

GSO Officers (from Constitution and Bylaws). Each of these positions are eligible for a monthly cash award upon approval

President:

- a. The President shall be the chief executive officer of the GSO and shall preside over all bodies and meetings of which he/she is president or chair;
- b. The President shall vote in the Executive Council or the Assembly only in the case of a tie;
- c. The President shall represent the GSO and all subgroups thereof in all official dealings with the University administration, the faculty, and other organizations, firms, and persons, unless otherwise provided for in the Constitution, or by Specific Executive Council or Assembly appointment;
- d. The President shall serve as the chair of the Assembly;
- f. The President shall serve as the chair of the Executive Council;
- g. The President shall serve as Past-President of the GSO for one month following his/her term as President.
- h. The President shall appoint all graduate student committee representatives on campus committees, with the approval of the Assembly

Vice-President

- a. In case of vacancy in the office of President, and whenever the President is absent or incapacitated, the Presidential powers and duties shall be exercised by the Vice-President for the duration of such vacancy, absence, or incapacity;
- b. The Vice-President shall perform duties as determined by the President;
- c. The Vice-President shall serve as Past Vice-President of the GSO for one month following his/her term as Vice-President.

Secretary

- a. The Secretary shall maintain accurate and complete files of the minutes of all meetings of the GSO Executive Council and Assembly and all committees thereof;
- b. The Secretary shall keep safely and open for the inspection of all GSO members all records and documents of the GSO, its officers, agents, Assembly, and Executive Council;
- c. The Secretary shall have the responsibility of informing the Executive Council and Assembly of meeting dates, supplying meeting agendas and minutes as prescribed in the Bylaws;
- d. The Secretary shall perform such other duties as may be assigned by the President, the Executive Council or the Assembly;
- e. The Secretary shall serve as Past-Secretary of the GSO for one month following his/her term as Secretary.
- g. The Secretary shall oversee the GSO office manager and any other office personnel.

Treasurer

- a. The Treasurer shall handle all financial matters of the GSO not otherwise provided for by the Constitution or by appointment of the Assembly or the Executive Council;
- b. Any cash funds which may be established and designated by the GSO Assembly in accordance with University financial procedures shall be in the custody of the Treasurer;
- c. The Treasurer shall present a report on financial transactions on the GSO budget at each monthly GSO Assembly meeting;
- d. The Treasurer shall present a detailed written report on all expenditures at the termination of his/her term of office;
- e. The Treasurer shall perform other such duties as may be assigned by the President, Executive Council, or the Assembly;
- f. The Treasurer shall serve as Past-Treasurer of the GSO for one month following his/her term as Treasurer.