

Constitution of the Association of Graduate Schools in Catholic Colleges and Universities

1. Name

This organization shall be called the Association of Graduate Schools in Catholic Colleges and Universities (AGSCCU).

2. Goal

The Association provides member graduate schools with a representative body through which to counsel one another and act together.

The goal of the Association is the improvement and advancement of quality graduate education in Catholic institutions. The purview of the Association includes all matters germane to this goal.

The objectives of the Association are expected to be generally realized through the Council of Graduate Schools and/or its constituent regional organizations. The Association will not duplicate any function or activity of the Council. The Association does recognize, however, matters of specific interest to graduate education in Church-related institutions that may become increasingly prominent in the years ahead. The Association provides a forum for discussion of these matters and fosters communication of the opinions of Catholic graduate educators to those responsible for graduate education in North America and to those responsible for the Church's commitment to higher education in North America.

3. Membership

A. Full Membership

All Catholic institutions which are members of the Council of Graduate Schools are eligible for Full membership by formally petitioning the Association for such membership and by declaring their willingness to make appropriate institutional staff available either as potential officers of, or committee members within, the Association.

B. Associate Membership

All other Catholic institutions of higher education which offer graduate degree programs are eligible for Associate membership in the Association. These institutions may become Associate members by formally petitioning for such membership. Associate members will be invited to attend meetings of the Association, may participate in discussions at those meetings, but they may not vote.

4. Voting Procedures

In all activities of the Association, each Full-member institution shall have one vote. More than one representative of any Full- or Associate-member institution may attend meetings of the Association, but the Full member's vote shall be cast by the individual designated as the principal representative of the institution, ordinarily the Graduate Dean or the comparable administrator.

5. Officers and Executive Committee

The Executive Committee will consist of four voting members: the Chair-Elect, the Chair, the past-Chair, and the Secretary-Treasurer. The primary responsibility of the committee is to plan and hold an annual meeting.

The secretary-treasurer has a three-year term. Responsibilities include, taking and publishing the minutes of the annual meeting, managing the financial affairs of the organization and presenting a treasury report at the annual meeting, and maintaining an the AGSCCU archive and web-site.

A new Chair-elect will be chosen at each annual meeting to serve a one year term that begins upon adjournment. Responsibilities include increasing membership and assisting the Chair in developing a program for the meeting. After the one-year term, the Chair-elect becomes the Chair.

The Chair's primary responsibility is to plan and implement the program and preside over the annual meeting. The Chair's secondary responsibility is to nominate a person to be Chair Elect and, if necessary, a person to be secretary-treasurer. The nominations will be made at the annual meeting that the Chair presides over. The Chair will also assume the duties of any executive committee member who resigns during his/her term until a special election can be held at the next annual meeting.

The Past Chair audits the treasurer's report and assists the chair in developing the program. If the Chair resigns during his/her term, the Past Chair will assume the duties of Chair and Past Chair until a special election is held at the next annual meeting.

Elections for the Chair-Elect and Secretary-Treasurer will be held at the annual meeting. The Chair, will advice from the rest of the Executive Committee will nominate one person. The membership may nominate others from the floor. The nominee receiving the largest number of votes in each instance shall be declared elected, with the term beginning upon adjournment of the current meeting.

6. Duties and Powers of the Executive Committee

The Executive Committee may take the initiative and act for the Association in all matters, including matters of policy and public statement, except where limited by this Constitution or by actions of the Association. The Executive Committee may take any steps necessary to the proper conducting of the routine business of the Association.

7. Committees

In addition to the Executive Committee, other standing and *ad hoc* committees shall be appointed by the Chairperson as needed. Such committees shall ordinarily serve for one year.

8. Meetings

The Association shall hold an annual meeting in conjunction with the annual meeting of the Council of Graduate Schools. The Association may meet at other times at the call of the Executive Committee.

The Executive Committee shall meet at least once each year, anticipating the annual meeting of the Association by at least three months, to prepare the agenda and program for the annual meeting. Reports and proposals to be submitted for action by the Executive Committee or the Association shall be filed with the Executive Committee which shall act as a Committee on Business and Rules. Items for consideration at the annual meeting of the Association must be submitted at least one hundred days prior to the annual meeting.

Parliamentary procedure shall be governed by Robert's Rules of Order, as newly revised, in matters not covered by this Constitution.

9. Limitations of Powers

No act of the Association shall be held to control the policy or line of action of any Full- or Associate-member institution.

10. Dues

Full members of the Association shall pay annual dues of \$40. Associate members of the Association shall pay annual dues of \$25. The Secretary-Treasurer shall bill the member institutions in July of each year, and shall report on the fiscal condition of the Association at the annual meeting. Dues shall be used to cover clerical expenses, costs of copying and mailing of materials to Association members, and incidental expenses that occur in the ordinary operation of the Association.

Amendments

Amendments to this Constitution may be proposed by the Executive Committee or by written petition of one-third of the Full members. To be adopted, a proposed amendment must receive a two-thirds majority of the Full members voting at the annual Association meeting. Proposals for amendments to this Constitution must be received by the Executive Committee at least one hundred days prior to the annual meeting of the Association. Such proposals shall be forwarded with recommendations to the Full members, in writing, at least thirty days before the annual meeting at which they are to be considered.

Constitution originally adopted in Chicago, Illinois, on November 30, 1967.

Constitution revised on December 4, 1974.

Constitution revised on December 3, 1981.

Constitution revised on December 2, 1982.

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Constitution revised on December 5, 1990.

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