

Proposed NHERI Graduate Student Council Constitution

BYLAWS OF THE GRADUATE STUDENT COUNCIL (GSC) OF NATIONAL HAZARDS ENGINEERING RESEARCH INSTITUTE (NHERI)

Adopted this the Xth day of Yth month, 2021 (INSERT DATE)

MISSION STATEMENT

The Student Leadership Council's mission is to function as a centralized hub to provide the opportunity for students to develop leadership and interpersonal skills, practical experience, and exposure within the natural hazards research fields. The GSC serves a community of students through various activities for the purpose of:

- Building a diverse graduate community of natural hazards researchers,
- Connecting members with diverse mentors in the natural hazards' fields,
- Hosting natural hazards, research, research to practice, and career workshops,
- Encouraging diversity, equity, and inclusion (DEI) in hazard research,
- Providing leadership, mentorship, service, and funding opportunities where possible.

ARTICLE I: Name

Section 1: Name

The name of this organization shall be the Graduate Student Council of the National Hazards Engineering Research Institute hereafter referred to as the NHERI GSC or simply the GSC. This council shall be affiliated with the National Hazards Engineering Research Institute (NHERI).

ARTICLE II: Purpose

Section 1: General Purpose

The purpose of the NHERI GSC shall be that as defined by the mission statement. The GSC will function as a centralized hub to provide the opportunity for students to develop leadership and interpersonal skills, practical experience, leadership, mentorship, and exposure within the natural hazards research fields. The GSC serves a community of students for the purpose of sharing knowledge, exchanging experiences, and promoting education through such activities.

Section 2: General Events and Activities

To this end, the GSC shall organize and run the events, competitions, forums, and other activities within the GSC, or as appropriate at NHERI with NHERI's coordination.

Section 3: Additional Activities

The GSC may organize and run any additional events that benefit students in the natural hazards research field as agreed upon by a majority of GSC Officers, Student Activities Committee, and the Executive Committee of NHERI GSC.

Section 4: Political or Sponsored Activity

The NHERI GSC may not endorse, finance, or lend its name to any related facility, candidate, party, or outside enterprise and shall remain neutral on all subjects.

ARTICLE III: Definition of Membership

Section 1: General Membership

Any graduate student interested in natural hazard research may apply for membership. All members are regular members. Additionally, a member in good standing is one who:

- is a registered NHERI GSC member, and
- is a member of at least one Working Group and Subcommittee (WGS) or the Executive Committee and
- has attended at least 2 meetings in the semester prior.

Section 2: Statement of Non-Discrimination

Membership and participation are free from any form of discrimination on race, color, religion, sex, age, national origin or ancestry, political affiliation, marital status, parental status, sexual orientation, disability or ability level, or status as a disabled or non-disabled veteran.

Section 3: Members in Good Standing

Only members in good standing of the GSC will have the right to apply for and hold office. Regular members in good standing have completed the online registration. Regular members and Executive Committee members may vote on general matters.

Section 4: WGS in Good Standing

A WGS is considered in good standing when it is registered with the NHERI GSC Executive Committee and approved by the general membership. A list of WGS can be found in Appendix A attached hereto, as may change from time to time.

Section 5: Executive Committee Officers and Representatives

All GSC Executive Committee Member Officers or WGS representatives must be graduate students who are members of the NHERI GSC in good standing.

Section 6: Executive Committee Representatives

Each NHERI GSC Working Group and Subcommittee (WGS) in good standing shall have the opportunity for representation on the GSC Executive Committee. A minimum of one and a maximum of two students (one chair, one vice-chair), from each NHERI GSC WGS may serve as elected representatives to the Executive Committee, chair and a vice-chair. Each representative shall be elected by said WGS members after the WGS and its membership has been established. Graduate students who are GSC members in good standing may apply for election to represent their WGS within the Executive Committee. A list of GSC members in good standing and WGSs will be maintained by NHERI GSC.

Section 7: Elected Continuity

If a WGS feels that continuity between GSC representatives is necessary, it is the responsibility of said WGS to introduce new representatives to the GSC in order to transition properly. In the case a WGS has more than two elected positions, said WGS must decide which persons represent the WGS on the Executive Committee.

Section 8: NHERI Liaisons

NHERI shall provide at least one and no more than two GSC Liaisons, who shall be members of the National Hazards Engineering Research Institute. NHERI Liaisons (shall/shall not) have the right to vote and may not hold any other office than NHERI Liaison.

Section 9: Advisors to the GSC include, but are not limited to, the post-doctoral candidates who have previously served on the GSC, NHERI GSC Executive Committee, members of the Student Activities

Committees (WGS), and the NHERI Liaison. The advisors are non-student members of the organization, with all rights and privileges therein, except the right to vote or hold office.

Section 10: Ethical Behavior

All Regular and Executive GSC Members are expected to demonstrate ethical behavior. Insubordination, unprofessionalism, unethical, and inappropriate behavior will not be tolerated by the GSC. Both Regular and Executive Committee Members of the GSC are expected to follow the "General Standards of Ethical Behavior" as amended and posted in Appendix C, attached hereto, as may change from time to time.

Section 11: Expulsion

Upon written request of four or more Regular GSC Members, any member may be expelled by a 2/3 majority vote at an Executive Committee Meeting of the GSC. Those members who have provided written request, or those substantively involved in said issue may attend the meeting in addition to the Executive Committee. The member to be expelled must be notified two weeks in advance of this vote. If a GSC member is expelled, NHERI GSC may replace that member for future activities.

Section 12: Suspension

In the event, an investigation for lack of ethical behavior is necessary as defined in Section 10: Ethical Behavior above is ongoing, said member may have their membership suspended with a suspension of all voting and officer or appointee positions. In this instance, the next senior officer or appointee will be promoted to fill this position with "pro-tem" added to their position. If the investigation finds in favor of the suspended member, the member shall be reinstated for the remainder of their term, with all the rights and privileges that they formerly held. If their term has ended, they shall not be reinstated. They may apply for re-election or appointment as per these Bylaws. If the investigation is not found in their favor, they shall be expelled under the provisions of Section 10: Ethical Behavior above.

Section 13: Application for Membership

Applications of membership shall be made to the Membership Chair, Membership Vice-Chair, or the President of the GSC.

Section 14: Active Members

Active Members are NHERI GSC members who participate in at least three general GSC meetings per semester and/or with the Executive Committee. If a member is unable to participate in a meeting, they may review the minutes from the meeting and provide comments to the GSC Co-Presidents within 2 weeks of the release of the meeting minutes.

ARTICLE IV: Officers

Section 1: Elected Officers

Elected officers of the NHERI GSC shall comprise the Executive Committee consisting of at least 3 and no more than 15 directors. Within these limits, the Executive Committee may increase or decrease the number of directors serving on the Executive Committee, including for the purpose of staggering the terms of directors. Required officers shall be the President, Secretary, and Treasurer.

Section 2: Eligibility

In order to be eligible for election to office, a candidate must be a Member in Good Standing of the NHERI GSC.

Section 3: Nominating Procedure

Nominations for officer positions will be accepted no less than 2 weeks prior to elections held every year. Members are allowed to nominate themselves and may cast multiple nominations.

Section 4: Election Procedures

At least two retiring members of the Executive Committee (members who will no longer be on the Executive Committee for the following academic year) or the NHERI Liaison (if retiring members are

unable to fulfill this duty) will be in charge of running the elections, and the elections will be closed, such that only retiring members will have access to the members' electoral choices. In cases where there are not enough retiring members, the National NHERI liaison(s), will assist in holding of the elections.

Section 5: Quorum and Declaration of Votes

For the purposes of these BYLAWS, a quorum for all general meetings is considered those members who attend the meeting. For the purposes of the Executive Committee, a quorum is defined as 2/3 of the Executive Committee. A quorum may be obtained in person, electronically, or via postal methods. For election to office, the candidate with the most votes will be granted the position.

Section 6: Term of Office – Officers and Appointees

For all officers and appointees, the term of office shall be one calendar year starting September 1 of the current academic year and ending on August 31 of the current academic year. In the event no officers or appointees are chosen by September 1 of the current academic year, the term shall commence upon election. Officers may serve subsequent terms. In the event, a new President is elected, the prior President shall remain on the Executive Committee as a voting member as President Emeritus/a, until another President is elected.

Section 7: Term of Office Vice Positions and Alternates

For all vice officers and WGS leadership, the term of office shall be one calendar year starting March 1 of the current academic year and ending on the last day of February of the subsequent academic year. In the event no vice officers or alternate appointees are chosen by March 1 of the current academic year, the term shall commence upon election. Officers may serve subsequent terms.

Section 8: Limit on Positions

No member can be elected to more than one officer position; however, members can be nominated for election to multiple officer positions. An active member can vote for only one candidate for each officer position or may alternatively choose not to vote for any of the candidates for an officer position. In the event, a member receives a majority of votes for more than one position, the member may elect in which position they prefer to serve, and a second vote will be held for the other position. A member may hold an officer position and a WGS leadership position in the event there are not enough Regular members nominated from any WGS. If voting on issues, said member must declare and represent the WGS position, which may be separate and conflict with the officer vote. The vote must be recorded appropriately.

Section 9: Voting and Graduation

Only Regular Members in good standing are authorized to vote. Upon graduation, an Executive Committee member may elect to continue to serve through the end of the current term or may choose to resign their position. If a graduating member chooses the latter, an election will be held at the next general meeting to replace said member.

Section 10: Executive Committee

An Executive Committee of the GSC of NHERI will be in charge of the overall functions of the GSC. The Executive Committee will consist of the elected officers as well as a group of additional Regular members representing the WGS as outlined above.

Section 11: Requirement for Election for Positions

All positions to the GSC Executive Committee, whether Officer or Appointee, will be elected as outlined herein, with the exception of the NHERI Liaison and President Emeritus/a. Direct positions will be elected by the membership at large. WGS positions shall be elected by members in good standing of said WGS and appointed to the Executive Committee by said WGS. WGS appointees must rigorously represent and defend any interests of their specific working group.

Section 12: Composition of the Executive Committee, which shall be elected, shall consist of a minimum of nine, and a maximum of twenty-one members. The Executive Committee shall strive to consist of a diverse selection of graduate students, including women, underrepresented minorities, and veterans, in keeping with the non-discrimination policy above.

Section 13: Limit on Executive Committee Numbers

The Executive Committee, including the incoming and outgoing officers and members, shall consist of Members to the Executive Committee as provided for herein, so long as the minimum and maximum number of Executive Committee members are not exceeded.

Section 14: Power to Transact Business

The Executive Committee shall have the power to transact all business it deems necessary in conjunction with NHERI GSC and NHERI.

Section 15: Membership Roster

The President or Secretary shall submit a list of members of the Executive Committee to the NHERI Liaison.

Section 16: Executive Committee Formation

The Executive Committee shall create additional temporary committees or subcommittees as needed. Permanent WGS must be approved by vote at a General Meeting.

Section 17: Officer Positions

The officer positions may vary depending on the need of the GSC. The addition or removal of officer positions may be discussed amongst the GSC officers and must be submitted for approval to the entire GSC. The minimum of a President, Secretary, and Treasurer are required. Members in good standing shall vote on the addition or removal of officer positions at least two weeks prior to the GSC elections. A 2/3 majority vote of members present is required to add or remove officer positions. If additional officer positions are required, they shall be voted upon at the time of the annual officer elections. It shall be the responsibility of the GSC Secretary to update the bylaws to reflect the changes in officer positions.

Section 18: Force Majeure Events

In an emergency due to a pandemic, natural disasters, or other force-majeure events, the quorum requirement may be waived; however, any decisions made at that time are considered temporary and only in effect until such time as a regular quorum can be convened, which should take place no later than 30 days after such decisions. This must be appropriately documented. In the event, a regular quorum cannot be convened within 30 days, then another emergency waiver must be passed at that time with all available members.

ARTICLE V: Duties of the Officers

Section 1: President

The President (or Vice President, in the event, the President is unavailable) shall preside at all meetings of the NHERI GSC. The President shall designate the time and place for all meetings of the GSC. They shall represent the GSC at the NHERI meetings. Beginning September 1, 2023, The President shall have been a member in good standing of the GSC for one year prior to elections and regularly participated in the GSC as an Executive Committee member or committee member at organized events.

Section 2: Treasurer

The Treasurer (or Vice Treasurer, in the event, the Treasurer is unavailable) keeps accounts, deposits the GSC's funds, and makes expenditures in a manner approved by the NHERI GSC and with regard to NHERI. The Treasurer may elect to create a committee to assist with all tasks, as necessary. The Treasury Committee may elect a Vice-Treasurer who can fulfil all obligations of the Treasurer in their absence. The Vice-Treasurer may vote only in the absence of the Treasurer. The Treasurer, and Vice-Treasurer

and/or Treasury Committee as applicable, shall prepare and send the required reports of the council's finances to the GSC and the NHERI liaison at least 2 weeks prior to any meeting.

Section 3: Secretary

The Secretary (or Vice Secretary, in the event, the Secretary is unavailable) shall prepare the agenda and minutes for all meetings, keep an accurate record of the membership of the GSC and the chapters, communicate with NHERI GSC Executive Committee and NHERI Liaison, and be responsible for the preparation of the annual report to the National Hazards Engineering Research Institute via the liaison. Minutes shall be distributed to the membership no later than one week after meetings. Agendas shall be sent no later than one week prior to any regularly scheduled meeting of the Executive Committee. The secretary shall keep a record of all the activities of the council. They shall prepare and send the required reports of all council activities to the NHERI Office and shall be responsible for all council correspondence.

Section 4: Membership Chair

The Membership Chair (or Vice Membership Chair, in the event, the Membership Chair is unavailable) is responsible for outreach to potential future members, organizing and managing membership documents, and ensuring compliance with the membership requirements of NHERI. The Membership Chair shall provide a report at the general meetings on the number and status of the members. The Membership Chair, their designees, are responsible for collecting fees for activities. The Membership Chair may create a committee for the purposes of outreach to future members, events/mixers for current members, and representation at national and international conferences. The Membership Chair and committee shall be responsible for providing hardship scholarships for any activity NHERI GSC may charge, subject to NHERI requirements. Such hardship criteria shall be in writing and approved by the Executive Committee. Hardship scholarships shall be reported in number to the Executive Committee. However, the identity of any recipients of any hardship scholarships granted shall be known only to the Treasurer and the Membership Committee to protect the dignity and identity of the recipient.

Section 5: Technology Chair

The Technology Chair (or Vice Technology Chair, in the event, the Technology Chair is unavailable) shall be responsible for managing all technology communications for the GSC and liaising with NHERI as required. A list of all media platforms can be found in Appendix D attached hereto, as may change from time to time. All login and password combinations shall always be shared with the NHERI liaisons, to ensure continuity. The Technology Chair shall be responsible for keeping up to date information on applicable platforms to ensure appropriate information dissemination. They shall also be responsible for posting information pertinent to the GSC in a timely fashion.

Section 6: Annual Report

A complete annual report shall be prepared by the elected officers of the council. This report shall describe all the official activities of the council and officers, including financial breakdowns of the events held and demographic data of all leadership, membership, and presenters.

ARTICLE VI: Dues and Activity Fees

Section 1: Dues

Dues may not be collected for NHERI GSC. This section may not be amended, except at such times as NHERI amends its rules and permits the collection of dues.

Section 2: Activity Fees

Reasonable Activity Fees may be collected to offset actual expenses in conjunction with GSC activities, subject to NSF and NHERI requirements. The Treasurer shall be responsible for keeping a ledger of any such funding. The Treasurer will organize deposit/withdrawal of any funding in accordance with the NSF regulations and NHERI requirements. To that end, the Treasurer will provide open communication to the NHERI Liaison as required to accomplish this end.

Section 3: Fee scholarships

Any application for a hardship scholarship shall be in writing and sent to the chair of the Membership Committee based on the information needed at the time to fund such a scholarship. Applicant information shall be confidential as set forth above, and the identity of any applicant or grantee shall be known only to the Membership Committee, Treasurer, and NHERI Liaison, if required for funding.

ARTICLE VII: Standing Committees

Section 1: Committee Creation

If decided upon by the Executive Committee and voted on by the general membership, additional WGS may be formed. A list of such committees shall be found in Appendix A attached hereto, as may change from time to time and be kept current.

Section 2: Committee Composition and Term

Each committee shall consist of a Committee Chairperson and Vice-Chair elected by said WGS, as well as any members who wish to work in said committee. All Committee Chairpersons shall serve a term year from September 1 to August 31 of the current academic year. All Vice Chairs shall serve a term, from March 1 of the current academic year, to the last day of February in the subsequent academic year.

Section 3: Required Meetings

Any WGS shall agree to meet no less than two times per semester. For purposes of scheduling such meetings, the fall semester shall run from July 1 to December 31. The spring semester shall run from January 1 to June 31. Each WGS may create at their discretion documents to facilitate the organization of their WGS. Said documents may not conflict with anything herein. In the event a conflict is discovered, these Bylaws shall govern, and general principles of severability shall be followed.

Section 4: Meeting Attendance

The WGS Chairs and Vice-Chairs shall attend all GSC Executive Committee meetings, and faithfully represent the interests of their WGS.

ARTICLE VIII: Meetings

Section 1: Executive Committee Meetings

At the beginning of each year, the Executive Committee shall meet either in person or electronically, to discuss the vision for NHERI GSC for the upcoming year, and to ensure that all required trainings and requirements to serve as an officer of GSC have been fulfilled. A list of required trainings can be found in Appendix B attached hereto, as may change from time to time. The Executive Committee will also meet at the NHERI GSC Annual Meeting. The Executive Committee shall meet at least monthly at a time/date determined to be convenient for a majority of the members. In the event, a member cannot attend said meetings, voting may occur through regular mail, other postal services, or electronically. In the event of mail or postal votes, these must be **received 3** days prior to the meeting to ensure that votes are appropriately tallied. Appendix E, as may be updated from time to time, contains a list of the current officers, their contact information and addresses for correspondence.

Section 2: General Meetings

General Meetings shall be conducted through an in person or electronic means for the full GSC. In the event, a member cannot attend said meetings, voting may occur through regular mail, other postal services, or electronically. In the event of mail or postal votes, these must be **received 3** days prior to the meeting to ensure that votes are appropriately tallied.

Section 3: Special Meetings

The President and Vice-President may call special meetings, as they deem necessary.

Section 4: Meeting Announcements and Visitors

Meeting announcements will be announced via email, website, and social media, no later than two weeks before every regularly scheduled meeting. Meetings may be held with visitors present, except in the case of expulsion, suspension, or hardship scholarships, to protect the dignity and anonymity of the individuals involved. In such cases, the members present are detailed above.

Section 5: Required Regular Meetings

A meeting shall be held once a month at a minimum, or when deemed necessary by the Executive Committee for all Regular GSC members. The meeting will provide the opportunity for members to update their progress on GSC initiatives and voice ideas or concerns. All Regular GSC members will be notified of the time and date of the call at least two weeks prior. Meeting minutes will be made available to all GSC members.

ARTICLE IX: Disbursement of Funds

Section 1: Disbursements

The disbursement of funds must be authorized by the President (or Vice President), the Treasurer, and the Secretary. In the event of hardship scholarships, anonymity shall be preserved as noted above. The Treasurer shall work with the NHER Liaison to facilitate such disbursements, as necessary.

ARTICLE X: Amendments

Section 1: Adoption

These bylaws were accepted by the Members in Good Standing of the GSC on (INSERT DATE) and have been approved by the GSC General Membership and the Executive Committee. The bylaws shall be annually re-evaluated and amended, as necessary.

Section 2: Amendment

These bylaws may be accepted and amended by a 2/3 vote of the Regular Members with a quorum as defined above.

Section 3: Archival Documents

A copy of this constitution, other pertinent documents, and all subsequent amendments shall be kept on file by the secretary.

Section 4: Voting on Amendments

Voting for bylaw amendments shall be done through a confidential online voting system administered by the voting provisions noted above.

Section 5: Period for Comments and Voting

The Bylaws and Amendments shall be distributed for a 1-week period for comments. A final version, incorporating suggested changes for voting, shall be distributed prior to any vote. Voting for bylaw amendments may occur in person, electronically, or via mail. Any mail votes must be received at least 3 days prior to the scheduled voting date. The proposed amendments and the period for voting shall be sent out to all GSC members.

In the event suggested changes are contradictory, options for voting shall be provided to the membership. If a member does not cast a vote, his/her vote will be considered "Abstention."

ARTICLE XI: List of Appendices

Section 1: List

Appendix A: Committee List

Appendix B: Required Training for Executive Committee Members

Appendix C: Ethical Behavior

Appendix D: Media Platforms (Currently, sent out by the NHERI ECO and NHERI Liaison. Must be set-up by incoming Technology & Communication Chair & Vice-Chair).

Appendix E: Officers and Correspondence Information (Information must be added once the first elections take place.)

Appendix F: Officers & Working Group Leadership Job Descriptions

Appendix A: Committee (Working Group) List

1. Workshop & Mentoring Working Group & Subcommittee(s)
2. Diversity, Equity, and Inclusion Working Group & Subcommittee(s)
3. Research Working Group & Subcommittee(s)
4. Networking & Community Building Working Group & Subcommittee(s)
5. Membership Working Group & Subcommittee(s)
6. Technology & Communication Working Group & Subcommittee(s)

Appendix B: Required Training for Executive Committee Members

1. All newly elected Executive Committee Members must complete the NGSC training before participating in the first NGSC General Meeting as leadership.
2. The training will include reading all materials provided by the Executive Committee and the NHERI Liaison.

Appendix C: Ethical Behavior

In order to identify what constitutes ethical behavior for GSC Regular and Executive Committee Members, the GSC uses the “General Standards of Ethical Behavior” as listed in the NSF’s [Conflict of Interest and Standards of Ethical Behavior \(Manual 15\), p. 8](#). Specific terms have been added or amended to fit the context of the GSC.

3 General Standards of Ethical Conduct

The rules summarized in section 2 are based on the following fourteen principles contained in Executive Order 12674 (as amended).

- (1) Consider public service as a public trust, requiring you to place loyalty to the NGSC Constitution, the laws, and ethical principles above private gain.*
- (2) Hold no financial interests that conflict with the conscientious performance of your duties.*
- (3) Engage in no financial transactions using nonpublic NGSC information nor allow the improper use of such information to further any private interest.*
- (4) Unless an exception applies, solicit or accept no gift or other item of monetary value from a person or entity seeking official action, doing business with, or conducting activities regulated by the NGSC, or whose interests may be substantially affected by the performance of your duties.*
- (5) Put forth honest effort in performing your duties.*
- (6) Make no unauthorized commitments or promises of any kind purporting to bind the NGSC.*
- (7) Avoid using NGSC office for private gain.*
- (8) Act impartially and give no preferential treatment to any private party or individual.*
- (9) Protect and conserve NGSC property and use it only for authorized activities.*
- (10) Engage in no outside employment or activities, including seeking or negotiating for employment, that conflict with your official NGSC duties and responsibilities.*
- (11) Disclose waste, fraud, abuse, and corruption to appropriate authorities.*
- (12) Satisfy in good faith your obligations as a Regular Member and/or Executive Committee Member, including all just financial obligations, especially those -- such as Federal, state, or local taxes -- that are imposed by law.*
- 13) Adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, or handicap; and*
- (14) Endeavor to avoid any actions creating the appearance that you are violating the law or other ethical standards.*

Appendix D: Media Platforms (Currently, sent out by the NHERI ECO and NHERI Liaison. Must be set-up by incoming Technology & Communication Chair & Vice-Chair).

1. Twitter
2. Facebook
3. Instagram
4. Slack
5. YouTube

Appendix E: Officers and Correspondence Information (Information must be added once the first elections take place.)

1. President
2. Vice President
3. Secretary
4. Vice Secretary
5. Treasurer
6. Vice Treasurer
7. Chair Workshop & Mentoring
8. Vice-Chair Workshop & Mentoring
1. Chair Diversity, Equity, & Inclusion
2. Vice-Chair Diversity, Equity, & Inclusion
3. Chair Research
4. Vice-Chair Research
5. Chair Networking & Community
6. Vice-Chair Networking & Community
7. Chair Membership
8. Vice-Chair Membership
9. Chair Technology & Communication
10. Vice-Chair Technology & Communication

Appendix F: Officer & Working Group Leadership Job Descriptions

President

- This is a position centered on delegation and management of the NGSC. The president exemplifies the mission of the NGSC and actively represents the NGSC in a multitude of forums and environments wherever necessary. In particular, the President proactively seeks to resolve the concerns of the NGSC community and continually engages the committee to develop resolutions to concerns as well as active formulation of chairs of different committee and fundraising efforts.
- The President of NGSC routinely communicates with organizational advisors, the representatives of Schools, and Graduate Council. The President may be asked to speak at numerous events throughout the year, and advocate for members of council and governance at NGSC.
- Generally, the President will be responsible for presiding over all meetings of the NSGC and setting the agenda for executive committee and general meeting sessions. Detailed records and summaries of crucial information are kept to ensure a smooth transition between terms of office and provided to the new President upon exit of the predecessor.

Vice President

- Assists the President in performing his/her duties when necessary, however, should the President be absent, resign or become unfit to serve his office in any way, the Vice President shall act as President until the matter is resolved by reinstatement or election of a new candidate.
- The Vice President has the added responsibility of working with the Executive Committee in preparing a variety of efforts and initiatives to further the goals of the NSGC and to enhance the experience of the member graduate student community. To supplement this role, the Vice President establishes new points of contact and maintains existing relations with alumni chair and registered graduate student members.
- The Vice President will also be the Chair of the committee of NHERI, wherein he or she relays essential information from the member student body to both Graduate Council and NSGC Executive Committee.

Secretary

- Maintaining effective records and administration during all NSGC meetings, seminars, and conferences. They may delegate this assignment to someone else if the Vice-Secretary is unavailable.
- Together with the President, they will correspond and communicate with invited speakers, faculties, and mentors, by such acts as the pen and mouthpiece of the group
- President or Secretary will provide membership list to NHERI liaison.

Vice Secretary

- Assists the Secretary in performing their duties when necessary, however, should the Secretary be absent, resign or become unfit to serve the office in any way, the Vice Secretary shall act as Secretary until the matter is resolved by reinstatement or election of a new candidate.

Treasurer

- All proceedings dealing with budget management and allocation as well as reports on financial standings of organizations housed within or along with the NSGC are the direct purview of the Treasurer. In order to process budget requests for the organization, the Treasurer works directly with the council for fund appropriations.
- The Treasurer also has the position in Funding Board to appropriately represent the interests of the NSGC in terms of disbursement of funds. The Treasurer keeps records of expenditures and revenue from the NGSC's account. Ultimately, decisions concerning the budget are to be made with input and direction from the other members of the Leader Board.

Vice Treasurer

- Assists the Treasurer in performing their duties when necessary, however, should the Treasurer be absent, resign or become unfit to serve the office in any way, the Vice Treasurer shall act as Treasurer until the matter is resolved by reinstatement or election of a new candidate.

Chair and Vice-Chair for each of the committee of GSC

Chairs and Vice Chairs of Working Groups shall also serve on and attend all Executive Committee Meetings. The purpose of Working Group leadership is to support the membership through the development of workshops, community and networking events, research opportunities, and to communicate this information to all GCS Regular members.

- Workshops & Mentoring
- Diversity, Equity, Inclusion
- Networking & Community Building
- Research
- Membership
- Technology & Communications