secret ballot.
 - c. Proposed amendments will become effective following approval of two-thirds majority vote of voting members, provided that a quorum is present.

By-Laws of the Global Studies Leaders
University of Illinois at Urbana-Champaign

Article I: Application

Section 1. Details

1. Applications will be disseminated via email to all GS students.
2. The application will require:
 - a. Name, Year, Thematic Area, Anticipated Graduation Date, GPA
 - b. Resume
 - c. Short answer questions that address why the applicant wants to be involved, what experience they can bring and what they expect of the group.
3. The application will also include a statement describing the mission and focus of the GSLs
4. Applicants will be required to submit their application materials to the Global Studies office.

Section 2. Application Review

1. Current GSL members will individually review application materials that ensure applicant anonymity if possible using a standard evaluation form provided by the secretary.
2. Once individual evaluations are complete, GSLs will discuss candidates as a group.
3. Addressing each candidate individually, GSLs select the most qualified for interviews.
4. Applicants are then informed via email of their status regarding an interview.

Article II: Interviews

Section 1. Conducting Interviews

1. Each interview will be conducted by at least two GSLs and one GS faculty/staff member.
2. Interviews will be 15-20 minutes each, including 5 minutes at the end for questions from the interviewee.
3. A list of questions to be referenced will be generated by GSLs prior to interview day and provided to all GSLs and GS faculty/staff members.
 - a. All interviewees should be asked: “Why do you want to be a GSL?”

Section 2. Interview Evaluations

1. When interviewee is dismissed from the room, the interviewers collaborate thoughts/impressions/notes to evaluate candidate on a standard evaluation form provided by the secretary to all GSLs and GS faculty/staff members.
2. Candidates are evaluated based on application, resume, and interview.
3. After all interviews and evaluations are complete, all GSLs and faculty/staff members reconvene to discuss candidates.
4. When consensus is reached, interviewees are once again informed via email of their status.

Article III: Executive Elections

Section 1. Nominations

1. Only self-nominations will be accepted for any position.
2. GSLs must email self-nominations to the faculty advisor.
 - a. A maximum of two nominations per person are accepted.
 - b. Nominations are accepted until one week before the designated election meeting.

Section 2. Voting and Voting Eligibility

1. All members of the Global Studies Leaders, including outgoing and abroad members, are eligible to vote in executive elections.

- a. A quorum (as defined in Constitution Article V.B) must be present to hold executive elections
 - i. A quorum is not necessary in the case of electronic ballot submission.
- b. Each GSL may vote only once per position per election
- c. All members have the option to abstain from voting for any or all available positions for any reason.
- d. In the event of a tie, the President votes to break the tie.

Section 3. Election Process

1. Executive positions with nominees listed below will be written in a manner that assures accessibility to everyone.
2. Each candidate presents a 2 minute nomination speech that outlines credentials and motivation for candidacy.
 - a. The nomination speeches must be given at a regularly scheduled GSL meeting.
 - b. Following all speeches, members vote using a secret ballot.
 - i. Members may abstain from voting.
 - c. Ballots are collected and tallied by the faculty advisor.
 - i. The person with a plurality of the votes wins the election.
 - ii. The winner has the option of declining the position; in this case, the candidate with the next highest number of votes gets the position.
 - d. Candidates are informed of the results immediately following the voting process.
3. Uncontested candidates must follow the process above.
4. Upon acceptance of a position, candidates must rescind their nomination for other positions for which they are nominated.
5. All GSLs have the option of voting electronically if they so choose.
 - a. Any electronic vote must be submitted within 24 hours of the end of the meeting at which nomination speeches were given.
 - b. Any vote not submitted by the deadline will be counted as an abstention.
6. In the event of a tie, the President votes to break the tie.

Article IV: Event Proposal Process

Section 1: Formulating a Proposal

- A. A draft event proposal is written by a GSL and brought to a regularly scheduled meeting to undergo collaborative review.
- B. One GSL is in charge of and takes responsibility for an event, which is referred to as the event lead.
 - i. The event lead can either be an event coordinator or the GSL that originally developed the event.
 - a. In the case that multiple GSLs took part in developing the idea of an event, one of those GSLs will assume the responsibility of furthering the development of the event.
 - ii. An event coordinator will lead annual GSL events, such as the Fall Kickoff.
 - iii. The event lead is determined at the meeting at which the proposed event is first presented to the group.
- C. The event lead will write up the event proposal form, which is in the form of an electronic document accessible to all (ex. Google doc).
- D. The event lead sends out the event proposal form via an electronic document accessible to all (ex. Google doc) to the all GSLs.
- E. The event proposal is reviewed and finalized at a regularly scheduled meeting.
- F. The event lead will create the budget for the event.
 - i. The budget will provide an itemized account of how requested funds will be allocated.
 - ii. The budget must be submitted to the GS program staff for approval by the event lead.
- G. The event lead will electronically submit the finalized event proposal form for GS program staff approval.

Section 2: Preparing for and Running an Event

- A. The event lead will make arrangements for a venue for the event.

B. All events are to be marketed to the relevant GS community (ex. staff, alumni, or students).

i. If flyers are utilized, they must be distributed at least one week prior to the event.

a. If distributed, GSLs will post flyers in the GS office and buildings where GS majors have many courses (FLB, Armory, English, Davenport, Union, etc.).

ii. The event lead will e-mail the GSL Faculty Advisor with the email announcement for the event.

a. The event lead will also work with the GSL Faculty Advisor to reach the specified audience for the event.

b. If an event is targeted towards first-year GS majors, GSC Contacts will e-mail their students about the event a few days prior to the event.

c. The event lead will e-mail the GSL Faculty Advisor to request an e-mail be sent to all GS students the day prior to the event.

iii. If an event is targeted towards first-year GS majors, GSLs will make visits to all the GBL 100 sections to promote the event.

a. GSLs must contact the GBL 100 section instructors to obtain approval prior to the class period in which they will advertise an event.

C. The event lead will assign roles to other GSLs for the event if needed.

D. GSLs will conduct a practice run of an event at a regularly scheduled meeting prior to the event.

i. Any presentation given by a GSL at an event must be approved in advance by a faculty member before the day of the event.

ii. Other formats of events will be talked through by all the GSLs at regularly scheduled meetings.

E. All GSLs will have active roles in the actual functioning of an event.

i. All GSLs will show up to an event half an hour early (with the exception of those who have class/work immediately before) to set-up tables, chairs, snacks, projector, etc. unless the GSL responsible for the event requests otherwise.

ii. An event will be run through its entirety.

iii. All GSLs (with the exception of those who have class/work immediately after) will stay after an event to clean the room and return its setup to its original state.

Section 3: Reviewing an Event

A. An event will be reviewed at the next regularly scheduled meeting after it takes place.

i. The event review process shall answer the questions specified by the After Action Review and include feedback from all GSLs.

B. The GSL President will report staff feedback obtained on behalf of the GSL Faculty Advisor through a small group meeting between the President and Faculty Advisor.

C. The event lead will write up an After Action Review on the event.

i. This consists of compiling all event feedback into one document via an electronic document accessible to all (ex. Google doc).

ii. Once completed, the After Action Review will be printed and placed in the GSL binder as well as saved in the electronic record.

Article V: Amendments to the By-Laws

1. Process to submit an amendment

- a. Any member or GS program staff can propose a written amendment to the By-Laws by submitting the proposal in writing to the President.
- b. The proposed amendment must be added to the agenda of the next general meeting of the GSLs.
- c. The proposed amendment must be read aloud and discussed at 2 general meetings.
- d. Modifications to the proposed amendment may only be made by the person who originally submitted the written proposal to the President.

2. Voting and Ratification

- a. Quorum consists of three quarters of GSLs in residence during the current semester.

- b. The amendment will be voted on by a secret ballot. Proposed amendments will become effective following approval by simple majority vote of voting members, provided that a quorum is present.