

**By-Laws
of the
Graduate Student Council**

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Preface

These By-Laws were first written more or less from scratch during February 1999.

Harris Shapiro

Chair, 3rd Graduate Student Council

Graduate Senator, Parliamentarian, 1st Senate of the Association

Article I: General

Section 1: Philosophy of the Graduate Student Council

The Graduate Student Council shall serve the interests and advocate on behalf of the graduate population. The Graduate Student Council shall also organize programming for, and encourage the development of, the graduate community. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, each decision of the Graduate Student Council shall be made by the consensus of those members of the graduate population present at the meeting during which the decision is made.

Section 2: Definitions

- A.** The *graduate population* shall be all members of the Association in graduate or professional degree programs, as well as those coterminal students who choose to be considered as graduate students.
- B.** The *elected members* of the GSC shall be those who were selected in either a special or general Association election.
- C.** The *appointed members* of the GSC shall be those who were chosen, in accordance with the Constitution and these By-Laws, to fill vacant GSC seats.
- D.** The *voting members* of the GSC shall be those who are eligible to vote in the votes mandated in the Constitution, the Association By-Laws, or these By-Laws. It shall encompass both the elected and appointed members of the GSC.
- E.** A *member* of the GSC shall be any member of the graduate population present at a GSC meeting.
- F.** A seat on the GSC shall be considered *vacant* if the individual occupying it has resigned, ceased to be a member of the district to which the seat corresponds, been expelled from the GSC, or died.
- G.** Unless otherwise specified, a *vote* of the GSC shall be a vote by the voting members of the GSC only.
- H.** A *graduate student organization* shall refer to any student organization whose membership and/or audience is drawn substantially from the graduate population.

Section 3: GSC Policies

- A.** The GSC Policies shall contain the details of the organizational structure of the GSC. They shall contain information sufficiently important to require some form of GSC approval to change, but sufficiently malleable that the rigidity of the GSC By-Laws modification procedure would be inappropriate.

- B.** The GSC Policies shall govern in all cases where they are applicable, and in which they are not inconsistent with the Constitution, the Association By-Laws, these By-Laws, or the Association Policies.
- C.** The GSC Policies shall be included as an Appendix to these By-Laws.
- D.** The GSC Policies may be modified by consensus of the members of the GSC. Any such decision may be overridden by a majority vote of the GSC.

Section 4: Rules of Order

The Chair of the GSC shall be responsible for ensuring that GSC meetings are run in a fair and efficient manner. However, the voting members of the GSC may overrule any particular decision of the Chair in this regard by a 2/3 vote.

Section 5: When GSC Consensus Fails

In the event that consensus cannot be reached among the members of the GSC, the fallback decision-making procedure shall be a vote by the GSC's voting members.

Article II: Graduate Student Council Organization

Section 1: Composition

A. Graduate Student Council Districts

1. Members of the GSC shall be elected from the following districts:
 - a. The School of Business: 1 member.
 - b. The School of Earth Sciences: 1 member.
 - c. The School of Education: 1 member.
 - d. The School of Engineering: 2 members, who must be from different departments.
 - e. The School of Humanities and Sciences, Humanities: 1 member.
 - f. The School of Humanities and Sciences, Natural Sciences: 1 member.
 - g. The School of Humanities and Sciences, Social Sciences: 1 member.
 - h. The School of Law: 1 member.
 - i. The School of Medicine: 1 member.
 - j. Members at-large, chosen from the entire graduate population: 5 members.
2. Students in Graduate Special or non-departmental graduate degree programs shall be eligible to vote and seek election in the graduate district of their choice.
3. Each coterminal student shall be eligible to vote and seek election as a member of either the graduate or undergraduate population, but not both.
4. Although a member of the graduate population may seek election in both the at-large and a single non-at-large district simultaneously, s/he may only serve as an elected member from one.

B. GSC elections

1. The Spring Quarter General Election shall be a GSC election.
2. There may be a GSC election during the fall quarter. This shall only occur if either the seats in 4 non-at-large GSC districts, or a total of 7 GSC seats in any districts, are vacant.
3. For a given GSC election, all of the seats on the GSC that were filled at the previous year's corresponding GSC election shall be filled during that GSC election.
4. For a given GSC election, all seats on the GSC that were filled by appointment, and whose term of appointment is set to expire, shall be filled during that GSC election.
5. If a non-at-large seat becomes vacant, an elected GSC member from the at-large district who is also a member of the vacant seat's district may be switched into that vacant seat. This shall not be considered an appointment.

C. Appointment of GSC members

1. Between elections, vacant seats on the GSC may be filled by a majority vote.
2. Appointees to vacant GSC seats must be members of the district to which the vacant seats corresponds.
3. Appointments to fill vacant seats shall last only until the next election for the district to which the vacant seat corresponds.

D. Term of Office

1. After each GSC election, the old and new elected members of the GSC shall meet jointly until the second meeting after the GSC election results have been certified.
2. At the second meeting after the certification of the results of a GSC election, the new elected members of the GSC shall select a Chair. At that point, the term of office of the old elected members of the GSC shall be considered to have expired, and the term of office of the new elected members of the GSC to have begun.
3. Voting members of the GSC whose term of office has expired shall be encouraged to continue participating in the GSC.
4. A voting member of the GSC shall not be considered to have taken office until s/he attends her/his first GSC meeting and accepts her/his election or appointment.
5. An elected member of the GSC shall serve until s/he vacates her/his seat, or until her/his successor takes office, whichever comes first.
6. An appointed member of the GSC shall serve until s/he vacates her/his seat, or until her/his appointment expires, or until her/his successor takes office, whichever comes first.

E. Leaves of Absence

1. A voting member of the GSC may request a leave of absence for up to one quarter at a time.
2. A leave of absence may be approved at the discretion of the Chair of the GSC; this decision may be overridden by a majority vote.
3. GSC seats whose members are on a leave of absence shall not be considered vacant, but shall also not count for the purpose of determining quorum.

F. Removal of Voting GSC Members

1. A voting member of the GSC shall be automatically suspended upon missing 6 GSC meetings in any one 3-month interval.
2. A voting member of the GSC shall be automatically expelled upon failing to attend either of the two GSC meetings after the meeting at which s/he was suspended.
3. A voting member of the GSC may be removed by a 2/3 vote, provided that previous notice was given at the previous meeting. Grounds for such removal shall include, but not be limited to, violations of University regulations.

Section 2: Officers

A. Chair

1. Shall call all regular meetings of the GSC, set the agendas for them, and serve as the Presiding Officer.
2. Shall have secondary signing authority for the GSC accounts.
3. Shall serve as a representative of the GSC on the Executive Committee.
4. Must be an elected member of the GSC.
5. Shall be chosen by a majority vote.
6. May be removed by a 2/3 vote, provided that previous notice has been given.

7. Shall have those other duties specified in the Constitution, the Association By-Laws, and these By-Laws.
8. May be paid a salary, if the other members of the GSC take pity on her/him.

B. Financial Officer

1. Shall have primary signing authority for the GSC accounts.
2. Shall be responsible for drafting the GSC budget and keeping track of GSC finances.
3. Shall serve as a representative of the GSC on the Executive Committee.
4. Must be an elected member of the GSC.
5. Shall be chosen by a majority vote.
6. May be removed by a 2/3 vote, provided that previous notice has been given.
7. Shall have those other duties specified in the Constitution, the Association By-Laws, and these By-Laws.
8. May be paid a salary, if the other members of the GSC take pity on her/him.

C. Secretary

1. Shall be responsible for keeping accurate minutes of all GSC meetings.
2. Shall be appointed by the Chair of the GSC.
3. May be paid a salary, if the other members of the GSC take pity on her/him.

D. Other

The GSC shall have the power to appoint other officers, with whatever requirements and duties are appropriate. Such other officers may be paid a salary, if the assigned duties are sufficiently onerous.

Section 3: GSC Meetings

- A. Meetings of the GSC shall be called by the Chair of the GSC or her/his designee, or by the President of the Association. The individual calling the meeting is responsible for ensuring that adequate public notice of the meeting is given.
- B. The GSC shall meet at least once each week during the academic year, and at least once every other week during the Summer Quarter.

Section 4: GSC Committees

The GSC shall have the ability to create, by consensus, whatever committees are needed, with whatever structure and membership it deems appropriate to the task at hand.

Article III: Funding

Section 1: General

A. The Usual Method for Approving Allocations

1. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, all allocations of GSC funds shall be by consensus of the GSC members.
2. All meetings at which consensus funding allocations are made must have at least 1/3 of the voting members of the GSC present.
3. Officers and/or representatives of organizations present at a GSC meeting shall not be included in the consensus required to approve funding allocations for that organization.
4. Decisions involving GSC funds must be made publicly available within one week of the GSC meeting at which they were made.
5. Unless otherwise specified in the Constitution, the Association By-Laws, or these By-Laws, the voting members of the GSC may, by a majority vote, override any allocation of funds made by consensus. This may only take place at the first GSC meeting after the minutes of the meeting at which the initial consensus allocation occurred are made publicly available.
6. During the interval of time when consensus funding allocations may be overridden, the individuals or entities receiving the allocations spend the funds allocated to them at their own risk.

B. All allocations of funds over \$250 shall require explicit approval in the minutes of the GSC.

C. Transfers of funds from a group's reserve account to its operating account shall be done by the Usual Method for Approving Allocations.

Section 2: Graduate Student General Fee

A. General

1. To avoid typing fatigue, the Graduate Student General Fee shall be referred to as the *GSGF* for the remainder of this Article.
2. The purpose of the Graduate Student General Fee shall be to fund the basic operating and programming expenses of graduate student organizations, as well as the in-house programming of the GSC.
3. The GSGF shall be divided into two sections, the first to be used by the GSC to provide programming and services for the graduate population, the second for allocation to graduate student organizations.
4. The fraction of the GSGF assigned to the GSC must be specified in the budget for the GSGF. This fraction must be adjusted each year to reflect the needs of graduate student organizations for funding.

5. The overall budget of the GSGF shall be printed in each year's Elections Handbook.
6. All changes to the GSGF budget shall be made by the Usual Method for Approving Allocations.
7. The index of inflation that shall be used to calculate the annual increase in the base amount of the GSGF is the Consumer Price Index.

B. GSC Programming

1. A detailed budget for the section of the GSGF assigned to the GSC shall be printed in each year's Elections Handbook.
2. All changes to this budget shall be made by the Usual Method for Approving Allocations. This shall include transfers of funds from the GSC section of the GSGF to the section allocated to graduate student organizations.

C. Allocations to Graduate Student Organizations

1. Schedule of Disbursement
 - a. The funds from the GSGF available to graduate student organizations shall be divided equally among the four quarters. Changes to this schedule shall be made by the Usual Method for Approving Allocations.
 - b. Funds not allocated to graduate student organizations during the quarter that they were initially available shall roll over to the following quarter, with the provision that of the total funds available that quarter, they shall be allocated first.
 - c. Funds that have rolled over to a subsequent quarter once, and which remained unallocated by the end of that subsequent quarter, shall automatically revert to the GSC section of the GSGF.
2. Review Subcommittee
 - a. Shall consist of a subset of the members of the GSC, chosen by consensus.
 - b. A member of the Review Subcommittee may be removed by a 2/3 vote of the GSC.
 - c. Shall review each graduate student organization funding request for completeness, and formulate a recommendation concerning each such request.
 - d. No member of the Review Subcommittee shall formulate a recommendation for a request from a student organization of which s/he is a member.
3. Application Procedure
 - a. Graduate student organizations seeking funds from the GSGF shall submit a funding request to the Review Subcommittee.
 - b. Graduate student organizations seeking funds from the GSGF shall have the right to send a representative to any GSC meeting at which their funding allocations are discussed.
 - c. The maximum amount of funds that may be allocated to a graduate student organization in a given quarter is \$4,200; the maximum amount that a graduate student organization may receive during a single fiscal year is \$6,000.

- d. No funds may be allocated to a group that is not a Voluntary Student Organization registered with the Office of Student Activities.
- e. No funds may be allocated to a student organization that is not a graduate student organization.

Section 3: Special Fee Miscellany

- A.** To disapprove of a Special Fee request already on the Spring Quarter General Election ballot shall require a majority vote.
- B.** To place a Special Fee request on the Spring Quarter General Election ballot in extenuating circumstances shall require a $2/3$ vote.
- C.** To divide a Special Fee request into two sections shall require a $3/5$ vote.
- D.** For the details of the distribution of Special Fees to student organizations receiving them, please refer to the Association By-Laws.

Article IV: Elections

Section 1: Multiple GSC District Membership

- A.** Those members of the graduate program who have, at the time of the election, been admitted to degree programs administered by schools or departments in different districts shall have multiple district membership.
- B.** They shall be eligible to vote in elections in any one non-at-large district in which they qualify as a member, in addition to the vote(s) they are eligible to cast in the GSC at-large district.
- C.** They shall be eligible to seek election from any one non-at-large district in which they qualify as a member, in addition to being able to seek election in the GSC at-large district.

Section 2: General Fee Miscellany

For each graduate General Fee, the Elections Handbook shall contain background information on each Fee, consisting of the current fiscal year's overall Fee budget, and a list of groups receiving funding in the current year with the amounts they were allocated as of the end of Winter Quarter.

Article V: Sundry Procedures

Section 1: Referenda

Placement of advisory referenda on the ballot for an election shall be done by consensus.

Section 2: Petitions

- A.** The GSC shall approve, by consensus, regulations governing the proper form for petitions.
- B.** Determining that a petition is not in good order shall be done by consensus. The grounds for deciding that a petition is not in good order shall include, but not be limited to, a determination that the petition was addressed to an inappropriate population of the Association, and violations of the regulations approved by the GSC governing the proper form for petitions.