The Constitution of the Interfaces of Global Change Graduate Student Organization

Adopted Fall 2013. Amended: March 2016, December 2018, April 2018, April 2020, February 2021, March 2022, April 2025, July 2025.

Article I

Name and Abbreviations

The official title of the organization shall be the "Interfaces of Global Change Graduate Student Organization".

The short form "IGC GSO" shall be used throughout this document.

Interfaces of Global Change shall be written IGC throughout this document.

In addition, "IGC Graduate Student" shall refer to any Virginia Tech graduate student who is a fellow of the IGC program or is currently or has previously been enrolled in the IGC seminar course.

Article II

Purpose

The objectives of the IGC GSO are:

1. To benefit the IGC community as a whole through student contribution to infrastructural, educational, and social investments and activities. This includes the organization of IGC discussion groups.

2. To facilitate communication between faculty and students within IGC, and between IGC and the university and community.

3. To build community among IGC graduate students.

4. To further the professional development of IGC graduate students.

5. To foster interdisciplinary interactions between IGC graduate students and scientists, policy makers, and the public.

Article III

Membership

Members of the IGC GSO shall include current fellows and graduate students who have participated or are currently enrolled in the Interfaces of Global Change Seminar (FIW 5004). Only IGC fellows are eligible to vote and/or hold office in the IGC GSO.

Article IV

IGC GSO Organization

Section 1

The IGC GSO *Governing Body* shall be composed of the following components:

I. Executive Officers
    a. President/ Faculty Liaison
        i. Oversee organization of meetings
        ii. Act as presiding officer at meetings of the IGC GSO
        iii. Act as the liaison to the IGC faculty
        iv. Coordinate and delegate responsibilities among the IGC GSO Executive Officers
    b. Vice President
        i. Aid president in organization of meetings and other responsibilities
        ii. Fulfill duties of President in the President's absence
        iii. Represent the IGC GSO during certain GCC faculty leadership meetings (e.g., meetings when IGC matters are addressed and require student perspective/representation) by acting on our behalf and/or being a liaison and relaying information
    c. Secretary
        i. Take minutes at meetings and distribute to the IGC GSO listserv
        ii. Fulfill duties of President in the President and Vice President's absence
    d. Treasurer
        i. Maintain documents including appropriate tax documents and filings
        ii. Maintain the IGC GSO bank account
        iii. Operate a HokieMart account as needed
        iv. Be in charge of receipts and disbursements for the IGC GSO
        v. Be in communication with faculty and the IGC GSO president about IGC GSO finances and sources of funding
        vi. Coordinates with any IGC committee members regarding funding/IGC GSO bank account
        vii. Fulfill duties of President in the President's, Vice President's and Secretary's absence

viii. The treasurer will keep a dated ledger of all transactions related to the IGC GSO, including but not limited to dues, donations, and purchases.

e. First Year Representative
   i. Attend IGC GSO meetings
   ii. Act as liaison between veteran fellows and first year fellows
   iii. Actively encourage participation of new fellows in IGC activities

f. IGC Curriculum Committee (IG3C) Representatives
   i. Represent student interest during meetings with IG3C faculty
   ii. Attend IG3C meetings (monthly to bi-monthly)
   iii. Occasionally lead a portion of lecture within the IGC seminars (typically onboarding new fellows about the IGC, expectations, opportunities, fellowships, capstone, GSO, etc.)
   iv. Relay information from IG3C meetings to IGC Fellows and vice versa

II. Programming Committees: responsibilities specific to the organization of events and infrastructure of relevance to the broader IGC community rather than to IGC GSO governance. Each committee will be comprised of at least two members, *including one elected chair*.

a. Community Outreach Committee
   i. Prepare and coordinate at minimum a yearly event involving public outreach.

b. Social Committee
   i. Organize events to maintain IGC GSO community (e.g., camping, hiking, gatherings)

c. Professional Development Committee
   i. Seminars
      1) Coordinate hosting at least one seminar speaker per academic year
      2) Gather nominations from members
      3) Coordinate logistics of day/time with members and speakers
      4) Advertise event
   ii. Discussion Groups
      1) Organize brown-bag/informal meetings at least once per semester
      2) Coordinate various discussion topics to be voted on by group based on needs of the group (such as reading, writing, research and presentation based)
   iii. Workshop
      1) Organize at least one workshop per academic year

d. Community and Culture Committee
   i. Share, plan, and host activities that build community among all fellows, and celebrate the spectrum of our broad array of life, academic, and cultural experiences within the IGC.
   ii. Strive to create a welcoming environment for IGC fellows of all backgrounds.
   iii. Advocate for student needs and challenges faced by fellows, including working to express the concerns of unfair treatment

e. Sustainability Officer

i. To be familiar with Virginia Tech's Climate Action Commitment, Sustainability Plan, and STARS reporting (https://www.facilities.vt.edu/sustainability/sustainability-reports/sustainability-plan.html)
ii. To interact with representatives and interns from the Office of Sustainability in order to keep informed about current sustainable development on campus (https://www.facilities.vt.edu/sustainability.html)
iii. To relay this information to IGC fellows at our monthly meetings and to involve them in at least 1 related outreach project per semester.

Section 2

Forming a subcommittee

As need and interest arise, new subcommittees may be formed. The committee must fill a need in the IGC community (social, academic, or professional). The interested parties are responsible for establishment and organization of the group. They will be responsible for electing one member who will act as the committee chair and IGC GSO liaison and attend the IGC GSO meetings as needed.

Article V

Election of Officers

Section 1 Executive Officers and Programming Committee Chairs

Elections will occur annually during Spring semester. Terms of office run from August 1 through July 31 of the subsequent year. Graduate students can be nominated or nominate themselves for these positions. A window for nominations will be no less than one week. Nominees can run for up to two GSO positions but can only serve in one position. If a nominee wins two positions, they shall accept their preferred position. The other position shall be filled by the runner-up. An online election will be held after the nomination period for a window of no less than one week. In the case of an impasse, the Governing Body will either establish a run-off election or break the tie. It is expected that the previous officers will help with the transition. Should a position become vacant mid-term, a special election will be held.

Article VI

Faculty Advisors

The IGC GSO shall choose a recognized Global Change Center faculty member as Faculty Advisor for the IGC GSO.

Article VII

The Executive Officers will meet at least once a semester or more as needed. The IGC GSO as a whole including Executive Officers and Programming Chairs, as well as other interested parties, will meet at least once a year.

Article VIII

Future Amendments

Proposed amendments to this constitution shall be brought to the attention of the IGC GSO as a whole through email and a period of no less than one week will be allotted for comments. After this period the amendments may be adopted upon agreement of the IGC GSO Governing Body.

Amendment I – December 2018

Nominations for Professional Development Speakers & Workshops

All nominations for Professional Development Speakers, or Workshops, will occur through a 4-step process.

1. Nominations can be made by any member of the IGC to the professional development committee at any point prior to October 1st, to allow time to plan. Any additional nominees will be taken into consideration for the following academic year.
2. The professional development committee will vet the credentials of all nominees, and their relevance to the GSO. Any nominees lacking appropriate credentials will be disregarded.
3. The professional development chair will bring the nominees to the attention of the GSO at a monthly meeting. The GSO will vote online, with no less than a 7 day period of time for voting. Any relative majority approved nominee will be brought to the attention of the faculty.
4. The professional development chair will bring the nominee to the attention of the Faculty Advisor of the GSO, and will organize the travel and lodging of the nominee.

a. In the event a nominee declines their invitation, follow up nominees will be chosen by relative majority vote.

Amendment II – December 2018

Treasurer & Spending Requirements

Amended Treasure Requirement viii, pertaining to ledger requirements.

Spending Requirements

1. Any and all spending must be approved prior to use of GSO funds.
    a. Spending under $20 must be approved by the treasurer and at least 1 member of the GSO board.
    b. Spending over $20 must be approved by a majority of the GSO board members. All spending must be reported at the following GSO meeting.

Amendment III – April 2018

Addition of Sustainability Officer (Section 1, I. f).

Amendment IV – April 2020

To be nominated as IGC president you must have served as an officer on a previous IGC Board. This can be any officer position on any previous IGC board.

Amendment V – April 2020

If an IGC officer cannot fulfill their position or is away from Blacksburg for an extended period of time the IGC board can appoint a co-chair to that position or replace the current chair with the runner-up from the previous IGC elections.

Amendment VI – April 2020

There will be two professional development chairs to run a workshop event and to plan out the graduate student invited speaker event.

Amendment VII – February 2021

Nominations for Professional Development Speakers & Workshops

All nominations for Professional Development Speakers, or Workshops, will occur through a 4-step process.

1. Nominations can be made by any member of the IGC to the professional development committee at any point prior so long as it is done a minimum of 6

months in advance of the event, to allow time to plan. Any additional nominees will be taken into consideration for the following academic year.

2. The professional development chair will bring the nominee to the attention of the IGC IGEP Director/GCC Program Coordinator and will organize the travel and lodging of the nominee. Funding for these purposes is typically available through IGC IGEP resources.
3. In the event a nominee declines their invitation, follow up nominees will be chosen by relative majority vote.

Amendment VIII – February 2021

Addition of DEI committee (Section 1, II. d).

Amendment IX – March 2022

Addition of acting as the IGC GSO representative at certain GCC faculty leadership meetings to the duties of the Vice President (Section 1, I. b., iii)

Amendment X – April 2025

Changed the election process so Fellows can run for up to two positions (Article V, Sec. 1).

Amendment XI – July 2025

Diversity, Equity, and Inclusion Committee/Chair removed and replaced with Community and Culture Committee/Chair. Position description was also updated (Article IV, Sec 1, II. d.).