

By-Law Code and Name

**Code: 2017.2018.009.CDC**  
**Name: Establishment of the Communications and Documents Committee**

Reason for By-Law

This By-Law creates the Communication and Documents Committee. The purpose of this committee is to manage the documents of the GSC, namely By-Laws and the Constitution, as well as aid in developing resources for communication with GSC and its members and recruiting new membership into the GSC.

By-Law Language

Section I: Communications and Documents Committee

- 1: This By-Law creates a committee known as the "Communications and Documents Committee".
- 2: By-laws submitted by this committee shall be marked with the code "CDC".
- 3: This committee shall be chaired by the Secretary.
- 4: This committee shall be responsible in aiding the Secretary in organizing and creating documents of importance to the GSC.
- 5: This committee shall develop and manage resources to aid in the communication to the graduate student body including but not limited to contact information for all Representatives, contact information for all Committee members, and contact information for all Graduate Student Organizations (GSOs) having Representatives on the GSC.
- 6: This committee shall disseminate any necessary surveys, announcements, advertisements, and official communication on behalf of the GSC.
- 7: The Director of Communications will oversee all communication efforts of this committee and of the GSC. They will ensure all communications are distributed in a timely manner and prevent duplication of information.
- 8: This committee shall manage and maintain the official email account and all social media accounts, including but not limited to Twitter, Facebook, and Instagram.

- 9: The Assistant Director of Social Media will work with the Director of Communications to maintain a GSC social media presence and respond to communication through social media platforms.
- 10: This committee shall maintain the GSC website, including but not limited to updating important upcoming events and posting meeting minutes following every general meeting.
- 11: The Director of Information Technology will be responsible for the maintenance of the GSC website.
- 12: This committee shall locate and contact unrepresented Departments, Programs, and GSOs to obtain representation within GSC.
- 13: This committee shall manage and propose edits to the Constitution to ensure the functioning of the GSC is reflected within the Constitution.
- 14: All proposed Constitutional changes be they from the Executive Board or General Membership shall be processed and approved by this committee before being presented to the GSC for approval.
- 15: This committee shall aid members in developing any By-Laws relevant to the GSC in order to maintain institutional consistency.
- 16: This committee shall be tasked with developing By-Law standards which shall be submitted to the GSC as a regular By-Law.
- 17: The Communications and Document Committee shall maintain and distribute a template of the By-Law format.
- 18: By-Laws for the GSC must be approved by this committee; however, approval may only be denied for reasons of failure to adhere to the standards for By-Laws existing By-Laws establish. By-Laws may not be denied approval due to the content contained.
- 19: If a By-Laws is denied approval, this committee shall aid the writers of the By-Laws in modifying them to meet the formatting requirements and standards established for the GSC.
- 20: By-Law Notes do not need to be submitted for approval to this committee to be submitted to the general GSC body.
- 21: Because approval from this committee is required for a By-Law to be submitted, this committee is responsible for ensuring By-Laws get submitted to the general GSC body in a timely manner once

approved.

Section II: Duration of this By-Law

- 1: This By-Law shall remain in effect indefinitely or until a future By-Law explicitly replaces this By-Law.