



Romance & Classical Studies

Graduate Student Association-TROPOS

CONSTITUTION OF THE ROMANCE AND CLASSICAL STUDIES
GRADUATE STUDENT ASSOCIATION – TROPOS OF MICHIGAN STATE UNIVERSITY

ARTICLE I: NAME AND PURPOSE

Section 1. Name

The name of this organization is the Romance and Classical Studies Graduate Student-**Tropos** Association (hereinafter the “RCS-GSA-**Tropos**”, “Association”).

Section 2. Purpose

The purpose of the RCS-GSA-**Tropos** is to promote academic and professional development for the Masters and Ph.D. students of the Romance and Classical Studies department. It also aims to provide opportunities with educational and social interactions by offering a series of presentations, seminars and workshops, among others. The idea is to facilitate their success as graduate students, to ease the transition to the professional/academic world, and to develop a culture of research in our community.

TROPOS (way of life, manner, style), as part of the Romance and Classical Studies Graduate Student Association, provides graduate students from across the fields with the opportunity to gain valuable experience in scholarly dialogue and publication. TROPOS hosts graduate student conference in the Fall and publishes a journal in the Spring every two years. From literature and cinema to linguistics and creative writing pieces, we hope our readers are inspired, entertained, and provoked to think critically and creatively about the Romance-speaking world.

TROPOS was first published more than thirty years ago in an effort to create an intellectual space where graduate students could share their ideas. Along these years, both journal and conference, have been organized, written, and published exclusively by graduate students and its continuity depends upon the tenacity of the editorial team, advisors, and the rest of the student body.

ARTICLE II. MEMBERSHIP

Section 1. Membership

RCS-GSA-TROPOS membership is open to all Michigan State University students. The RCS-GSA-TROPOS will not discriminate on the basis of age, color, gender, disability status, height,

marital status, national origin, political persuasion, race, religious or sexual orientation. Only MSU graduate students in the Romance and Classical Studies Department may be officers and/or voting members.

Section 2. Eligibility and Renewal

Membership must be renewed annually by all participants. **Those eligible may become officers and voting members by volunteering in any event organized by GSA-TROPOS.** A member remains in good standing by the rules set forth by the current Romance and Classical Studies Graduate Student Handbook.

ARTICLE III: OFFICERS AND ELECTIONS

Section 1. Officers.

The elected officers of this organization shall constitute the Executive Committee. The elected Executive Committee of the RCS-GSA-TROPOS are the Co-Chairs (two members), Treasurer, and Secretary. **Co-Chairs may serve for a period of two (2) years to ensure continuation or completion of goals, events and other achievements planned and initiated on the first year of their term.** All other officers shall serve for a period of one (1) academic calendar year, which shall begin immediately following the regular annual election on the first week of class.

Section 2. Qualifications for Office.

Only current enrolled active members are eligible to hold office. Officers must be graduate students in the Romance and Classical Studies Department at Michigan State University and should remain in good standing as set forth by the current Romance and Classical Studies Graduate Student Handbook.

Section 3. Elections.

Elections are to be held on the first departmental graduate student meeting before the first day of class. Officers are nominated by a voting member and are elected by a majority vote of those present. All graduate students from the Romance and Classical Studies Department present at this meeting will become voting members for the election. Attending graduate students may nominate themselves for any position in which nominations are open. A nominee must currently be a full-time student in good standing with the University and must abide to the policies established in the current Romance and Classical Studies Graduate Student Handbook.

Section 4.0 Duties of the officers.

Section 4.1 Co-Chairs: By virtue of the respective Office, the Co-Chairs are ultimately responsible for all actions of the **RCS-GSA-TROPOS**. The Co-Chairs oversee the activities of the **RCS-GSA-TROPOS** and work in collaboration with the Romance and Classical Studies Department Chair or Faculty Liaison to coordinate joint projects and discuss any of the events, programs or activities that will be organized for the professional development of the graduate

student body.

Section 4.2 Treasurer: The Treasurer is responsible for maintaining the **RCS-GSA-TROPOS** financial reports and of any fundraising activities as well as any other corresponding assignments. The Treasurer shall keep detailed records of the financial status of the Association, and of any financial activities related to the organization, and must open a checking account under the name of the Chair and Treasurer. Both the Chair and Treasurer shall be signers in this account.

Section 4.3 Secretary: This student representative is expected to keep all official records and reports. The Secretary shall maintain a file of all materials and correspondence. The Secretary must keep minutes of all meetings and shall submit all necessary paperwork as well as sending a summary of relevant issues discussed in the meetings to all graduate students.

4.4 Historian- This student representative is responsible for developing a summary of each event in order to keep a written record of the outcome of such event that will be discussed in the following meeting. This summary can also be used for future reference and historical memory of the organization. The Historian will submit this summary to the Secretary.

4.5 Public Relations- This student representative is responsible for promoting RCS-GSA-TROPOS events among our Department by distributing flyers, posting through academic websites and word of mouth. The Public Relations Representative is also responsible to maintain the RCS-GSA-TROPOS website up to date at least every semester.

ARTICLE IV: OPERATING PROCEDURES

Section 1. Meetings and Attendance

Meetings shall occur as needed at an hour convenient to members of **RCS-GSA-TROPOS**. Meetings will be notified via **an official email address (example@msu.edu)** to all members at least three (3) days prior to the time of the meeting and attendance is mandatory as well as participation in planned events for all voting members in order to maintain voting member status. Meetings will follow parliamentary procedures. In case of question concerning the proper conduct of meetings, Roberts Rules of Order (revised) shall be adhered to.

Section 2. Organization Registration

At the beginning of every academic year, the new Executive Committee is responsible to register the organization with the University, as well as finding a new Faculty Liaison. This should be done within the first two weeks.

ARTICLE V: AMENDMENTS

Section 1. Proposal of Amendments

All voting members may propose amendments to the Constitution of the **RCS-GSA-TROPOS** at

any meeting of the organization. .

Section 2. Approval of Amendments

All proposed amendments must receive the consideration and approval by majority vote of the Executive Committee and other attending-voting members. Furthermore, a copy of the existing and proposed amendments must be made available to the **RCS-GSA-TROPOS** at the meeting in which the proposed amendment is being announced. All members must be notified of the vote at least seven (7) days prior to the day on which the voting shall occur. Amendments are approved upon an affirmative vote of two-thirds of the attending-voting members.

ARTICLE VI: EFFECT AND SCOPE

Section 1. Constitution Effect

This Constitution is the governing document of the **RCS-GSA-TROPOS**. Any statement, in part or whole, in any document authored by the **RCS-GSA-TROPOS** or Executive Committee found to be in conflict with this Constitution shall be deemed null and void, and this Constitution shall prevail. Any portion of this Constitution that is found to be in conflict with regulations of Michigan State University shall be deemed null and void. This Constitution shall be deemed in full force and effect as of January 23, 2012.

GSA constitution approved: Spring 2012

Draft amendment: September 4, 2015