



---

Graduate Student Government

## Bylaws

February 27, 2018

## Contents

<b>Article 1: Executives</b>	3
1.1 Executive Committee	3
1.2 Duties and Responsibilities of the President	4
1.3 Duties and Responsibilities of the Vice President for Legislative Affairs	5
1.4 Duties and Responsibilities of the Vice President for Financial Affairs	6
1.5 Duties and Responsibilities of the Vice President for Graduate Student Affairs	6
1.6 Duties and Responsibilities of the Vice President for Community Development	6
1.7 Duties and Responsibilities of the Vice President for Academic Affairs	7
1.8 Duties and Responsibilities of the Vice President for Public Relations	7
1.9 Duties and Responsibilities of the Director of Operations	8
1.10 Duties and Responsibilities of the Chief of Staff	8
1.11 Duties and Responsibilities of Other Presidential Appointees	8
1.12 Attendance Standards	8
<b>Article 2: Assembly</b>	10
2.1 Responsibilities of Representatives	10
2.2 Attendance Standards	11
2.3 Legislation	11
2.4 Legislative Session	12
2.5 Non-program Representatives and others	12
2.6 Authorization to Attend Assembly Meetings Electronically	12
<b>Article 3: Impeachment</b>	14
3.1 Cause	14
3.2 Proceedings	14
3.3 Conflict of Interest	14
<b>Article 4: Governance Committee</b>	15
4.1 Composition	15
4.2 General Procedures	15
4.3 Constitutional Matters	16
4.4 Impeachment	16
4.5 Elections Appeals	18

<b>Article 5: Standing and <i>Ad Hoc</i> Committees</b>	19
5.1 Standing Committees	19
5.2 Ad Hoc Committees	21
5.3 Committee Chairs	21
<b>Article 6: Elections Code</b>	22
6.1 Purpose	22
6.2 Elections Committee Qualifications and Tasks	22
6.3 Scope and Authority	23
6.4 Manner of Elections	23
6.5 Declaration of Winners	23
6.6 Runoff Elections and Additional Election Procedures	24
6.7 Candidate Eligibility Requirements	24
6.8 Candidate Nomination Procedures	24
6.9 Executive Elections Documents	24
6.10 Candidacy	25
6.11 Campaign Regulations and Procedures	25
6.12 Campaign Finances	25
6.13 Elections Code Violations/Complaints	26
6.14 Election Code Violation Hearings	26
6.15 Violation Penalties	26
6.16 Special Circumstances	26
6.17 Mid-term Elections Procedures – Executives	27
6.18 Mid-term Elections Procedures – Representatives	27
6.19 Special General Elections	28
<b>Article 7: Financial Policies And Procedures</b>	29
7.1 Use of the Graduate Student Activities Fee	29
7.2 Policy for the Recommendation of GSAF Changes	30
7.3 The Graduate Student Government Budget	32
7.4 Executive Compensation	34
7.5 Procedures for Funding Events	35
<b>Article 8: Graduate Legal Aid</b>	41
8.1 Authority	41
8.2 Rights and Responsibilities	41
8.3 Performance Review	41
8.4 Budget and Fees	42
<b>Article 9: Amendments to these Bylaws</b>	44
9.1 Approval	44
9.2 Periodic Review	44

## **ARTICLE 1: Executives**

### **1.1 Executive Committee**

- 1.1.A. In addition to the Executive Committee Offices defined in the Constitution, the Graduate Student Government (GSG) shall elect the following officers:
  - 1.1.A.1. Vice President for Graduate Student Affairs
  - 1.1.A.2. Vice President for Community Development
  - 1.1.A.3. Vice President for Academic Affairs
  - 1.1.A.4. Vice President for Public Relations
- 1.1.B. The Executive Committee shall carry out all policies of the Assembly (Assembly), as well as use its own discretion to act in the best interests of graduate students.
- 1.1.C. Members of the Executive Committee (Executives) shall be ex-officio, non-voting members of the Assembly, with the exception of the Vice President for Legislative Affairs, who shall exercise a tie-breaking vote and all other rights and privileges accorded to the Presiding Officer by the parliamentary authority. Executives shall be allowed, after proper recognition, to request a Main Motion of Subsidiary Motion be made by any Representative or by a specific Representative, but they may not make such a motion themselves. Executives shall be allowed to make Incidental Motions, with the exception of a Motion to Suspend the Rules, which is the exclusive privilege of the Assembly.
- 1.1.D. Each Executive shall present a report to the Assembly at regularly scheduled meetings or as directed by the Assembly. Additionally, a written copy of the report should be submitted for inclusion in the minutes.
- 1.1.E. Executive Committee attendance at monthly Assembly meetings is mandatory.
- 1.1.F. Executives shall perform such duties as the President may assign them in the administration of the Executive Committee, with a majority approval of the Executive Committee.
- 1.1.G. Executives shall carry out all duties and responsibilities as directed by the Assembly. Specific duties and responsibilities of these officers shall be specified below.
- 1.1.H. Any Executive who seeks to resign from his/her elected position shall give notice to the Assembly and, when possible, assist with the transition of his/her position to a new officer. If at any point during his/her term an Executive, for any reason, is found to no longer be a currently enrolled graduate student or if the student graduated in the Spring Semester and it is past June 30th, that position shall immediately become vacant, and shall be filled according to the procedures set forth in Article 6.17.

- 1.1.I. Any Executive or Program Representative (Representative) who is removed from office by an impeachment proceeding shall be barred from holding any office within the GSG for no less than one complete legislative session.
- 1.1.J. The incoming President shall be responsible for selecting, in consultation with the incoming Executive Committee, a Director of Operations. The incoming Executive Committee must approve the Director of Operations by a majority vote.
- 1.1.K. Presidential Disability and Succession
  - 1.1.K.1. If, for any reason, the office of the President becomes vacant, or the President is unable to discharge his/her duties, the Vice President for Legislative Affairs shall serve as President, as described in Article 3.3.A of the Constitution.
  - 1.1.K.2. Whenever a majority of the Executive Committee shall transmit to the Presiding Officer of the Assembly their written declaration that the President is unable to discharge the powers and duties of his/her office, the Vice President for Legislative Affairs shall immediately assume the powers and duties of the office as President pro tem. Should the office of Vice President for Legislative Affairs be vacant, the Executive Committee shall appoint, by majority vote, one of their number to serve as President pro tem. Thereafter, when the President transmits to the Presiding Officer of the Assembly his/her written declaration that no further inability exists, he/she shall resume the powers and duties of the office.
  - 1.1.K.3. In the event that a President pro tem serves for a period of more than one month, he/she shall be financially compensated from the GSG treasury for his/her service at a rate determined by the Assembly.
- 1.1.L. The GSG President shall be jointly titled as 1) The Graduate Student Government President; and 2) The Graduate Student Body President.

## **1.2 Duties and Responsibilities of the President**

- 1.2.A. The President shall be the Chief Executive Officer of the organization and the Chair of the Executive Committee. The duties and responsibilities of the President shall be to:
  - 1.2.A.1. Call for a referendum of the graduate student body when directed to do so by a two-thirds vote of the Assembly's total present and voting membership.
  - 1.2.A.2. Appoint and remove delegates to those campus organizations that provide the GSG a seat, or other University bodies, when asked to do so by the appropriate authorities. All such terms of appointments shall coincide with the term of the appointing officer and be reported to the Assembly at the next meeting. This shall include, but not be limited to, the following positions:
    - i GSG Presidential Advisor on Senate-Related Issues
    - ii GSG Representative to the Senate Educational Affairs Committee
    - iii GSG Representative to the Senate Campus Affairs Committee
    - iv GSG Representative to the Senate Student Affairs Committee
    - v GSG Representative to the Stamp Student Union Advisory Board

- vi GSG Representative to the Campus Transportation Parking Advisory Committee
  - vii GSG Representative to the Campus Recreation Advisory Board
  - viii GSG Representative to the Athletic Council
  - ix GSG Representative to the Campus Student Technology Fee Advisory Committee
  - x GSG Representative to the Information Technology Council
- 1.2.A.3. The President or their designee(s), as members of the Committee for the Review of Student Fees (CRSF), shall be required to present the proposed fee increases and any pertinent information to the Assembly for the upcoming fiscal year. The presentation date shall be determined by the president prior to the CRSF meeting for the purpose of transparency and awareness of the appropriation of student fees for the upcoming fiscal year.
- 1.2.A.4. Oversee the administration of the GSG Executive Offices including the hiring and termination of the GSG Chief-of-Staff and any other office staff, and the termination of the GSG Director of Operations.
- 1.2.A.5. Serve as a member of the Graduate Council.
- 1.2.A.6. Serve as an ex-officio, non-voting member of the University Senate.
- 1.2.A.7. Serve as the GSG Representative to the Committee for the Review of Student Fees.
- 1.2.A.8. Serve as the GSG Representative to the Kirwan Faculty Award Committee.
- 1.2.A.9. Serve on the committee which appoints all members of the Student Honor Council, in accordance with the procedures detailed in that body's Bylaws.
- 1.2.B. The President shall be empowered to issue Executive Orders, which shall be formal declarations of any official decision or action and which shall not exceed the scope of authority granted to the office.

### **1.3 Duties and Responsibilities of the Vice President for Legislative Affairs**

The duties and responsibilities of the Vice President for Legislative Affairs shall be to:

- 1.3.A. Serve as the chair, with voting privileges, of the Rules Committee.
- 1.3.B. Oversee preparation and dissemination of minutes from Assembly meetings.
- 1.3.C. Prepare, in consultation with the Executive Committee, a schedule of Assembly meetings for each legislative session, to be called the GSG Assembly Meeting Calendar.
- 1.3.D. Cast a tie-breaking vote in the Assembly.
- 1.3.E. Maintain a roster of all current Representatives and a list of all active program codes.
- 1.3.F. Serve as a voting member of the Legislative Action Committee
- 1.3.G. Ensure that an accurate list of all attendees at meetings of the Assembly is recorded and preserved.

- 1.3.H. Upon learning and verifying that a Representative is no longer enrolled in credits toward a graduate degree, or in the case of students graduating in spring until the end of fiscal year of the year of their graduation, declare that position vacant and notify the Elections Committee of the vacancy.

#### **1.4 Duties and Responsibilities of the Vice President for Financial Affairs**

The duties and responsibilities of the Vice President for Financial Affairs shall be to:

- 1.4.A. Oversee the financial affairs of the GSG in accordance with the Financial Policies and Procedures specified in these Bylaws (Article 7).
- 1.4.B. Serve as the chair, with voting privileges, of the Budget and Finance Committee.

#### **1.5 Duties and Responsibilities of the Vice President for Graduate Student Affairs**

The duties and responsibilities of the Vice President for Graduate Student Affairs shall be to:

- 1.5.A. Monitor actions taken by the University that affect graduate students and to report these actions to the Assembly.
- 1.5.B. Serve as a voting member of the Graduate Student Affairs Committee.
- 1.5.C. Serve as the liaison for issues relating to graduate student health, housing, and transportation.
- 1.5.D. Serve as a voting member of the Diversity Committee

#### **1.6 Duties and Responsibilities of the Vice President for Community Development**

The duties and responsibilities of the Vice President for Community Development shall be to:

- 1.6.A. Encourage graduate students to participate in all governing bodies of the University and the GSG, as well as in graduate student organizations.
- 1.6.B. Organize and oversee activities, as directed by the Social and Sport and Executive Committees, and as approved by the Assembly, dedicated to increasing the participation of graduate students in the life of the campus and in the GSG.
- 1.6.C. Serve as the liaison between the GSG and all registered graduate student organizations on behalf of the Executive Committee, creating and developing a working relationships with said organizations.
- 1.6.D. Maintain regular contact with registered graduate student organizations regarding GSG business, funding opportunities, and possibilities for partnership with the GSG as directed by the Executive Committee.
- 1.6.E. Serve as a voting member of the Social and Sport Committee.

### **1.7 Duties and Responsibilities of the Vice President for Academic Affairs**

The duties and responsibilities of the Vice President for Academic Affairs shall be to:

- 1.7.A. Investigate University and Graduate School policies which pertain to the academic and professional development of graduate students.
- 1.7.B. Review and develop GSG policy and programs related to the academic and professional development of graduate students.
- 1.7.C. Serve as a voting member of the University Senate Educational Affairs Committee, and represent the GSG to the Senate on all matters of academic policy.
- 1.7.D. Serve as a member of the Provost's Student Advisory Council.
- 1.7.E. Serve as one of the two GSG members of the Graduate Council.
- 1.7.F. Serve as a voting member of the GSG Academic Affairs Committee.
- 1.7.G. Serve as chair of the Graduate Research Appreciation Day (GRAD) Conference Planning Committee.

### **1.8 Duties and Responsibilities of the Vice President for Public Relations**

The duties and responsibilities of the Vice President for Public Relations shall be to:

- 1.8.A. Chair the Elections Committee and oversee elections.
- 1.8.B. Conduct outreach to departments and programs with unfilled seats, with special effort to recruit members for programs without any Assembly representation.
- 1.8.C. Communicate the work of the GSG with the campus community and beyond, including creating and disseminating press releases, newsletter(s), and other communiqués.
- 1.8.D. Work closely with the VPCD in engaging student participation from student organizations.
- 1.8.E. Collaborate with the chairs of GSG committees to publicize their work, with a particular emphasis on the Social & Sports Committee and Graduate Student Life to substantially increase attendance of their respective events.
- 1.8.F. Serve as the GSG liaison with media, including the Diamondback.
- 1.8.G. Draft a report at the end of each year including metrics by which the worth of the position shall be judged, including, but not limited to, open representative slots filled during year, number of representatives elected in the annual election and number of graduate students voting in the annual election.



### **1.9 Duties and Responsibilities of the Director of Operations**

The duties and responsibilities of the Director of Operations shall be to:

- 1.9.A. Serve as chief administrator of the organization and its resources including the maintenance and operation of the GSG Offices.
- 1.9.B. Administer, on behalf of the Executive Committee and Assembly, the financial accounts of the organization under the direction of the President and the Vice President for Financial Affairs.
- 1.9.C. Maintain documentation of all GSG long-lived property and insure all property has appropriate labeling. Track consumables and gift items purchased by GSG. Present an inventory report to the Executive Committee at least once a semester. No GSG property may be removed from its documented location, unless mobility is a part of the item's application (e.g. laptops, ipads, etc.).
- 1.9.D. Administer the Event Funding Request (EFR) process in accordance with the directives of the Assembly and the Budget and Finance Committee.
- 1.9.E. Serve as an Ex-Officio, non-voting member of the Executive Committee.
- 1.9.F. Attend all meetings of the Assembly and assist the Vice President for Legislative Affairs in the administration of that body.
- 1.9.G. Carry out such other duties and responsibilities as the Executive Committee and Assembly may see fit to require in the administration of the organization.

### **1.10 Duties and Responsibilities of the Chief of Staff**

- 1.10.A. The Chief of Staff shall oversee and coordinate the functioning of standing and ad hoc committees of the GSG, oversee the staffing of standing and ad hoc committees as described in Article 5, and, in conjunction with the President, oversee and coordinate the placement of graduate representatives on University committees, and serve as a liaison to graduate student members of the University Senate committees.

### **1.11 Duties and Responsibilities of Other Presidential Appointees**

- 1.11.A. Presidential Appointees are strongly encouraged, though not required, to attend meetings of the Assembly and the Executive Committee.
- 1.11.B. The President or a Representative may require the submission of a written report from Appointees on any activities pertaining to their position.

### **1.12 Attendance Standards**

- 1.12.A. Executives shall attend all meetings of the Assembly. Should an absence be unavoidable, Executives shall communicate their report, in written or electronic form, to the Presiding Officer of the Assembly, who shall ensure it is presented at the meeting.

- 1.12.B. Missing three regularly scheduled Assembly meetings shall automatically result in a charge of Neglect. At the first regularly scheduled Assembly meeting following an Executive's third absence, the Assembly shall vote on whether to initiate impeachment proceedings against said Executive, according to the procedures set forth in Article 3. Before the Assembly's vote, the Executive shall be permitted an opportunity to explain his/her absences, and answer questions from the Assembly. Should the motion to impeach not carry, the Assembly has the right to consider impeachment charges against the Executive following any subsequent absence from a regularly scheduled Assembly meeting.

## **ARTICLE 2: Assembly**

### **2.1 Responsibilities of Representatives**

- 2.1.A. Representatives shall serve on at least one standing or ad hoc committee of the Assembly, or a University Senate committee, for at least one full semester out of the legislative session. Committee membership shall be assigned by the Chief of Staff as specified in Article 4.
- 2.1.B. Representatives shall be aware of issues on the agenda prior to Assembly meetings, and are expected to engage in communication with their departments on such issues. Representatives are encouraged to caucus with members of their department prior to Assembly meetings.
- 2.1.C. Representatives are expected to attend regularly scheduled Assembly and committee meetings. In cases where absence from an Assembly meeting cannot be avoided, Representatives are encouraged to designate proxies. In such instances, the Representative should transmit, by written or electronic communication, the name of the individual serving as his/her proxy to the Vice President for Legislative Affairs. The proxy must be a currently enrolled graduate student from the same program as the absent Representative, and the transmission of the proxy's name must take place sufficiently in advance of the meeting for the Vice President for Legislative Affairs to verify that the individual meets these criteria. Proxy representatives shall have the same rights and privileges as the Representative they are temporarily replacing.
- 2.1.D. Representatives are expected to engage in bi-directional communication with constituents, both informing them of ongoing GSG business and soliciting concerns and ideas.
- 2.1.E. Representatives are expected to be familiar with the Constitution and Bylaws of the GSG, and to ensure that the provisions in these documents are observed.
- 2.1.F. Representatives may be impeached according to the procedures designated in Article 3 for failure to fulfill the responsibilities of office as specified in these Bylaws. Representatives who are removed from their positions by a vote of the Assembly during an impeachment proceeding shall be barred from holding office within the GSG for at least one full legislative session.
- 2.1.G. Representatives shall maintain their enrollment throughout the duration of their term. If a Representative, for any reason, finds him/herself no longer enrolled in credits toward a graduate degree, or in the case of students graduating in spring until the end of fiscal year of the year of their graduation, it is the Representative's responsibility to resign his/her position.
- 2.1.H. Any Representative who seeks to resign from his/her elected position shall give notice to the Vice President for Legislative Affairs and, when possible, seek a replacement candidate(s)

from his/her program and assist with the transition of his/her position. Representatives shall communicate their intent to resign, in written or electronic form, to the Vice President for Legislative Affairs who shall include this information in his/her next monthly assembly report.

- 2.1.I. All Representatives shall conduct themselves in a courteous and respectful manner. Questioning the motives or integrity of other members is strictly out of order. Repeated offenses within the Assembly shall be grounds for impeachment.

## **2.2 Attendance Standards**

- 2.2.A. A Representative who cannot regularly attend Assembly or committee meetings should resign his/her position, and is encouraged to seek a replacement from his/her program.
- 2.2.B. Representatives shall be aware of issues on the agenda prior to Assembly meetings, and are expected to engage in communication with their departments on such issues. Representatives are encouraged to caucus with members of their department prior to Assembly meetings.
- 2.2.C. A Representative who has three consecutive, Unexcused Absences from regularly scheduled Assembly meetings, or who is absent, whether Excused or Unexcused, from more than half of the regularly scheduled Assembly meetings in a session, or fails to attend an assigned committee meeting during a semester, may be removed from his/her position.
- 2.2.D. Before a Program Representative may be removed, the Vice President for Legislative Affairs must take the following steps:
  - 1. Determine that the Representative has two consecutive, Unexcused Absences from regularly scheduled Assembly meetings;
  - 2. Make a reasonable effort to contact the Representative and remind him/her of attendance requirements, and explain that an additional Unexcused Absence may result in removal;
  - 3. Determine, following a third consecutive, Unexcused Absence, that the Representative is unresponsive.
- 2.2.E. Once the Vice President for Legislative Affairs determines that a Program Representative is unresponsive, he/she shall remove the Representative from the roster of Program Representatives, notify the Representative of his/her removal, and inform the Elections Committee of the new vacancy. The removal shall be communicated to the Assembly in the next monthly report of the Vice President for Legislative Affairs.

## **2.3 Legislation**

- 2.3.A. The Assembly shall be empowered to pass legislation.
- 2.3.B. Legislation may be in the form of Resolutions, which express the opinion of the Assembly, or Acts, which concern the governing documents of the GSG or its budget.

- 2.3.C. Legislation must be submitted to the Rules Committee no later than nine business days before the Assembly meeting at which the submitter wishes for the motion to be considered. An affirmative vote of a majority of the Rules Committee shall be required before any such motion is placed on the Assembly agenda.
- 2.3.D. The Assembly reserves the right to discharge any pending legislation from the Rules Committee and bring it forward for immediate consideration by the entire Assembly by a two-thirds majority vote of the voting Representatives present.
- 2.3.E. Any item of legislation passed by the Assembly may specify a date upon which it becomes null and void. Executive Orders passed during any given legislative session shall become null and void at the conclusion of said session.

## **2.4 Legislative Session**

- 2.4.A. The legislative session for the GSG shall run from 1 September through 30 June. The Assembly shall be considered in recess during the months of July and August.

## **2.5 Non-program Representatives and others**

- 2.5.A. Non-program Representatives shall be defined as representatives from graduate-majority organizations that are not graduate programs.
- 2.5.B. Non-program Representatives may participate in Assembly upon receipt by VPLA of a letter from organization they represent, signed by two officers.
- 2.5.C. Non-program representatives and other visiting representatives of graduate-majority organizations shall not have voting rights, but may contribute freely and openly to the Assembly after recognition by the Chair.

## **2.6 Authorization to Attend Assembly Meetings Electronically**

- 2.6.A. A Representative who is physically unable to attend an Assembly meeting may request an electronic audio-only or audio-video connection to the rest of the Assembly. The Representative should transmit this request, by written or electronic communication, to the Vice President for Legislative Affairs at least one week prior to the scheduled meeting to allow for the proper technology setup.
- 2.6.B. The electronic communication method used must allow the opportunity for simultaneous aural communications among all participating members equivalent to those of meetings held in one room or area. Remote participants can only be muted if they have the ability to unmute themselves.
  - 2.6.B.1. If the presence of the member attending electronically is required for the presence of a Quorum, that member must be using bi-directional video communication in addition to audio in order to show active participation in deliberations.

- 2.6.C. Electronic participation is an option that will be made available on a best-effort basis. It is not the right of an Assembly Member to electronic participation if it is not feasible to create one due to technical issues, lack of sufficient notice or any other reason.
- 2.6.D. Electronic meetings are not a replacement for a central location for a meeting. At least half of the Quorum must be in the one room or area in which the meeting is held.
- 2.6.E. By the last meeting of the 35th assembly, the VPLA must have two Acts ready and approved by Rules, listed in 2.5.E.1 and 2.5.E.2. Should neither act pass, this provision shall be repeated twice every year, at the second meeting of the Fall semester and the second meeting of the Spring semester.
  - 2.6.E.1. An act amending the Bylaws to remove this provision for Authorization to Attend Assembly Electronically
  - 2.6.E.2. An act amending the Bylaws to establish rules relating to the use of electronic communications, including but not limited to, (a) methods for determining presence of a quorum; (b) the conditions under which a member may raise a point of order doubting the presence of a quorum and the conditions under which the continued presence of a quorum is presumed if no such point of order is raised; (c) methods for those participating electronically for seeking recognition and obtaining the floor; (d) means by which motions may be submitted in writing during a meeting; (e) methods for taking and verifying votes; and (f) contingencies for technical difficulties, malfunctions, or excessive electronic interruption, particularly when impacting the existence of a quorum.

## **ARTICLE 3: Impeachment**

### **3.1 Cause**

The Assembly, by a majority vote of its total present and voting membership, may initiate impeachment proceedings for any just cause, including, but not limited to, neglect, unsatisfactory performance, or misrepresentation of duty against appointed or elected officers of any class, branch, or department of the GSG.

- 3.1.A. The charge of Neglect is defined as failure to perform basic duties as outlined in the GSG Constitution and Bylaws. Criteria by which Executives' absenteeism may constitute Neglect are dealt with in 1.11.
- 3.1.B. The charge of Unsatisfactory Performance is defined as any partial performance of basic duties that is judged to be significantly below that of the expected performance.
- 3.1.C. The charge of Misrepresentation of Duty is defined as actively attempting to mislead the Assembly or the graduate student body, or any part thereof, in matters of GSG governance; and/or serving badly as a Representative according to the judgment of one's peers.

### **3.2 Proceedings**

Upon the approval of impeachment proceedings, the question of impeachment shall be forwarded to the Governance Committee.

### **3.3 Conflict of Interest**

Any impeached member of the Governance Committee must recuse himself/herself from any participation in an impeachment investigation.

## **ARTICLE 4: Governance Committee**

### **4.1 Composition**

- 4.1.A. The committee shall be composed of seven members:
  - 4.1.A.1. One Executive, chosen by the Executive Committee;
  - 4.1.A.2. Three Representatives, chosen by the Assembly; and
  - 4.1.A.3. Three other currently enrolled graduate students who are not elected members of the GSG, appointed by the President. The President may not serve on the Governance Committee.
- 4.1.B. Members of the committee shall be selected by the conclusion of the first regular meeting of the Assembly in September.
- 4.1.C. The Assembly shall select members of the committee by nomination from the floor. In the event that there are more than three nominees, the Assembly shall select from among them using the procedures outlined in Article 6.17.
- 4.1.D. The term of the committee shall be concurrent with the legislative session.
- 4.1.E. In the event of a vacancy, the position shall be filled at the earliest possible time according to the appropriate procedure detailed above.

### **4.2 General Procedures**

- 4.2.A. The committee's first order of business at the beginning of each session shall be to meet for the purposes of selecting a chair and reviewing and agreeing upon a set of standing rules. The committee shall also select a vice-chair who shall preside over meetings in the absence of the chair.
- 4.2.B. Quorum shall be set at five members.
- 4.2.C. If the committee meets to hear an appeal or to oversee impeachment proceedings, the Coordinator for Graduate Student Life or the GSG Faculty Advisor, or his or her designee, shall be present as an observer.
- 4.2.D. The committee may meet in closed session if considering business which involves personnel matters normally kept confidential by the University.
- 4.2.E. Minutes of all meetings shall be kept.



### **4.3 Constitutional Matters**

- 4.3.A. Upon receipt of a valid appeal of the constitutionality of any action taken by the GSG, the Governance Committee shall convene to consider the question. The committee shall rule on the constitutionality of the action in question no later than five school days after the receipt of said appeal.
- 4.3.B. In all questions of constitutionality, the decision of the committee shall be by majority vote.
- 4.3.C. The committee shall issue an opinion reflecting the reasoning behind the ruling of the majority in each decision. Committee members voting in the minority shall be entitled to submit their own joint or individual minority opinions.
- 4.3.D. The Governance Committee shall be the highest authority in the GSG concerning all matters of interpretation of the GSG Constitution, Bylaws, legislation, Executive Orders, and all other statutes.
- 4.3.E. The committee shall have the authority to overturn any legislation, impeachment decision or disciplinary action, or Executive Order that is found to be in conflict with the GSG Bylaws or Constitution.
- 4.3.F. The committee cannot overturn a constitutional amendment approved by the Assembly for consideration in an upcoming referendum by the entire graduate student body, except in cases where the procedures by which the amendment was placed before the Assembly, or by which the Assembly disposed of the amendment, violate the procedures outlined in these Bylaws or in the Assembly's parliamentary authority. The committee's authority must be exercised prior to the inclusion of the amendment in a referendum placed before the entire graduate student body.

### **4.4 Impeachment**

- 4.4.A. Upon the initiation of impeachment proceedings, the question of impeachment shall be forwarded to the Governance Committee.
- 4.4.B. The Governance Committee shall be charged with the unbiased investigation of all matters related to the impeachment charges.
  - 4.4.B.1. The Governance Committee shall conclude whether the impeached party should be formally indicted on the charges as brought forth by the Assembly, and shall formulate, for the Assembly, a recommendation to either proceed with or terminate impeachment proceedings.
  - 4.4.B.2. The Governance Committee shall be charged with the duty of disclosing to the impeached party the timelines and processes involved in any potential impeachment hearing of the committee and the Assembly. This shall include the distribution of these impeachment protocols to the impeached party.
  - 4.4.B.3. The investigation shall consist of no less than an interview with the impeached party with representation or a witness pending notification of the committee, an interview with the impeaching party, and the gathering of supporting documentation and

other such evidence to be presented to the Assembly. If any of the above mentioned parties are unavailable for interview, that information can be taken into account and should be presented to the Assembly.

- 4.4.B.4. The committee shall present a copy of its findings and recommendations to the accused party and the impeaching party no less than twenty-four hours before an anticipated presentation of said findings before the Assembly.
- 4.4.C. Impeachment proceedings shall commence at the next regularly scheduled meeting of the Assembly. By majority vote, the committee may appeal to the Assembly for an extension of the investigation period, not to exceed one additional month or the duration until the next Assembly meeting, whichever is greater. If such an appeal is met favorably, impeachment proceedings shall commence at the next regularly scheduled meeting of the Assembly following the end of the extension period. Such an extension should be avoided unless judged to be absolutely necessary to the work of the committee.
  - 4.4.C.1. At said meeting of the Assembly, a designee of the committee shall present the findings of the court's investigation, with a recommendation to proceed with or terminate impeachment proceedings. This recommendation shall be considered a question for debate and shall be decided by a simple majority of the Assembly's present and voting membership. The committee's recommendation shall take the following form: "After considering evidence in the form of corroborated personal communications with the involved parties, and any other additional evidence made available to the committee, and after considerable deliberation, it is the decision of this committee to formally recommend that the Assembly [insert recommendation]."
    - i Dismiss: Dismiss the [insert member's official title] of all impeachment charges.
    - ii Impeach: Indict the [insert member's official title] for impeachment under the charge(s) of [insert formal charge(s)].
    - iii Dismiss the charge(s) of [insert dismissed charge(s)], and to formally indict the [insert member's official title] for impeachment under the charge(s) of [insert formal charge(s)].
  - 4.4.C.2. Members of the committee wishing to dissent from the majority opinion may present to the Assembly a written dissenting opinion. This dissenting opinion may be forwarded to the Assembly anonymously through the office of the Chair. Anonymous opinions must contain the number of committee members that are signatory.
  - 4.4.C.3. If the Assembly elects to proceed with the impeachment, the Assembly shall immediately enter executive session and shall conduct an impeachment trial.
  - 4.4.C.4. The impeachment trial shall be presided over by the Assembly's Presiding Officer. The individual/s bringing impeachment charges shall serve as the prosecution and the impeached party shall be charged with mounting his/her defense. The impeached party has the right to be aided in his/her defense by counsel. Counsel can be an attorney or not, but must be a member of the Assembly, unless the Assembly, by majority vote, agrees to permit counsel who is not a member to act in this capacity.

- 4.4.C.5. At the conclusion of the trial, the Assembly shall engage in debate and vote upon the question of removing the impeached party from office.
- 4.4.C.6. The Assembly, by a three-fourths vote of its total present and voting membership, shall remove the impeached party from his/her position(s). If a party is removed from office, he/she shall be barred from attending meetings of any branch of the GSG for one year, unless invited by said branch.
- 4.4.D. If, through the course of investigation, the Governance Committee finds that the impeachment proceedings are dependent on pending legal matters, the situation shall be reported to the Assembly. The Assembly, by a majority vote of its total present and voting membership, shall then decide whether or not to continue the impeachment proceedings.

#### **4.5 Elections Appeals**

- 4.5.A. Upon receipt of an appeal from a candidate, the Governance Committee shall rule on the decision of the Elections Committee in question no later than forty-eight hours from receipt of said appeal. The committee may uphold, overturn, or amend a decision of the Elections Committee as it deems appropriate.
- 4.5.B. Decisions on all appeals of Elections Committee decisions shall be by a majority vote of the committee.
- 4.5.C. The committee shall issue an opinion reflecting the reasoning behind the ruling of the majority in each decision. Committee members voting in the minority shall be entitled to submit their own joint or individual minority opinions.

## **ARTICLE 5: Standing and *Ad Hoc* Committees**

### **5.1 Standing Committees**

- 5.1.A. All committees derive their authority from the Assembly. All committee decisions are subject to review within the Assembly and may be overturned by a majority vote of the Assembly, unless otherwise specified in these Bylaws.
- 5.1.B. Committee membership shall be open to all graduate students, as well as administrators and staff with responsibilities pertaining to the charge of any committee, who shall be non-voting.
- 5.1.C. All committees shall maintain a membership of at least three to seven members unless otherwise specified in the committee's description below. An odd number of members is strongly encouraged for the purposes of committee voting. Committee members, if possible, shall represent diverse fields, disciplines, and areas of expertise to enhance the fair and objective operations of their committee.
- 5.1.D. The Chief of Staff shall review committee memberships at the beginning of each legislative session, and reassign committee memberships in keeping with these limits, taking into account responsibilities and preferences of Representatives. A membership of at least five is strongly recommended for the Budget and Finance, Rules, and Elections Committees.
- 5.1.E. All committees shall elect a chair, unless such office is already specified in the Constitution or these Bylaws.
- 5.1.F. All committees shall establish standing rules. Committee standing rules shall be shared with the Chief of Staff.
- 5.1.G. All committees shall meet on a regular basis.
- 5.1.H. In addition to the standing committees outlined in the Constitution, the following are also standing committees of the GSG:
  - 5.1.H.1. Legislative Action Committee  
The Legislative Action Committee shall monitor governmental activities that may affect graduate students and seek to promote GSG positions regarding said activities. The Legislative Action Committee shall also oversee and coordinate graduate participation in the annual Terrapin Pride Day meetings with legislators in Annapolis.
  - 5.1.H.2. Social and Sport Committee  
The Social and Sport Committee shall organize activities to further the social integration of graduate students from all programs.

- 5.1.H.3. Academic Affairs Committee  
The Academic Affairs Committee shall be charged with monitoring and reporting on all University policies which pertain to the academic and professional development of graduate students. The Committee shall also be responsible for reviewing and developing GSG policy and programs related to the academic and professional development of graduate students.
- 5.1.H.4. Elections Committee  
The Elections Committee shall be responsible for conducting all GSG elections in accordance with the rules established in these Bylaws, and for maintaining any additional procedures or policies governing elections.
- 5.1.H.5. Diversity Committee  
The Diversity Committee shall reach out to, build ties between, and advocate for graduate students of all races colors, creeds, sexes, sexual orientations, gender identities, marital statuses, personal appearances, ages, national origins, political affiliations, hidden or visible disabilities, and other disadvantaged groups. They shall also work to promote diversity within the GSG.
- 5.1.H.6. Graduate Researchers, Employees, Assistants, and Teachers Committee (GREAT)  
The Graduate Researchers, Employees, Assistants, and Teachers Committee shall investigate issues surrounding graduate employment on campus, formulate proposals on policies and procedures to address current or future problems and improve the quality of life of graduate students working on campus, and meet regularly with the Graduate Assistant Advisory Committee, University Administration and Graduate School to help implement any necessary changes. The committee shall maintain a diverse membership representing a mix of different disciplines and types of assistantships, as well as other forms of graduate employment such as lectureships. The committee may include as many members as it deems necessary to fulfill its purpose.
- 5.1.H.7. Student Affairs Committee  
The Graduate Student Affairs Committee shall be responsible for all issues that pertain to the quality of life of graduate students including but not limited to housing, transportation, safety, sustainability, and other relevant topics. They shall advocate on behalf of the GSG to the University to improve the quality of graduate students' experiences.
- 5.1.I. Additional Responsibilities of the Rules Committee.
  - 5.1.I.1. The Rules Committee shall be responsible for the numbering, recording, and tracking of all legislation.
  - 5.1.I.2. The Rules Committee shall be responsible for the preparation of the Assembly agenda.
  - 5.1.I.3. The Rules Committee shall be responsible for documenting outcomes of and actions taken on resolutions from the current Assembly and the two immediate preceding Assemblies, and disseminating this information before the end of each legislative session.
- 5.1.J. Additional Responsibilities of the Budget and Finance Committee

- 5.1.J.1. The Budget and Finance Committee shall, to the best of its ability, reconcile all GSG accounts at the end of each legislative session, prior to transference of responsibility to a new chair and membership.
- 5.1.J.2. The Chair of the Budget and Finance Committee, or designee, shall maintain proper books of accounts in both electronic and hard copy format. The chair shall transfer these books to a new chair when the office is transferred.
- 5.1.J.3. The Budget and Finance Committee shall be responsible for approving exceptions to allow the purchase of bottled water less than one gallon, according to the procedures established in 7.3.D.

## **5.2 Ad Hoc Committees**

- 5.2.A. Ad hoc committees shall be established as deemed necessary by the Assembly.
- 5.2.B. Ad hoc committees shall operate under the same regulations as the standing committees, unless otherwise specified by the Assembly during their creation.

## **5.3 Committee Chairs**

The duties and responsibilities of all standing and ad hoc committee chairs shall be to:

- 5.3.A. Establish, in conjunction with committee members, goals and objectives for the committees.
- 5.3.B. Communicate with the Chief of Staff on a regular basis.
- 5.3.C. Hold committee meetings regularly.
- 5.3.D. Ensure that accurate and complete minutes are kept of all committee activities.
- 5.3.E. Submit reports at each Assembly meeting that summarize committee activities to the Assembly.
- 5.3.F. Orient all new committee members.

## **ARTICLE 6: Elections Code**

### **6.1 Purpose**

The purpose of the GSG Elections Code (Code) is to regulate the elections process for all GSG offices with regard to candidacy, campaign procedures, polling, balloting, and any and all aspects of elections processes; and to create a fair environment for all elections proceedings.

### **6.2 Elections Committee Qualifications and Tasks**

6.2.A. The Coordinator for Graduate Student Life shall serve as the official advisor to the Elections Committee.

6.2.A.1. All members of the committee must be currently enrolled graduate students or in the case of students graduating in spring those members shall be considered students for the purposes of the execution of their duties to the GSG until the end of fiscal year of the year of their graduation at the University of Maryland, College Park.

6.2.A.2. No member of the committee may be a candidate for any Executive Office.

6.2.A.3. Any member of the Elections Committee seeking elected office in the Assembly shall be required to recuse him/herself from any hearings, deliberations, or rulings of the committee pertaining to his/her specific race.

6.2.A.4. No member of the committee may campaign for any Executive Office candidate.

6.2.A.5. Members of the committee shall perform such duties as shall be deemed necessary for the preparation, execution, and completion of an election, and which have been assigned by the chair of the Elections Committee.

6.2.A.6. Should the Vice President for Public Relations run for any Executive position, he or she shall:

6.2.A.6.2.A. step down from the Elections Committee and a chair pro tem shall be elected from the current committee membership for the duration of the annual election.

6.2.A.6.2.B. continue to coordinate advertising and communicating the occurrence of the annual election as part of his or her Vice Presidential responsibilities.

### **6.3 Scope and Authority**

- 6.3.A. Full authority on all GSG election matters shall lie with the Elections Committee, subject to the lines of authority set forth in the Constitution. The committee is empowered to establish additional policies and procedures governing elections, provided they do not contradict any provision of this Code.
- 6.3.B. This Code is binding and shall be enforced for all candidates seeking election to any GSG office.
- 6.3.C. All candidates must be in full compliance with this Code and any other rules outlined by the committee from the commencement of any election proceedings until the election results have been certified, publicly announced, and any appeals have been heard and considered by the Elections Committee and, if necessary, the Governance Committee. Violations of this Code and/or committee rulings, as determined by the committee, shall be grounds for a candidate's disqualification if he/she is found to have biased the election proceedings. Candidates may appeal decisions of the committee to the Governance Committee.
- 6.3.D. The responsibility for understanding all election rules and regulations lies with the candidates.

### **6.4 Manner of Elections**

- 6.4.A. A general election to fill all Executive and Assembly positions shall be held annually as prescribed by the GSG Constitution and as directed by the Elections Committee. All voting in GSG general elections shall be web-based.
- 6.4.B. The roster of Representative positions to be filled in the general election shall be based on the list maintained by the Vice President for Legislative Affairs.
- 6.4.C. Names shall appear on the ballot in the order determined by the committee through a random drawing.
- 6.4.D. No party names, logos, or slogans shall appear on the ballot.
- 6.4.E. Each graduate student may cast only one vote per race.

### **6.5 Declaration of Winners**

- 6.5.A. The winner in a given race shall be the candidate receiving a plurality of votes cast; no candidate may be elected to any office without receiving a minimum of two votes.
- 6.5.B. The Coordinator for Graduate Student Life, in conjunction with the Elections Committee, shall certify the election results. Such certification will include a letter from the Coordinator for Graduate Student Life, addressed to the Assembly, verifying the results are accurate.
- 6.5.C. Announcement of the results of the election shall be made immediately after verification by appropriate parties.



## **6.6 Runoff Elections and Additional Election Procedures**

- 6.6.A. Ties in any race shall be decided by a runoff election.
- 6.6.B. If the Elections Committee determines that a runoff election is necessary, it shall be held no later than two weeks following the announcement of the election results.
- 6.6.C. In the case of a tie in any runoff election, the winner(s) shall be determined by the Assembly in a vote by secret ballot.
- 6.6.D. All campaign rules apply to runoff elections.
- 6.6.E. At the conclusion of the general election, should any Executive position remain vacant due to a lack of candidates or any other circumstance, it shall be filled according to the procedures outlined in Article 6.17.

## **6.7 Candidate Eligibility Requirements**

Only currently enrolled graduate students may run for office in the GSG.

## **6.8 Candidate Nomination Procedures**

The Elections Committee shall establish procedures for the nomination of candidates and make a public announcement concerning nominations and elections no later than six weeks prior to the date of the start of the general elections.

## **6.9 Executive Elections Documents**

- 6.9.A. The Elections Committee shall prepare and make public appropriate elections documents for all candidates for Executive Office; these documents shall be made available no later than six weeks prior to the date of the start of the general elections.
- 6.9.B. The election documents shall include:
  - 1. Nomination instructions,
  - 2. A Candidate Information Letter,
  - 3. An Election Calendar,
  - 4. A Candidate Agreement Statement,
  - 5. A detailed job description of all Executive Offices,
  - 6. A copy of this Code, and
  - 7. Any other form deemed appropriate by the Elections Committee.

### **6.10 Candidacy**

- 6.10.A. Nominees will become candidates after filing all forms designated by the Elections Committee by the deadline established by the committee. The committee shall announce the time and date for the end of the nominations process at least one week prior to closing nominations.
- 6.10.B. The committee shall make public the names of all candidates no later than five business days after the close of nominations.
- 6.10.C. In the event that the regular nominations process produces no candidate for a given position, the committee may determine and announce procedures for late nominations.

### **6.11 Campaign Regulations and Procedures**

- 6.11.A. All candidates are responsible for their actions and the actions of their surrogates. Thus, surrogates must comply fully with this Code and any rules adopted by the Elections Committee that apply to the election proceedings.
- 6.11.B. Every candidate shall be required to submit a written statement for publication under guidelines determined by the committee.
- 6.11.C. Campaign materials shall not be allowed on trees, campus building exteriors, utility poles, parking meters, or street signs and posts.
- 6.11.D. Candidates shall be responsible for removing all of their campaign and publicity materials posted during the campaigning period within two business days of the end of the election period.
- 6.11.E. The committee shall announce and host at least one Meet the Executive Candidates meeting that shall be open to the entire University community.

### **6.12 Campaign Finances**

- 6.12.A. The Elections Committee shall establish campaign expenditure limits equal to or less than \$100 per candidate, and shall announce these limits in the Candidate Information Letter.
- 6.12.B. Goods and services donated in kind shall be counted toward the maximum set by the committee. Calculations of value shall be made using current, fair market prices.
- 6.12.C. Each candidate shall maintain financial records of all money and donations received and paid out for campaigning, which shall be updated and available to the committee within two business days of being requested by the committee. All candidates for Executive Office shall be required to submit to the committee, within two weeks of the close of the elections period, their final financial records, an archive of which shall be duly maintained and made public at the request of any graduate student.

### **6.13 Elections Code Violations/Complaints**

- 6.13.A. Any graduate student currently enrolled at the University of Maryland, College Park, including any member of the Elections Committee, may file complaints regarding violations of this Code and/or any rules established by the committee regarding the election process.
- 6.13.B. All complaints must be filed in writing to the committee. The committee shall communicate with any candidate accused of violations of the Code within one business following receipt of the complaint.
- 6.13.C. Complaints may be resolved informally at the discretion of the committee. If either party is dissatisfied with such a resolution, they may request an Election Code Violation Hearing, which must be granted.

### **6.14 Election Code Violation Hearings**

- 6.14.A. An Election Code Violation Hearing shall be held within two business days of being requested by any party to a complaint. The specified time and place of the Hearing shall be made public by the Elections Committee, and all Hearings shall be open to the entire University community.
- 6.14.B. The individual filing the complaint must present his/her case at the Hearing and demonstrate that a violation occurred by a preponderance of the evidence. If the individual fails to appear at the Hearing, the committee may dismiss the charges.
- 6.14.C. All candidates and other individuals who are charged with violating this Code shall be given the opportunity to defend themselves at the Hearing.
- 6.14.D. The Chair of the Elections Committee shall preside over the Hearing.
- 6.14.E. After hearing both cases presented, the committee shall deliberate in closed session and make public their determination within one business day.

### **6.15 Violation Penalties**

- 6.15.A. The Elections Committee shall impose an appropriate penalty upon any candidate or campaign if a majority of the committee determines that the candidate, or one of the candidate's surrogates, has violated this Code or any other rules governing the election process.
- 6.15.B. If a candidate or his/her surrogate is found to have violated this Code or any other rules governing the election process, the committee shall vote on an appropriate penalty. The committee may choose to issue a written warning, or disqualify the candidate from the election.

### **6.16 Special Circumstances**

In the event of religious holidays, University-wide emergencies, and/or any other extenuating circumstances that may interfere with the election process, the Elections Committee may change any time constraints regarding elections.

#### **6.17 Mid-term Elections Procedures – Executives**

In the event that any Executive Office becomes vacant during a legislative term for any reason, or following a general election in which an Executive Office is left unfilled:

- 6.17.A. The Executive Committee, or its designee, shall circulate an announcement of the election to take place at the next Assembly meeting occurring at least fourteen days after the announcement of the vacancy. A call for nominations for the vacant office should be announced using all available and appropriate channels.
- 6.17.B. Nominations for the vacant office shall be formally taken from the floor during New Business at said meeting.
- 6.17.C. Nominees not present at said meeting may accept their nomination through written notice submitted to the Vice President for Legislative Affairs prior to the meeting.
- 6.17.D. After nominations are closed by the Presiding Officer of the Assembly, each candidate shall be given not more than two minutes to present his/her platform, and not more than three minutes to answer questions from Representatives.
- 6.17.E. After all the candidates have been heard, they will be asked to wait outside of the meeting room so that the Assembly can have a free and open discussion of the candidates, not to exceed ten minutes, prior to voting.
- 6.17.F. The Assembly shall vote by secret ballot.
- 6.17.G. A plurality of votes cast, not counting abstentions, shall be required for a candidate's election.
- 6.17.H. Election results shall be immediately tabulated and announced by a group consisting of the Presiding Officer of the Assembly, the GSG Faculty Advisor or his/her designee and/or the Coordinator for Graduate Student Life.

#### **6.18 Mid-term Elections Procedures – Representatives**

In the event of a vacancy in any Assembly seat during a legislative term for any reason:

- 6.18.A. The Elections Committee shall take all necessary and appropriate steps to notify students within the program in question of any vacancies.
- 6.18.B. Any interested graduate student currently enrolled in the program in question may nominate him/herself for the vacant seat by contacting the Elections Committee.
- 6.18.C. Upon receipt of such a nomination, the Elections Committee shall take all necessary and appropriate steps to inform students in the program in question that nominations for the vacant position have been received, and that a mid-term election will be held to fill the seat.
- 6.18.D. Once the committee is reasonably confident that students in the program have been notified, the online elections system will be open for additional nominations, and the committee shall announce a closing date for the nominations period. The nominations period shall last a minimum of seven school days.

- 6.18.E. Following the close of the nominations period, the committee shall announce the official ballot and open a special election period, which will be a minimum of seven school days in length. Students may vote for candidates within their program through the online elections system.
- 6.18.F. Following the close of the polls, the candidate receiving a plurality of votes cast shall be declared the winner, subject the provisions of Article 6.5.A.
  - 6.18.F.1. In the case that no candidate receives a minimum of two votes, the committee may extend the special election period.
  - 6.18.F.2. Should the special election period result in a tie between two or more candidates, the committee shall announce a runoff election, following the procedures outlined in Article 6.6.
  - 6.18.F.3. In the case of an uncontested race, or a race in which the number of vacancies exceeds the number of candidates, the Elections Committee may call an election once a candidate receives the minimum number of votes.
- 6.18.G. The Coordinator for Graduate Student Life, in conjunction with the Elections Committee, shall certify the election results. Such certification will include a letter from the Coordinator for Graduate Student Life, addressed to the Assembly, verifying the results are accurate.
- 6.18.H. Under ordinary circumstances, the results of the election shall be made public immediately after verification by appropriate parties; should a runoff election be required, results shall be made public following final certification of a winner by the Elections Committee and the Coordinator for Graduate Student Life.
- 6.18.I. In the event that the outcome of the special election and a subsequent runoff election remains a tie, the winner shall be decided by a majority vote of the Assembly at its next regularly scheduled meeting. Prior to said vote, each candidate is entitled to address the Assembly for no more than two minutes.
- 6.18.J. After the candidates have been heard, they will be asked to wait outside of the meeting room so that the Assembly can have a free and open discussion of the candidates, not to exceed five minutes, prior to voting.
- 6.18.K. The election will be conducted by secret ballot.
- 6.18.L. A plurality of votes cast, not counting abstentions, will be required for a candidate's election.
- 6.18.M. Election results shall be immediately tabulated and announced by a group consisting of the Presiding Officer of the Assembly, the GSG Faculty Advisor or his/her designee, and the Coordinator for Graduate Student Life.

## **6.19 Special General Elections**

A special general election to fill all current vacancies in the GSG, which shall comply with the rules and regulations stated above governing a general election, may be called at any time by submitting a resolution to that effect to the Assembly.

## **ARTICLE 7: Financial Policies And Procedures**

### **7.1 Use of the Graduate Student Activities Fee**

#### **7.1.A. Purpose:**

The Graduate Student Activities Fee (GSAF) has three distinct yet related purposes:

- 7.1.A.1. To support the advocacy and outreach activities of the Graduate Student Government (GSG) by:
  - i Funding the organization's general operations and its administration of the GSAF allocation process.
  - ii Providing compensation, in the form of graduate assistantships, hourly wages, or honoraria, to the GSG officers and staff who oversee the organization.
  - iii Funding programming that creates supportive social environments and a sense of community for the entire graduate student population.
- 7.1.A.2. To fund activities which contribute to the general enrichment of the graduate students' University experience by:
  - i Serving the interests of the diverse student population which pays the fee.
  - ii Personalizing the campus experience through the support of programs for various subpopulations.
  - iii Creating opportunities for student participation in a wide range of activities.
  - iv Providing opportunities for developing student leadership and civic engagement skills.
  - v Supporting the professional development and career pursuits of graduate students in their chosen fields of study.
  - vi Supporting student-run learning experiences outside of the formal classroom.
- 7.1.A.3. To provide graduate students with support and information regarding University policies and legal matters through the Graduate Legal Aid Office (GLAO) by:
  - i Funding the office's general operations, including compensation for office staff, which may take the form of salaries, graduate assistantships, or hourly wages.
  - ii Granting oversight of the GLAO to the GSG and the Coordinator for Graduate Student Life, who shall conduct periodic reviews of the office and be responsible for approving and overseeing the GLAO operating budget.

#### **7.1.B. Available Funds**

For the purpose of setting the GSG's annual budget, the amount of GSAF funds available for the following fiscal year shall be determined by the calculation of anticipated fee revenue

for that year. Should the actual fee revenue differ from the anticipated amount, the budget shall be adjusted according to the procedures set forth in 7.3.C.

7.1.C. Restrictions on GSAF Expenditures

The GSAF shall not be expended in a manner which discriminates on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution, in accordance with the University of Maryland Human Relations Code.

7.1.D. The authority to review and fund requests for specific graduate student events outside the context of regular GSG programming is delegated by the University Finance Committee to the GSG with the following stipulations:

7.1.D.1. The allocation process shall be conducted with the review and advice of the University Vice President for Student Affairs or his/her designee.

7.1.D.2. The process of administering and allocating the GSAF should be consistent with the fee's purposes and be fair and equitable.

7.1.D.3. All graduate student groups registered in the Student Activities Reporting System (STARS), known as Graduate Student Organizations (GSO), and all students currently enrolled in a graduate degree granting program shall be given the opportunity to request funding for specific events from the GSG.

7.1.D.4. The allocation process shall include a procedure whereby GSOs or students requesting funding will receive written explanations for any funding decisions, as well as procedures whereby decisions may be appealed.

7.1.D.5. Records of the review and allocation process shall be kept by the GSG.

7.1.D.6. Appropriate checks and balances shall be adopted to insure that funds are spent according to the specific purposes of the approved allocations, and that there is compliance with any restrictions on allocated funds.

7.1.D.7. The funding process should be flexible enough to meet the changing needs of the graduate student body while providing for reasonable continuity in the funding of annual or recurring events traditionally supported by the GSAF.

## 7.2 Policy for the Recommendation of GSAF Changes

The GSG and GLAO shall each receive a portion of the total GSAF. In order to request a change in the total amount of the GSAF, the GSG Assembly must approve the proposal following the procedures set forth below. :

7.2.A. Procedures for Adjusting the GSG's Portion of the GSAF

7.2.A.1. The Vice President for Financial Affairs, in consultation with the President and the Executive Committee, shall be responsible for proposing any changes to the amount of the GSAF dedicated to the GSG. If an adjustment to the fee should be necessary, the Vice President for Financial Affairs shall forward the recommended change to the Rules Committee, who shall be responsible for creating a resolution calling for its approval.

- 7.2.A.2. The Vice President for Legislative Affairs must notify all Representatives of the proposed fee adjustment no later than two weeks prior to the date when the vote on the recommendation is to be taken.
  - 7.2.A.3. No vote to recommend a change may be taken on a day in which there are no regularly scheduled Spring or Fall semester classes.
  - 7.2.A.4. In order for the fee adjustment to pass, it must be approved by a minimum two-thirds majority of all present and voting members of the Assembly.
  - 7.2.A.5. In the event the Assembly recommends the fee adjustment, the President shall forward the proposal to the Committee for the Review of Student Fees (CRSF).
- 7.2.B. Procedures for Adjusting the GLAO's Portion of the GSAF
- 7.2.B.1. Any recommendation to adjust the amount of the GSAF dedicated to the GLAO must be initiated by the GLAO or the GSG Executive Committee. If an adjustment to the fee should be necessary, the GLAO must submit to the GSG Executive Committee a proposal that includes, at minimum, the following information:
    - i Background information on the GLAO,
    - ii The GLAO's current operating budget,
    - iii The proposed adjustment to the fee,
    - iv A new budget proposal detailing how the adjustment would affect the office's spending,
    - v A rationale for the proposed adjustment,
    - vi Potential outcome should the adjustment fail to be approved.
  - 7.2.B.2. The proposal must be submitted to the Executive Committee no later than two months before the deadline for submitting proposed adjustments to the Committee for the Review of Student Fees (CRSF). The Executive Committee reserves the right to require more detailed or additional information from the GLAO as necessary.
  - 7.2.B.3. Within two weeks of its receipt, the Executive Committee shall vote whether or not to approve the adjustment proposal. If approved by the Executive Committee, the proposal shall be forwarded to the Rules Committee, which shall be responsible for creating a resolution calling for its approval.
  - 7.2.B.4. The Vice President for Legislative Affairs must notify all Representatives of the proposed fee adjustment no later than two weeks prior to the date when the vote on the recommendation is to be taken.
  - 7.2.B.5. No vote to recommend a change may be taken on a day in which there are no regularly scheduled Spring or Fall semester classes.
  - 7.2.B.6. In order for the fee adjustment to pass, it must be approved by a minimum two-thirds majority of all present and voting members of the Assembly.
  - 7.2.B.7. In the event the Assembly recommends the fee adjustment, the President shall forward the proposal to the CRSF.



### **7.3 The Graduate Student Government Budget**

#### **7.3.A. The GSG Operating Budget**

- 7.3.A.1. Each Spring semester, the Vice President for Financial Affairs, in consultation with the President and the Executive Committee, shall prepare an operating budget for the following fiscal year. After the conclusion of elections for the following year's officers, the Vice President for Financial Affairs Elect is encouraged to participate in the crafting of the budget.
- 7.3.A.2. The budget shall include:
  - i Salaries and stipends for elected and appointed officials of the GSG who are paid through the organization's budget.
  - ii Administrative and operating expenses for the GSG.
  - iii Social events and other programming paid for by the GSG.
  - iv Funds to support events organized by graduate students and funded through the Event Funding Request (EFR) process.
  - v Such other items and expenses as shall be deemed necessary to carrying out the mission of the GSG.
- 7.3.A.3. The budget shall be submitted in line item format in accordance with the standard procedures and practices followed by University departments and units.
- 7.3.A.4. The budget for each fiscal year shall be available to the Assembly for consideration no later than 1 June of the previous fiscal year.

#### **7.3.B. Procedures for Legislative Approval**

- 7.3.B.1. The Vice President for Financial Affairs shall submit the completed budget to the Rules Committee. The committee shall report the budget to the Assembly, attached to an act calling for its adoption, which shall be sponsored by the Vice President for Financial Affairs. The act shall be immediately placed on the agenda of the next meeting of the Assembly.
- 7.3.B.2. The Assembly shall have the right to amend the proposed budget by revising individual line items, though the total amount of the allocation must remain the same as originally proposed.
  - i The dollar amount of individual line items may be increased or decreased and lines may be deleted from or added to the budget.
  - ii Amendments that affect a single line item change or a group of related or separate changes may be proposed, but in the latter case, any motion to divide the question and call for a single vote on each proposed change shall be automatically approved without being subject to a vote.
  - iii All amendments shall be considered in accordance with the standing rules of the Assembly.
- 7.3.B.3. Once all amendments have been resolved, the Assembly shall vote on whether to approve the budget as a whole. Approval of the budget requires a simple majority vote.

7.3.C. Revision

- 7.3.C.1. At such times as it may be deemed necessary, the Vice President for Financial Affairs, in consultation with the President and the Executive Committee, may revise the budget to account for unplanned expenditures, shifting priorities, or unforeseen changes in the amount of money available to the GSG, subject to the provisions below.
- 7.3.C.2. Changes to the budget shall constitute a revision requiring Assembly approval if such changes:
  - i Call for the introduction or deletion of any line items not in the primary budget as last approved or revised by the Assembly or for the transfer of funds from one category within the budget to another (except in such cases as dealt with in Article 7.3.C.5).
  - ii Involve a change in the total amount of the operating budget as last approved or revised by the Assembly.
- 7.3.C.3. Any such revision shall be subject to approval by a majority vote of the Assembly and shall follow the procedures outlined in Article 7.3.B.
- 7.3.C.4. Changes which call for the transfer of funds between line items within the same category of the budget shall not constitute a revision and may be approved automatically by the Vice President for Financial Affairs, in consultation with the President and Executive Committee.
- 7.3.C.5. If there are unspent funds remaining in any line item of the budget following the last regularly scheduled Assembly meeting of a session, the Vice President for Financial Affairs, in consultation with the President and Executive Committee, may move funds between budget lines or categories, subject to the following stipulations:
  - i Any transfers, along with their rationale, must be communicated to the Assembly via email, and must be summarized in the Vice President for Financial Affairs' final report.
  - ii Transfers may only be made into existing line items in the operating budget.
  - iii Transfers may not be made to increase hourly wages or honoraria.

7.3.D. Additional Restrictions on Expenditures

- 7.3.D.1. The budget shall not allocate funds for the purchase of bottled water less than one gallon, except as provided for under the conditions described below:
  - i The purchase is for an event funded through the EFR process; and
  - ii The GSG or the planners of the event can demonstrate to the Budget and Finance Committee that there are no sustainable alternatives to bottled water, or that those alternatives present an undue financial or logistical burden; and
  - iii The Budget and Finance Committee (BFC) approves of the exception.

7.3.E. Spend Down

- 7.3.E.1. Spend Down" is defined as monies leftover in the GSG Budget at the end of Spring Semester before the end of the fiscal year (July 1), that cannot be utilized under GSG Spending Bylaws in any budgetary capacity.

- 7.3.E.2. With the presentation of the Annual GSG Budget for the subsequent fiscal year in the May Assembly meeting, either the GSG President or Vice President of Financial Affairs, will bring the projected spend down amount forward to the GSG Assembly for discussion for the allocation of its funds. Under circumstances where neither the GSG President nor the Vice President of Financial Affairs can present the projected spend down amount, the Chair of the Budget and Finance Committee may do so.
- 7.3.E.3. The Assembly will generate a finalized list of potential allocations by the conclusion of the May General Assembly meeting, to be narrowed down by the executive committee. The options will be brought forth for a vote during the June General Assembly meeting where a majority vote will determine the allocation of the Spend Down funds.
- 7.3.E.4. The decision to allocate the Spend Down funds to the majority-voted option may be debated upon the Assembly floor if the assembly determines that further discussion is warranted.
- 7.3.E.5. Potential allocations of funds may be brought forth earlier than the May General Assembly Meeting to be considered for voting during June General Assembly Meeting.
- 7.3.E.6. If in the event that it is to be predicted that quorum may not be reached in the June GSG General Assembly meeting to vote upon the Spend Down allocations, the assembly may vote during the May General Assembly Meeting to decide upon the allocation of the Spend Down monies.
- 7.3.E.7. If quorum is not met in the June General Assembly meeting for which the voting of the Spend Down allocation is to occur, then the decision to allocate the Spend Down Funds will be decided upon by the Executive Committee.

#### **7.4 Executive Compensation**

##### **7.4.A. Assistantships**

The GSG shall provide the President and Director of Operations with full graduate assistantships to be awarded on a twelve month basis. The terms of the assistantships shall begin 1 July and run concurrently with the terms of office and the fiscal year.

7.4.A.1. Stipend levels for these assistantships will be set at the rate for twelve month graduate assistantships as established by Stamp Student Union and Office of Campus Programs.

7.4.A.2. The stipend associated with the President's assistantship may only be withheld in conjunction with the resignation or removal from office by impeachment of the President.

7.4.B. The GSG will provide all Executives with honoraria payments, awarded on a semester basis, as part of the regular budgetary process. Honoraria shall be set at a minimum value of \$1,250 per semester. The Assembly may make more funds available for Executive honoraria at their discretion. Executive honoraria may only be withheld by a two-thirds majority vote of the Assembly or the resignation, or removal from office by impeachment, of the respective Executive.

## **7.5 Procedures for Funding Events**

7.5.A. Proposals for graduate student event funding may be made by:

- 7.5.A.1. Any graduate student organization (GSO) registered with the Office of Campus Programs in accordance with the Graduate Student Organizations registration guidelines. Eligible GSOs must have graduate students as their principal officers, and must have a minimum of fifty-percent of their student members be registered graduate students.
- 7.5.A.2. Any student currently enrolled in a graduate degree granting program.
- 7.5.A.3. Any University office or department, as long as the proposed event will benefit graduate students.

7.5.B. Funding shall not be allocated to events that meet the following criteria:

- 7.5.B.1. An event that denies participation or attendance to any currently enrolled graduate student. Participation and attendance must be open to all graduate students. When limits on the number of participants are necessary, the GSO or graduate student applying for funding (hereafter “planning entity”) must clearly state the maximum number of participants and the reason behind any restrictions, which must comply with the restrictions set forth in Article 7.1.C.
- 7.5.B.2. An event that is engaged in activities that result in personal financial gain for individual members of the planning entity (not precluding the payment of wages or honoraria pursuant to a supervised contract for services).
- 7.5.B.3. An event at which graduate students are not expected to constitute a majority of the attendees/participants, unless the event is intended to provide opportunities for developing student leadership and civic engagement skills or support student-run learning experiences outside of the formal classroom.

7.5.C. Funding Limits

- 7.5.C.1. Each EFR will normally be limited to five-percent of the total amount of money allocated to the funding of EFRs by the GSG operating budget.
- 7.5.C.2. A GSO or department may submit an EFR that requests more than five-percent of the EFR budget, though such requests must be formally presented to the Assembly for approval.
- 7.5.C.3. No EFR submitted by an individual graduate student may be approved for more than five-percent by either the BFC or the Assembly.
- 7.5.C.4. EFR events may only be funded from the budget of the fiscal year in which they occur.
- 7.5.C.5. No BFC may approve funding for an event that takes place in a subsequent fiscal year.

7.5.D. Procedures for Considering Event Funding Requests

7.5.D.1. In order to be eligible for funding, each planning entity requesting funds from the GSG must submit an EFR at least one month before the date of the event. Under extraordinary circumstances, the BFC may consider EFRs submitted after this deadline at its discretion. The GSG shall accept only one EFR per event. In the case that a revision is necessary, the BFC shall consider revised budgets provided the following:

- i The reason for and necessity of the change is fully explained in the revision.
- ii The revision is submitted sufficiently in advance of the event for the BFC to consider it.

7.5.D.2. Each EFR should include:

- i In the case of proposals by GSOs, the group's vision, mission, and goals.
- ii In the case of proposals by individuals, a list of individuals involved in planning the event.
- iii A description of the event that includes its priorities or goals.
- iv A marketing plan.
- v A listing of any fees that will be charged for attendance at the event.
- vi Whether or not the event is being co-sponsored by another organization. If so, the EFR should include the estimated or committed amount of that group's contribution.
- vii The date, time, and location of the event.
- viii An assessment of who will most likely attend the event, the total number of attendees expected, and past attendance numbers, if applicable.
- ix A line item budget including a detailed description of each expenditure.

7.5.D.3. All EFRs must be submitted through the online EFR system.

7.5.D.4. If the planning entity has other sources of funding, those amounts and any requirements for such funding must be disclosed, and contact numbers for any other funding entities must be included with the EFR. The BFC reserves the right to verify the accuracy of the information provided, and reevaluate funding decisions if new information becomes available. If the planning entity has access to significant funding from sources outside the GSG, the BFC or the Assembly should set GSG funding levels accordingly.

7.5.D.5. Given the Assembly is in recess during the months of July and August, no EFRs for more than five-percent of the yearly EFR budget may be funded during that period. EFRs for events taking place in September that request more than five-percent may only be funded if there is adequate time for the Assembly to consider the EFR before the event takes places, according to the timelines established in Article 7.5.G.

7.5.E. Additional restrictions on EFR expenditures:

7.5.E.1. Advertising

Any newspaper, poster, flyer, handbill, or other form of advertising for an event which has received funds from the GSG and is to be displayed on campus must have the following clause printed on it: "This event/program/function is funded in

part by your Graduate Student Activities Fee and is open to the entire graduate student community.”

7.5.E.2. Travel Expenses

Travel expenses, such as hotel accommodations and transportation costs, may be covered only in the context of an event with broad reaching impact and may not have as their primary purpose the financial or other material advantage of individual persons.

7.5.E.3. The GSG will not fund the following:

- i Capital expenditures
- ii The purchase of alcoholic beverages, drugs, or other illegal substances
- iii Salaries
- iv Direct payments to philanthropic organizations or charities
- v Clothing
- vi National and Regional Dues/Fees/Registrations
- vii Awards, Plaques, Certificates, or Trophies
- viii The purchase of bottled water less than one gallon, except as provided for under the conditions described in 7.3.D.1.

7.5.F. Procedures for the Review of Funding Requests under Five-Percent

- 7.5.F.1. The BFC will review all requests for funding that are under five-percent of the yearly EFR budget and decide what level of funding to award each request.
- 7.5.F.2. All eligible GSOs, departments, or graduate students will be given the opportunity to present their funding requests in writing and, should they desire, in a formal presentation to the BFC. The planning entity may request such a presentation, or the BFC may ask the entity for a presentation (lasting no more than fifteen minutes) when the committee finds it necessary to facilitate the allocation decision process.
- 7.5.F.3. The BFC will provide the planning entity with a decision within seven calendar days of the original submission of the EFR.
- 7.5.F.4. Any urgent requests for monies in a time frame less than the required one month must be approved for consideration by the Vice President for Financial Affairs before coming before the BFC.

7.5.G. Procedures for the Review of Funding Requests over Five-Percent

- 7.5.G.1. Providing that there are EFR funds still exceeding five-percent of the yearly EFR budget available, requests for funds exceeding five-percent of the yearly EFR budget must be presented to the Assembly for approval. Since the Assembly meets once each month during the session, requests for more than five-percent of the EFR budget must be submitted at least six weeks prior to the event date to allow for a presentation to be scheduled. The BFC may provisionally approve such an EFR for a lesser amount (not to exceed five-percent of the yearly EFR budget); should the planning entity decide before the date of its presentation to the Assembly to lower the request to the amount provisionally approved by the BFC, the entity may

forego an appearance before the Assembly and be approved through the normal EFR process.

- 7.5.G.2. The BFC shall submit to the Assembly its funding recommendations in the form of a report which shall be treated as a main motion on the agenda of the Assembly meeting in question.
  - 7.5.G.3. When the EFR comes before the Assembly for consideration, the Vice President for Financial Affairs or another member of the BFC shall present the committee report to the Assembly and explain its recommendations.
  - 7.5.G.4. After the presentation of the report, the planning entity must make its presentation no longer than five minutes and answer such questions as the Assembly may have.
  - 7.5.G.5. Upon the conclusion of the planning entity's presentation, the Assembly shall immediately move to consideration of the question on whether to accept the committee's recommendations. The Assembly shall debate the recommendations of the committee report according to its standard procedures, and amendments to them shall be in order.
  - 7.5.G.6. Once the time allotted for debate has elapsed and all amendments have been considered, the Assembly shall vote on the committee's recommendations (as amended, if applicable).
  - 7.5.G.7. Once the total allotted amount has been decided upon, the planning entity will be immediately informed of the Assembly's decision by the Presiding Officer of the Assembly.
  - 7.5.G.8. The BFC will have five days to specify which line items the money should be allocated toward, and to inform the planning entity of their decision.
- 7.5.H. EFR Appeal Process
- When funds are denied for an event, the planning entity may appeal the decision. The process is as follows:
- 7.5.H.1. Appeal process to the BFC
    - i Any appeal must be filed within forty-eight hours of the announcement of the funding decision. The appeal must be submitted by email, and should clearly state the grounds for the appeal.
    - ii The appeal should be carefully reasoned, detailing why the planning entity thinks that the decision is unfair or unfounded. Including possible changes to the event and EFR that might satisfy the BFC's concerns is welcome and encouraged.
    - iii The BFC will consider the appeal, make its decision, and notify the planning entity within forty-eight hours of its receipt of the appeal.
    - iv In the event of a denial of the appeal, the organizers may appeal to the Assembly as described below.
  - 7.5.H.2. Appeal process to the Assembly
    - i Any appeal must be filed at least forty-eight hours prior to the Assembly meeting at which the appeal is to be presented. Because meetings are only held once a month during each session, planning entities should consider this when submitting their EFR.

- ii The appeal should be carefully reasoned, detailing why the planning entity thinks that the decision is unfair or unfounded.
- iii Once added to the Assembly meeting agenda, the planning entity will have four minutes to present its appeal and five minutes to answer the Assembly's questions.
- iv The Assembly shall then review the appeal and vote on whether to uphold the BFC's ruling. The Assembly's decision shall be final, and not subject to appeal.

7.5.I. Letter/Email of Award

When funds are approved for an event, the BFC will issue a letter/email of award to the planning entity. This letter of award will constitute the GSG's official commitment to fund the event, and it should be accompanied by the approved budget when presented to other campus units for disbursement of funds.

7.5.J. Post Event Report

After the completion of any event that has received EFR funding, the planning entity must submit a short description of the event and photographs, if available, to the GSG for posting on the GSG website within two weeks of the event. Failure to submit this report within four weeks of the event will result in automatic sanctions that make the planning entity ineligible for funding for a full calendar year.

7.5.K. Sanctions

7.5.K.1. If a planning entity does not submit a post event report within two weeks of its EFR event, the Vice President for Financial Affairs shall send an email to the planning entity reminding it of the required report and that failure to submit a report within four weeks of the event will result in sanctions. If a report is not submitted, the Vice President for Financial Affairs shall email the planning entity with the following information:

- i An announcement of the start of the sanction period,
- ii The date on which the sanction will expire,
- iii An explanation of the appeal procedures outlined in Article 7.5.K.2.

7.5.K.2. Appeals to these sanctions may be submitted to the Assembly for consideration at any time prior to the expiration of the period of ineligibility. Any such appeal shall be considered using the following procedures:

- i The appeal must be filed with the Vice President for Legislative Affairs at least three weeks prior to the Assembly meeting at which the planning entity wishes to present its appeal. After verifying with the Vice President for Financial Affairs that the group has been sanctioned, the Vice President for Legislative Affairs shall schedule the appeal at an appropriate place in the agenda of the next Assembly meeting.
- ii At the meeting at which they are to present, the sanctioned planning entity will have four minutes to present its appeal and five minutes to answer the Assembly's questions. The appeal should be carefully reasoned, detailing why the planning entity thinks that the decision is unfair or unfounded, or explaining



why an exception to the GSG's policies should be made. The Vice President for Financial Affairs, or his or her designee, should present the background for the BFC's decision.

- iii The Assembly shall then review the appeal and vote on whether to lift the sanctions. The Assembly's decision shall be final, and not subject to appeal.

7.5.L. EFR Conflict of Interest Transparency

When an Event Funding Request (EFR) is submitted the applicant Graduate Student Organization (GSO) must list all GSG members that are also members of their GSO. This is inclusive of program representatives and members the Budget and Finance Committee (BFC). GSG members that are members of the applicant GSO as defined by the organization's bylaws and/or constitution, will not be allowed to vote on any funding decisions within the BFC (if they are committee members) or Assembly meetings. These GSG members must identify themselves before discussion begins at Assembly meetings and excuse themselves from closed discussion and voting at Assembly meetings for funding requests exceeding 5% of the EFR budget, as detailed in 7.5.G.1. Failure of the GSO to identify GSG representative members may result in sanctions as detailed in

- 7.5.M. BFC committee members that fail to identify themselves as concurrent members of the applicant GSO will be (1) removed from the BFC for the remainder of their tenure as a graduate student and (2) will not be allowed to vote on funding decisions for the remainder of their tenure as GSG representatives. GSG representatives that fail to identify themselves during Assembly meeting discussions detailed in 7.5.G.1 will not be allowed to vote on funding decisions for the remainder of their tenure as GSG representatives. GSG members who are also members of the applicant GSO as defined above, cannot represent the GSO for funding requests that require approval before the General Assembly or the BFC.

7.5.N. BFC Best Practices

The Budget and Finance Committee (BFC) will maintain a Best Practices document to be freely available to Graduate Student Organizations (GSOs) submitting Event Funding Requests (EFRs). These Best Practices will be guidelines for the operation of the BFC in reviewing and awarding EFRs and shall provide guidance to GSOs to aid the completion of successful applications. The Best Practices will be eligible for review and discussion within the BFC and should be regularly updated by the Vice President for Financial Affairs (VPFA) and the committee members according to the changing needs of the Graduate Student Government (GSG).

## **ARTICLE 8: Graduate Legal Aid**

### **8.1 Authority**

- 8.1.A. In cooperation with the Division of Student Affairs, the GSG shall maintain and oversee the Graduate Legal Aid Office (GLAO).
- 8.1.B. The Coordinator for Graduate Student Life, as delegate of the Division of Student Affairs, and the GSG President, on behalf of the Executive Committee, shall jointly exercise supervisory authority over the administrative affairs of GLAO.
- 8.1.C. For the purposes of these Bylaws, GLAO shall be considered an agency of the Executive Committee, subject, however, to all state laws and rules governing the practice of law.

### **8.2 Rights and Responsibilities**

- 8.2.A. The Coordinator for Graduate Student Life and the GSG President shall be the final authority over GLAO Office hours, number of hours worked by personnel, specialization, customer service feedback, and performance review and budgetary review processes.
- 8.2.B. The GSG shall, within these parameters, and subject to all state laws and rules regarding the practice of law by attorneys, respect the operational autonomy of GLAO and shall not have direct access to GLAO case files.
- 8.2.C. The day-to-day finances of GLAO shall be handled directly by the Student Accounts Office, Office of Campus Programs. Routine spending authority is delegated by these Bylaws to GLAO.

### **8.3 Performance Review**

- 8.3.A. GLAO shall be subject to a performance review three times a year. These reviews shall include, but shall not be limited to, the completion of Student Affairs Performance Review Documents (PRDs), referred to as PRD-1, PRD-2, and PRD-3.
  - 8.3.A.1. PRD-1 shall be due to the Coordinator for Graduate Student Life and the GSG President no later than 15 July. This review shall focus primarily on GLAO performance in the previous fiscal year and GLAO goals for the current fiscal year.
  - 8.3.A.2. PRD-2 shall be due to the Coordinator for Graduate Student Life and the GSG President no later than 15 December. This review shall coincide with the GLAO mid-year financial review as outlined in Article 7.4.E of these Bylaws.

- 8.3.A.3. PRD-3 shall be due to the Coordinator for Graduate Student Life and the GSG President no later than 1 June, and shall be accompanied by the GLAO End of the Year Report to the Assembly as specified in Article 7.3.B of these Bylaws, and shall coincide with the GLAO End of the Year financial review as outlined in Article 7.4.E of these Bylaws.
- 8.3.B. End of the Year Report to the Assembly
  - 8.3.B.1. The GLAO End of the Year Report shall be due to the Coordinator for Graduate Student Life and the GSG President no later than 1 June, in conjunction with PRD-3.
  - 8.3.B.2. The GLAO End of the Year Report shall include the number of cases worked to date by GLAO during the current fiscal year, the average amount of time spent per case, topical breakdown of cases, any additional information GLAO personnel wish to submit, and any additional information requested by the Executive Committee, subject to all state laws and rules regarding the practice of law by attorneys. Requests for additional information from the Executive Committee must be submitted, in writing, to GLAO by 1 May.
  - 8.3.B.3. The Executive Committee, at its discretion, shall submit the GLAO End of the Year Report to the Rules Committee, which shall schedule a time for the GLAO Attorney to present the report to the Assembly. The GLAO Attorney shall make every effort to appear before the Assembly at a day and time specified by the Rules Committee.

#### **8.4 Budget and Fees**

- 8.4.A. As an Executive agency of the GSG, all GLAO budgetary matters shall be administratively processed through the Executive Committee.
- 8.4.B. The Assembly shall have final authority over all GLAO budgetary allocations and approvals.
- 8.4.C. Budget Request Submission
  - 8.4.C.1. GLAO shall submit to the GSG President an annual budget proposal for the fiscal year beginning on 1 July no later than 15 May.
  - 8.4.C.2. The Executive Committee shall review the GLAO budget proposal, amend it as necessary, and submit it in the form of legislation to the Rules Committee for the consideration of the Assembly before the end of the fiscal year in which the budget is presented.
- 8.4.D. Financial Review
  - 8.4.D.1. In addition to the initial budget proposal process, GLAO shall be subject to a budget review twice annually.
  - 8.4.D.2. GLAO budget reviews shall be conducted by the Vice President for Financial Affairs and the Executive Staff, who shall report their findings to the Executive Committee.

- 8.4.D.3. A mid-year review shall be conducted in conjunction with GLAO's PRD-2 and shall be completed no later than 15 December.
- 8.4.D.4. An end-of-the year review shall be conducted in conjunction with GLAO's PRD-3 and shall be completed no later than 1 June.
- 8.4.D.5. Based on the findings of these reviews, the Executive Committee reserves the right to submit a revised GLAO budget to the Assembly.
- 8.4.E. In the event that GLAO desires to seek an adjustment to their portion of the GSAF, it shall follow the procedures outlined in Article 7.2.B.
- 8.4.F. Budget Revision
  - 8.4.F.1. At such times as it may be deemed necessary, the Director of the GLAO, in consultation with the GSG President and the Coordinator of Graduate Student Life, may revise the budget to account for unplanned expenditures, shifting priorities, or unforeseen changes in the amount of money available to the GLAO, subject to the provisions below.
  - 8.4.F.2. Changes to the budget shall constitute a revision requiring Assembly approval if such changes:
    - i Call for the introduction or deletion of any line items not in the primary budget as last approved or revised by the Assembly or for the transfer of funds from one category within the budget to another (except in such cases as dealt with in Article 8.4.D.5).
    - ii Involve a change in the total amount of the operating budget as last approved or revised by the Assembly.
  - 8.4.F.3. Any such revision shall be subject to approval by a majority vote of the Assembly and shall follow the procedures outlined in Article 7.3.B.
  - 8.4.F.4. Changes which call for the transfer of funds between line items within the same category of the budget shall not constitute a revision and may be approved by the GSG President and Coordinator for Graduate Student Life in consultation with the Executive Committee.
  - 8.4.F.5. If there are unspent funds remaining in any line item of the budget following the last regularly scheduled Assembly meeting of a session, the procedures outlined in 7.3.C.4 also apply to the GLAO budget.

## **ARTICLE 9: Amendments to these Bylaws**

### **9.1 Approval**

Amendments approved by two-thirds of the Assembly's total present and voting membership shall be adopted and added to these Bylaws.

### **9.2 Periodic Review**

These Bylaws shall be reviewed every year that is evenly divisible by five, by a special committee appointed by the Assembly in the fall, including the review of each Vice President position with a possible outcome of eliminating or merging existing positions.