



## CGS Membership Committee

### I. Definitions

This is a standing committee as established and defined in the Bylaws of the Council of Graduate Schools.

### II. Mission

The specific purposes of the Membership Committee include the following responsibilities:

- a) To review each application for Regular, Associate, and International Membership as it is received.
- b) To make a recommendation for action to the Executive Committee.

### III. Membership and Organizational Structure

The Membership Committee is composed of at least four principal or secondary representatives of Regular Members, none of whom may sit on the Board of Directors.

The term of office is 2 years, begins after the Winter Board Meeting, and is renewable.

The CGS President appoints the committee, naming one of the appointees as Chair.

If a member ceases to serve as the primary or secondary representative of a CGS member institution, s/he must resign her/his position on the committee. The CGS President will appoint a member to complete the term.

The Manager of Member Relations serves as the liaison between the committee, the CGS President and the Executive Committee. The Manager receives the applications and provides them to the Membership Committee. The Manager is responsible for maintaining the application files and preparing communications as needed.

### IV. Procedural Rules

*Meetings:* The committee will meet as needed by email or by telephone to discuss the applications received.

*Recommendations:* The committee makes a recommendation to the Executive Committee of the CGS Board of Directors to accept or decline the application of a prospective member. The committee may also recommend that an application for Associate Membership be upgraded to Regular Membership (or vice versa) if the application supports such an action. Notification of acceptance is communicated in a letter from the CGS President to the primary representative of the applicant institution.

*Associated Costs:* CGS is not responsible for any costs associated with serving on the committee.