

The Mini-Graduate Student Association of the Environmental Sciences Program

May 2026

ARTICLE I

NAME OF ORGANIZATION

The name of this organization shall be the Mini-Graduate Student Association of the Environmental Sciences Program, hereinafter referred to as mGSA ENSC.

ARTICLE II

PURPOSE OF ORGANIZATION

The purpose of this organization shall be to provide a unified voice of the ENSC graduate students within the Graduate Student Association by enhancing interaction and communication among the interdisciplinary student body that makes up the ENSC graduate program.

ARTICLE III

MEMBERSHIP PRACTICE

Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 60% UCR students (undergraduate or graduate).

A. Eligibility

All students at UCR shall be eligible for membership. Additionally, the ENSC faculty that serves as Awards Committee Head-Chair is to serve as the advisor, however, the executive board may elect to appoint any ENSC faculty member.

B. Categories of Membership

The categories of membership are as follows:

- Active Members: Currently registered UCR students who are listed on the HighlanderLink roster. Active members can vote in elections and other group matters, can run for officer positions, and can propose amendments.
- Inactive Members: Members who do not fit or fulfill the above definition of "Active Members."

C. Removal of members

Members can be removed from the organization for the following reasons, including not meeting membership requirements or expectations, not attending mandatory events and/or meetings, and/or not communicating at the required level to function as a member. Issues involving harassment/discrimination, and/or the possible violation of university policy and/or breaking federal, state, or local law shall be referred to the Student Life Advisor for review and reporting.

All Active Members have the ability to request the removal of another member. Any Active Member who wishes to have another member removed must present their reasoning in writing to the executive board through an email/electronic or hard copy documentation. Once the complaint/request is brought to the executive board

rd, the following process must take place:

- 1) Charges or complaint brought against an individual
- 2) Evidence to support complaint is presented
- 3) Individual given an opportunity to argue a defense and offer counter evidence
- 4) Vote is taken by the executive board
- 5) A majority vote will result in the removal of the member in question
- 6) Appeal process for the decision made by vote. Only one level of appeal is required.

ARTICLE IV

OFFICERS

A. List of officers

The Officers that form the Executive Board of this organization shall be:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. DEI Graduate Representative
6. Mentorship Coordinator
7. Event Coordinator

B. General Duties and Responsibilities of Officers

The President's duties include:

- Attends events on behalf of mGSA/ENSC
 - Highlander day
 - Transfer student day
- Presents powerpoint about mGSA at yearly symposium to new students
- Voting person for GSA meetings (can be given to another member based on availability)
- Splits up attending GSA meetings
- Sets up mGSA meetings
- Handles GSA reimbursements for mGSA ENSC events

The Vice President's duties include:

- Manages budget
- Fills out reimbursement forms for GSA
- Attends GSA meetings when necessary

The Treasurer/Secretary's duties include:

- Checks travel grant survey periodically
- Notifies committee on new applications
- Reaches out to mGSA faculty advisor and BEES admin to disperse grants

The Secretary duties include:

- Takes note during mGSA meetings
- Sends out emails to the dept
- Creates/updates blog for scholarships, job opportunities (compiled in one place)
- Runs the social media accounts (tiktok, instagram)
- Attends GSA meetings when necessary

The DEI Representative's duties include:

- Attending the faculty-led ENSC DEI Committee meetings as the ENSC graduate student representative
- Communicate ways mGSA ENSC can support the ENSC DEI Committee events
- Position lasts as long as the ENSC DEI Committee does

The Mentorship coordinator's duties include:

- Reaches out to new and current students about program
- Assigns mentor/mentees as necessary
- Checks in on pairs
- Creates/hosts mentorship events
- Attends GSA meetings when necessary

The Event coordinator's duties include:

- Plans quarterly events
- Creates spreadsheet for items needed and cost
- Makes event flyers
- Attends GSA meetings when necessary

C. Qualifications for Becoming an Officer

To be eligible to become an officer in this organization, potential candidates must be currently registered students at UCR and must be Active Members as outlined in Article III Section B. Any position may be filled by the same individual no more than two consecutive years. It is highly recommended that the President and Vice-President have served as an executive officer before.

D. Terms of office

Every officer position will last ONE academic year from the beginning of Summer to the end of Spring. Transition between officers will occur during the month of June. New officers will be nominated by the membership, and if necessary, a vote will be conducted

E. Procedure for filling vacated offices

When a position is vacated, the executive board will appoint someone—either an Active Member or another officer—to fill the position by a majority vote. The executive board may also decide to hold a special election if they have multiple people interested.

F. Procedure for removal of officers

Officers can be removed from the organization for the following reasons: Operational failures, and/or failure to meet the expectations and job duties of the officer role, not attending mandatory meetings and/or events, and/or not communicating at a level required for the role. Issues involving harassment/discrimination, and/or the possible violation of university policy and/or breaking federal, state, or local law shall be referred to the Student Life Advisor for review and reporting.

All Active Members have the ability to request the removal of an officer. Any Active Member who wishes to have an officer removed must present their reasoning in writing to the executive board (this could be done through hard copy or an email/electronic). Once the complaint/request is brought to the executive board, the following process must take place:

- 1) Charges or complaint brought against an individual
- 2) Evidence to support complaint is presented
- 3) Individual given an opportunity to argue a defense and offer counter evidence

- 4) Vote is taken by the executive board
- 5) A majority vote will result in the removal of the member in question
- 6) Appeal process for the decision made by vote. Only one level of appeal is required.

ARTICLES V

MEETINGS

A. Quorum

A quorum defines the minimum number of members that must be present in order to vote and make decisions for the group. A quorum defines the minimum number of members that must be present in order to vote and make decisions for the group. The quorum for this organization is 50% of the Active members plus ONE more Active Member (50%+1 of the Active Members).

B. Meeting minutes and records

It shall be the responsibility of the secretary to take meeting minutes and keep related records of all meetings (including special and emergency meetings). Meeting Minutes and other records are vital for an organization's success. Election results, impeachment of an officer, approval of a budget or expense, and passing of an amendment are just a few of the important items that meeting minutes are used to validate/verify. Previous minutes will be read or distributed at the beginning of the next meeting. Additions and corrections are to be made at this time and a final approval of the minutes must be made.

ARTICLE VI

ELECTIONS

A. Times and period when elections occur

If multiple members are nominated or run for the same position, an election should be held. Yearly elections will be held every Spring quarter no later than the last week of June. New officers will shadow current officers and will be transitioned through Summer quarter. Newly elected officers will take their positions on the first day of Fall.

B. Nominations

Only active members are eligible for nomination. Any active member can nominate another active member. Any active member can also self-nominate themselves, but must be seconded by another active member.

C. Notification and posting of elections

Active members will be notified about elections through email, social media, and through announcements at meetings.

D. Election procedures

The quorum necessary for elections to take place is 50% of the active members plus one more active member. Electronic voting will be allowed and will count toward the quorum requirement. Only active members are able to run for elections and only active members are allowed to vote. A majority of votes will secure an officer position. The newly elected officers will be transitioned throughout Summer quarter, and will officially take their positions on the first day of Fall.

ARTICLE VII

FINANCIAL RECORDS

The University shall have the right to audit the financial records of this organization. If the organization receives funding from the Associated Students at UCR (ASUCR) or the Graduate Student Association (GSA), the organization must comply with all funding policies and procedures issued by the funding authority.

A. Dues/Membership Fees

There are no membership dues for this organization. Income will be provided by the UCR GSA. UCR GSA will require receipts to be turned in for the mGSA ENSC to receive compensation. Thus, surplus funds will be retained by the UCR GSA. Additional funds (ie. fundraisers) may supplement this income. The officers will be responsible for maintaining financial records. Any member is welcome to offer advice on expenditures

ARTICLE VIII

ADVISERS

A. Selection and role of optional advisers

Although student organizations are not required to have a staff, faculty, or community adviser, the ENSC faculty that serves as Awards Committee Head-Chair is to serve as the advisor. However, the executive board, at any time, may decide to invite any ENSC faculty member to become their adviser and may come up with a mutual understanding of what that means to be an adviser. They may also have multiple advisers. Advisers cannot be students, cannot make decisions in the organization, and may not vote or appoint officers. They are purely to advise and guide, not decide. In the case the Awards Committee Head-Chair serves as the advisor, they may only guide the distribution of mGSA ENSC Travel Grant Funds, as voted on by mGSA ENSC and communicated by the President, Vice-President, or Treasurer. In all other cases, the advisor has no say or contact with mGSA funds.

ARTICLE IX

AMENDMENTS

A. Proposing amendments

All Active members can propose amendments at general meetings. Amendments must be proposed to the board and presented to the active members, and will be voted on at the following general meeting.

B. Provisions

The Quorum necessary for amendments to the constitution to be voted on shall be no less than 50% +1 of the active members. Amendments to the constitution shall be approved by a 2/3 vote in favor of the amendment. All amendments shall be in agreement with University regulations and policies and are not approved until reviewed by a Student Life official. An updated Constitution must be filed with the Student Life office through the online organization system within one week of adoption. Groups will notify their Organization Advisor in Student Life once the document has been uploaded in the system so that it might be reviewed.