

# Introducing the Georgetown Conflict Resolution Association (GCRA)

---

The GCRA seeks to "involve students from every school and department at Georgetown in the study, promotion, development, and application of conflict resolution methods."

The organization will

- provide a forum for the discussion and promotion of topics related to conflict resolution;
- promote the cross-discipline study of conflict resolution, facilitating the understanding of techniques and strategies that may be used in various fields;
- sponsor seminars, lectures, conferences, and other activities that enable students to learn from experts in the field of conflict resolution; and,
- build relationships with similar organizations from other universities and institutes.

**Should you have any questions or would like to join the organization, please contact Jeffrey Hensel at [jch65@georgetown.edu](mailto:jch65@georgetown.edu).**

.....

## Constitution of The Georgetown Conflict Resolution Association

### Preamble

We, the graduate students of Georgetown University, in order to promote the academic, professional, and social interests of graduate students, do hereby adopt this constitution for the Georgetown Conflict Resolution Association.

### Article I. Name

The name of this organization will be the Georgetown Conflict Resolution Association, also referred to as the GCRA.

### Article II. Purpose

The GCRA is an organization formed to involve students from every school and department at Georgetown University in the study, promotion, development, and application of conflict resolution methods. The duties and responsibilities of the GCRA are:

- A. To provide a forum for the discussion and promotion of topics related to conflict resolution.
- B. To promote the cross-discipline study of conflict resolution, facilitating the understanding of techniques and strategies that may be used in various fields.
- C. To sponsor seminars, lectures, conferences, and other activities that enable students to learn from experts in the field of conflict resolution.
- D. To build relationships with similar organizations from other universities and institutes.

E. To manage funds for the purpose of arranging organized functions to the benefit of members.

### **Article III. Membership**

A. All registered graduate students, both part-time and full-time, are eligible for membership in the GCRA.

B. All active members have the right to vote in GCRA elections. Active members also have the right to address the Board of Officers and attend regular meetings.

### **Article IV. Positions and Officers**

A. A Board of Officers, consisting of one President, one Vice-President, one Director of Administration, one Director of Finance, and one Director of Activities, will be elected by the members of the GCRA. The Officers will be active members and the election will take place during the first meeting of the school year. The votes will be tallied and confirmed immediately by two Officers and one member, and the results shall be publicly posted for viewing by all members.

B. Officers will serve a one-year term, unless that term is shortened because of the date of election in the following school year.

C. Officers may serve consecutive terms, but may not hold more than one position on the Board of Officers concurrently.

D. The roles and responsibilities of the President are to:

1. Preside at all meetings of the GCRA.
2. Serve as the liaison between the GCRA and University administration, as well as the University community.
3. Serve as the liaison between the GCRA and organizations outside the University community.
4. Ensure the responsibilities of the GCRA herein described are faithfully executed.
5. Prepare an agenda for each meeting and have the ability to call additional meetings as necessary.
6. Establish committees to address and investigate concerns of the GCRA.

E. The roles and responsibilities of the Vice-President are to:

1. Assist the President in the promotion of the GCRA to the graduate student community.
2. Assume the duties of the President in his or her absence or as assigned.

F. The Director of Administration shall:

1. Maintain the official minutes of the GCRA and such files and records as the President shall direct.
2. Monitor and update the GCRA website.
3. Produce reports and other documentation as needed in support of the GCRA.
4. Serve as office manager.

G. The Director of Finance shall:

1. Prepare the GCRA annual budget and present it to the Board of Officers for review.
2. Monitor the GCRA budget and shall have the sole authority to sign GCRA financial transactions,

unless the President deems otherwise.

3. Develop methods of fund-raising to supplement GCRA funds.
4. Establish and/or maintain a bank account for GCRA funds.
5. Serve as procurement manager.

H. The Director of Activities shall:

1. Plan and prepare seminars, conferences, and other events to support the GCRA's purpose.
2. Schedule speakers and special guests.
3. Reserve locations for events.
4. Disseminate invitations and announcements for GCRA events.

## **Article V. Procedure**

A. The GCRA Board of Officers shall convene at least once a month at regularly scheduled times, as determined by the Board of Officers.

B. All meetings of the GCRA Board of Officers will be open to active members. An individual who is charged with a violation of University policy as it relates to student organizations may request a closed meeting. Upon such request, the President will order a closed meeting. A closed meeting is defined to mean only those persons who sit on the Board of Officers may observe the meeting. In addition, a closed meeting also means that deliberations and votes shall be confidential. An open meeting is defined to mean any member may observe the meeting.

C. A quorum of three (3) of the GCRA Officers must be present for all meetings.

D. Procedure for the conduct of the meeting will be established by the President with the advice and consent of the remaining Officers.

E. Removal and Censure. Any officer of the GCRA in violation of the GCRA Constitution or engaging in activities that are harmful to the organization may be removed from office or censured by the following process:

1. A written request, signed by at least three active members of the GCRA, for dismissal or censure is submitted to the Board of Officers.
2. The President notifies the party in question and places the issue on the agenda, asking the party to be prepared at the next meeting to speak in his or her defense.
3. A two-thirds (2/3) vote of voting members is required to remove or censure an Officer. The result of any such vote is recorded.

F. Replacement

Should an Officer resign or be removed, the Board of Officers will schedule an emergency election to determine the replacement. The replacement will serve the remainder of the current term.

G. Voting

1. All motions, except those for amendments to this Constitution, or otherwise stated within said Constitution, shall be carried by a majority vote of voting members present.
2. No member may vote by proxy.

## **Article VI. Finances**

A. The Director of Finance will request appropriate funds from the GSO to conduct activities in keeping with the purpose of the GCRA.

B. The GCRA will comply with all University financial policies, including the placement of all funds in its University account.

## **Article VII. Amendments and Bylaws**

This Constitution is binding to all members of the GCRA.

A. Amendments to this Constitution and bylaws shall be subject to approval of two-thirds (2/3) of the voting membership of the GCRA. Two-thirds (2/3) of the GCRA must be in attendance to amend the Constitution or to approve the bylaws.

B. Amendments and bylaws may be subject to the review of appropriate university authorities.

## **Article VIII. Parliamentary Authority**

The Parliamentary Authority of the GCRA is the most recent edition of Robert's Rules of Order. Only matters on which the Constitution and bylaws are silent will be settled by inquiry into the Parliamentary Authority.

Drafted: December 3, 2005