Southern Methodist University (“SMU”) Graduate Advisory Council By-Laws  
(Ratified 03/21/2018)

Article I. Name

The name of the council shall be the Graduate Advisory Council (“GAC”).

Article II. Purpose

The purpose of this council is to:

A. Serve as a medium of correspondence between the Student Senate and the eight Graduate Student Councils (“GSC”) and the Guildhall. The eight Graduate Student Councils represent the graduate student constituencies of the following schools:
   i. Algur H. Meadows School of the Arts
   ii. Annette Caldwell Simmons School of Education and Human Development
   iii. Bobby B. Lyle School of Engineering
   iv. Dedman College of Humanities and Sciences
   v. Dedman School of Law
   vi. Edwin L. Cox School of Business Full-Time MBA Program
       (including the Fast-Track MBA Program)
   vii. Edwin L. Cox School of Business Professional MBA Program
   viii. Perkins School of Theology
B. Provide a forum for the Graduate Affairs Officer (“GAO”) to communicate relevant legislation and issues in the Student Senate to the leadership of the Graduate Student Councils.
C. Serve as a forum for representatives of the Graduate Student Councils to communicate graduate student concerns and interests to the Graduate Affairs Officer to be relayed to the officers and other members of the Student Senate.
D. Work to advance the views and interests of graduate, doctoral, and professional students to the SMU Administration.

Article III. Membership

A. The Graduate Advisory Council shall be chaired by the Graduate Affairs Officer who is selected according to the processes outlined in the SMU Student Body Constitution. This is a conditional voting position.
B. One seat shall be reserved for the president of each Graduate Student Council. This is a voting position.
C. One seat shall be reserved for a representative of the SMU Guildhall. This is a voting position.
D. One seat shall be reserved for an additional member of each Graduate Student Council and the Guildhall. This is a conditional voting position.
E. One seat shall be reserved for the Student Body President. This is a non-voting position.
F. The Student Senate advisor shall serve as an advisor to the council. This is a non-voting position.
Article IV. Meetings

A. Meetings shall be held on a monthly basis for each full month that classes are in session for a fall or spring term (i.e. September, October, November, February, March, and April). Special meetings can be called by the Graduate Affairs Officer or by a written petition of 2/3 of current voting members.

B. Quorum shall be met with representatives from at least 5 different Graduate Student Councils or the Guildhall.

C. Each president of the eight Graduate Student Councils and one representative from the Guildhall shall be eligible to vote on council decisions. If any voting member is unable to attend a particular council meeting, the other member of that respective Graduate Student Council or the Guildhall who is seated on the Graduate Advisory Council may cast a proxy vote on the absent member’s behalf. Each Graduate Student Council and the Guildhall shall have a maximum of one vote.

D. The Graduate Affairs Officer shall vote only in the case of a tie or to establish quorum. The advisor to the council and Student Body President are ineligible to vote.

E. All questions of procedure shall be answered according to Robert’s Rules of Order, Revised and all meetings shall be conducted accordingly.

Article V. Duties of the Chair

A. To facilitate communication between the Student Senate and the representatives of SMU’s graduate student body, the Graduate Affairs Officer shall make reasonable best efforts to attend at least one meeting of each of the eight Graduate Student Councils each fall and spring semester.
   a. The meetings in the fall shall be used as an opportunity for the Graduate Affairs Officer to introduce himself/herself, provide his/her contact information, and describe his/her duties to the members of each council.
   b. The meetings in the spring shall be used to increase awareness and promote graduate student involvement in the Student Senate spring elections.

B. To advance the interests of SMU’s graduate student body, the Graduate Affairs Officer shall make reasonable best efforts to lead a collaboration group, as defined in the Student Senate By-Laws, of graduate Student Senators within the Student Senate. The Graduate Affairs Officer shall report on the progress of this collaboration group’s efforts at each meeting of the Graduate Advisory Council.

Article VI. Amendment

Amendment of these By-Laws shall take effect immediately upon a 2/3 majority vote of the Graduate Advisory Council.

Article VII. Ratification

Ratification of these By-Laws shall take effect immediately upon a 2/3 majority vote of the Graduate Advisory Council.