

Bylaws
of the
Graduate Student Association
of the
University of California, Riverside

Section I: The Graduate Student Council: Eligibility

- A. In order to be considered a graduate student in “good standing” which is required to be eligible to be a Graduate Student Association (hereafter referred to as GSA) officer or Graduate Student Council (hereafter referred to as GSC) member, a graduate student must be considered a full-time student, which is achieved by meeting one of the following conditions:
1. Being enrolled in the University specified number of unit for full-time status.
 2. Paying the University fees equivalent to full-time status.
 3. Being on filing status (one quarter only).

Section II: Stipends

- A. The following amounts shall be paid to the officers during the academic year as follows:
1. The President and Executive Vice President shall receive \$500 per month, July through June, for a total of \$6,000 for the academic year.
 2. The Vice President of Academic Affairs shall receive \$400 per month, September through June, for a total of \$4,000 for the academic year.
 3. The Conference Travel Grant Coordinator shall receive \$350 per month, July to July, for a total of \$4,550 for the academic year.
 4. The Public Relations Officer shall receive \$275 per month, September through June, for a total of \$2,750 for the academic year.
 5. The GSHIP Officer shall receive \$275 per month, September through June, for a total of \$2,750 for the academic year.
 6. The Finance Officer shall receive \$225 per month, July through June, for a total of \$2,700 for the academic year.
 7. The Secretary/Webmaster shall receive \$240 per month, September through June, for a total of \$2,400 for the academic year.
 8. The International Student Affairs Officer shall receive \$50 per month, September through May, for a total of \$450 for the academic year.
 9. Academic Affairs Officers shall receive either \$50 or \$100 per month, September through May, for a total of either \$450 or \$900 for the academic year.
 - a. Academic Affairs Officers who represent 25% or more of the graduate student population will receive \$100 per month.
 - b. Academic Affairs Officers who represent fewer than 25% of the graduate student population will receive \$50 per month.
 10. The Legislative Liaison shall receive \$100 per month, September through May, for a total of \$900 for the academic year.
 11. The Campus Organizing Director shall receive \$100 per month, September through May, for a total of \$900 for the academic year.
- B. All elected and appointed officers must sign the “GSA Officer Accountability Form” to be kept on file in the GSA office stating that s/he has received, read, and understood the GSA Bylaws and Constitution in order to receive his/her first paycheck.

- C. All elected and appointed officers shall be required to maintain a brief record containing important information to ensure a smooth transition of power to incoming officers. This record shall contain contact, procedural, and other essential information (e.g. timeline of events for the year) relevant to the office. Failure to do so shall result in the withholding of the officer's final stipend at the discretion of the Executive Board.

Section III: Office Hours and Time Commitments

- A. Cognizant of the Executive Board Members' responsibilities to the general graduate study body and pursuant to the constitution and/or bylaws:
 - 1. Elected Officers (President, Executive Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer, and GSHIP Officer) shall post and maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.
 - 2. The Conference Travel Grant Coordinator shall post and maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of his/her office.
 - 3. The Legislative Liaison, Campus Organizing Director, International Student Affairs Officer, and Academic Affairs Officers shall post and maintain a minimum of one officer hour per week, separate from any additional time necessary to fulfill the duties of their office.
- B. Office hours must be kept for at least one-hour increments and be held in the GSA office.
 - 1. For Academic Affairs Officers and the International Student Affairs Officer, it is recommended that office hours be held in a location conducive to increasing interaction between the officer and his/her respected constituents.
- C. It is expected that all elected and appointed officers spend time outside the GSA office (i.e., at events tailored specifically to graduate students) in order to better publicize and disseminate information about the GSA to the entire graduate student body.

Section IV: Withholding of Officer Stipends

- A. By Action of the Executive Board:
 - 1. The decision of the President or a majority vote of the Executive Board shall be considered sufficient to withhold the stipend of any elected officer following two documented cases of failure to execute the responsibilities of the office sent over a period of no less than six weeks. Appropriate documentation shall be considered an explicit and constructive statement of the problem and actions discussed by both parties for the officer to correct the problem within specified time limits.
 - 2. A decision by the President to withhold an officer's stipend may be upheld, reversed, or referred to the GSC by a majority vote of the Executive Board.
 - 3. Decisions of the President or the Executive Board to withhold an officer's stipend can be appealed to the GSC.
- B. By Action of the Graduate Student Council:
 - 1. The GSC, by a majority vote of members present when quorum exists at a regular or special meeting, may withhold an officer's stipend.
 - 2. If the GSC has passed a motion to establish a committee to investigate the impeachment charges, as procedurally outlined in the GSA Constitution, the affected officer shall not receive a stipend pending the result of the investigation. In reporting the conclusions of the investigation of impeachment charges, the committee shall include a recommendation regarding the officer's stipend. Should the vote for impeachment fail, the GSC shall consider and act upon this recommendation.

Section V: Officer Resignations and/or Vacancies

- A. Resignation of Appointed Officers
 - 1. If an appointed officer should resign, or the position becomes vacant, the vacancy shall be filled by the normal appointment procedure for that officer as described in the GSA Constitution and/or Bylaws. All appointments shall be made for the remainder of the original term.

B. Resignation of Elected Officers

1. If the President, Executive Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer, or GSHIP Officer resigns, or the position becomes vacant, the vacancy shall be resolved by choosing one of the following three options by majority vote at the first meeting of the GSC following the announcement of the resignation
 - a. By Special Election
 - i. The GSC may opt to fill the vacancy by special election. No less than two and no more than four weeks shall be allocated for recruitment and advertising for candidates, after such time the election shall be held two weeks later. The election procedures contained herein shall govern the distribution, collection, and counting of election ballots.
 - b. By Appointment
 - i. The GSC may opt to appoint a replacement to fill the vacancy. No fewer than two weeks and no more than four weeks shall be allocated for the recruitment and advertisement for candidates. The GSC shall vote by secret ballot on each candidate until one candidate receives the majority votes for confirmation. Procedures for the vote shall be determined by a majority vote of the GSC prior to the secret balloting.
 - c. By Leaving the Position Vacant
 - i. If, and only if, the vacancy occurs in the Spring Quarter, the GSC may opt to leave the position vacant and redistribute the job duties of that position. Only by two-thirds vote of the GSC will the vacant officer's stipend be redistributed as well.
2. In the case of a vacancy in the position of the President, the Executive Vice President shall assume the title of "Interim President" until a replacement can be found through one of the above-mentioned ways.
3. Until that time the President (or the Executive Vice President in the case of the vacancy of the President) shall have the authority to appoint a graduate student to the office on an interim basis. All such assignments shall be temporary until such time as the vacancy is filled through one of the above-mentioned ways. Unless approved by the GSC, no student appointed on an interim basis shall be eligible to receive a stipend for his/her duties.

Section VI: Term Limits

- A. All elected and appointed officers of the GSA shall be limited to two consecutive terms of office for any one position. A person may serve additional terms in a different elected or appointed position.
- B. In the event that no individual declares candidacy by the stated deadline for a particular elected position, the individual who has served two consecutive terms may declare candidacy for the open position for one additional term.
- C. If an individual's two years in office ends during the school year, the individual will be able to finish the school year in that position.

Section VII: Standing Committees

- A. There will be eight permanent standing committees of the GSC: The Conference Travel Grant Committee; the Social Committee; the Academic Affairs Committee; the Elections Committee; the Bylaws Committee; the GSHIP Committee; the International Student Concerns Committee; and the Events and Allocations Committee.
- B. Any member of the GSC must also be a member of at least one of the eight standing committees to be considered a member in good standing and have the right to vote.
- C. All UCR graduate students are eligible to serve on any of the eight standing committees.
- D. All committees must maintain a copy of their meeting minutes on the GSA website.

- E. The Conference Travel Grant Committee
 - 1. The Conference Travel Grant Committee shall:
 - a. Be comprised of the Executive Vice President, the Conference Travel Grant Coordinator, and no fewer than three and no more than seven GSC representatives, no more than one from any single department. The Conference Travel Grant Coordinator will be responsible for interfacing between the committee and the GSC.
 - b. Oversee the application and granting process for all conference travel grants. The committee shall establish policies (posted on the GSA website) to govern the program and will be the judge of all appeals, subject to oversight by the GSC.
 - c. Meet monthly throughout the calendar year to review applications and set the rate of reimbursement.
 - 2. All committee decisions are determined by majority vote after discussion.
 - 3. The Finance Officer shall be required to sit on the Conference Travel Grant Committee as a non-voting member.
- F. The Social Committee
 - 1. The Social Committee shall:
 - a. Be comprised of no fewer than five GSC representatives.
 - b. Be responsible for organizing, arranging, and overseeing one social activity for the general graduate student body each quarter, as well as a smaller event once a month.
 - c. Be responsible for maintaining expenses for these events within the limits of funding allocated by the GSA budget.
- G. The Academic Affairs Committee
 - 1. The Academic Affairs Committee shall:
 - a. Be comprised of the Vice President of Academic Affairs, who shall act as Chair, and the six Academic Affairs Officers from each of the colleges or schools (Bourns College of Engineering, College of Humanities, Arts, and Social Sciences, College of Natural and Agricultural Sciences, Division of Biomedical Sciences, Graduate School of Management, and Graduate School of Education).
 - b. In the event that no Academic Affairs Officer exists for a particular college or school, applications will be considered by the Executive Board, and the individual who is considered best suited to represent the interest of the broad spectrum of students studying the discipline within that particular college or school can serve on this committee until a permanent Academic Affairs Officer is appointed.
 - c. Hold regular committee meetings to discuss developments among the six colleges and schools.
- H. Elections Committee
 - 1. The Elections Committee shall:
 - a. Be comprised of the Executive Vice President and at least five individuals who shall volunteer to serve on this committee at the first GSC meeting of the year.
 - b. Meet and elect from among themselves a Chairperson who shall be responsible for all communication and logistics for the elections as outlined in these bylaws.
- I. Bylaws Committee
 - 1. The Bylaws Committee shall:
 - a. Be comprised of the Executive Vice President, who shall act as Chair, and at least three individuals who shall volunteer to serve on the committee at the first GSC meeting of the year.
 - b. Be responsible for reviewing any amendments to the Bylaws as outlined herein.
 - c. The Secretary/Webmaster, per his/her role as Parliamentarian, shall serve on the GSA Bylaws Committee.
- J. GSHIP Committee
 - 1. The GSHIP Committee shall:
 - a. Be comprised of the GSHIP Officer, appropriate representatives from the administration, and no fewer than three, but no more than eleven, graduate students.
 - b. Be charged with determining the insurance needs of graduate students for the coming academic year.

- c. Complete a yearly survey addressing graduate students' health insurance needs. This survey must be carried out independently of any other GSA survey.
- K. International Student Concerns Committee
 - 1. The International Student Concerns Committee shall:
 - a. Be chaired by the International Student Affairs Officer and comprised of no less than three individuals.
 - b. Monitor campus issues and legislative developments that affect the ability of students from other countries to study at UCR and recommend advocacy positions to be adopted by the Executive Board.
 - c. Work to ensure that international students are well-informed, fairly treated, and able to participate in student government at UCR.
- L. Events and Allocations Committee
 - 1. The Events and Allocations Committee shall:
 - a. Be comprised of the Vice President of Academic Affairs and no fewer than three and no more than seven GSC representatives, no more than one from a single department. The Vice President of Academic Affairs will be responsible for interfacing between the committee, the GSC, and graduate students.
 - b. Oversee the application and granting process for all event and club grants, specifically the funds designed as Conference and Speaker funds.
 - c. Establish policies (posted on the GSA website) to govern the programs and will be the judge of all appeals, subject to the oversight of the GSC.
 - d. Meet monthly throughout the calendar year to review applications for event funding. After meeting to review each application and allowing the applicants to explain their proposal, the Committee shall make a recommendation to GSC at its next scheduled meeting regarding whether or not to fund the event application and at what amount.
 - 2. Club allocations will be made on an annual basis to clubs with a membership that contains a majority of graduate students. Club allocations are still subject to all relevant university regulations concerning the use of student fees. Funding shall be determined by criteria laid out by the Events and Allocations Committee and approved by the GSC.
 - 3. Committee decisions are determined by majority vote after discussion. All decisions are then submitted to the GSC for approval.

Section VIII: ad hoc Committees

- A. As the need arises, ad hoc committees will be constituted by the GSC to deal with specific issues. At least one member of each committee shall be a GSC member who shall serve as Chairperson for that committee. In the event that more than one GSC member serves on the committee, the committee shall elect at its first meeting a Chairperson from the GSC members who are serving on the committee.
- B. The President may appoint at his/her discretion ad hoc committees as required for the carrying forward of GSA business. No such committee shall be fewer than three persons, and each ad hoc committee shall have at least one GSC member. The President must make a motion to confirm the creation, as well as the rationale and operating structure, of the committee, which will need to be confirmed by the GSC by majority vote.
- C. There will be no financial remuneration for any member of an ad hoc committee.

Section IX: Campus and System-wide Committees

- A. It shall be the responsibility of the Vice President of Academic Affairs to solicit applications from interested students and appoint individuals to serve on various campus committees.
 - 1. Each GSC member has a responsibility to serve on the campus committee(s) that the Vice President of Academic Affairs requests that person to serve on.
 - 2. Should there be question of inappropriateness or personal conflict, the GSC member will assist the Vice President of Academic Affairs in finding an appropriate replacement.

- B. It shall be the responsibility of the Executive Vice President to publicize and solicit applications from students to serve of the various UC system-wide committees. It is not required for GSC members to serve on these committees. These applications will be forwarded to the University of California Student Association.

Section X: Grievances

- A. It is intended that the procedure delineated in the section be used for internal GSA grievances only. These shall be construed to include grievances between any combination of officers, GSC or committee members, or members of the general graduate student body, in disputes that directly relate to the operations of the GSA. Grievances between students that do not directly relate to the GSA shall be referred to the UCR Student Conduct Committee or University Ombudsman as appropriate. The timeline for hearing grievances shall be as follows:
 - 1. All disputes not reconciled on a personal level shall first be heard by the President, who shall hear both sides and attempt to find a resolution satisfying both parties.
 - 2. Should a resolution not be found, the President shall call a meeting of the Executive Board within two weeks.
 - 3. The Executive Board shall request a letter of explanation and/or rebuttal from both sides. In addition, the Executive Board is encouraged to interview the parties involved. The Executive Board shall then review the case and attempt to find a resolution satisfying both parties.
 - 4. Should a resolution not be found, the Executive Board shall, upon request of either party involved, request a hearing of the dispute to be placed on the agenda at the next GSC meeting. The President shall also give a report outlining the history of and attempted resolutions of the grievance.
 - 5. The GSC may vote a resolution of the grievance by majority vote. Should the resolution not satisfy either party, the parties may decide to take the grievance to the UCR Student Conduct Committee or University Ombudsman as appropriate.
- B. The GSA grievance procedure shall be separate from the stipend review process outlined above.

Section XI: Finances

- A. Budget
 - 1. The GSA budget for the next school year will be prepared by the President in consultation with the Executive Vice President and Finance Officer, and will be presented to the GSC for approval at its May meeting.
 - 2. No budget of the GSA can contain a projected or actual deficit.
 - 3. Conference Travel Grant funds are independent of general funds; transfers cannot be made between the two.
 - 4. At the end of the fiscal year, unencumbered balances of each general fund budgeted category and any additional income not accounted for in budget projections, will roll over into a discretionary fund that the incoming GSC will use to:
 - a. Increase the GSA financial reserves, not to exceed 50% of the annual budget;
 - b. Supplement specific portions of the existing year's budget; or
 - c. Fund one-time events and interim annual programs, pending incorporation in the following year's budget allocations.
 - 5. The President may authorize transfers of up to \$1,500 between budget categories during the fiscal year.
- B. Expenditures
 - 1. Expenditures by the GSA shall be authorized by one of the following methods:
 - a. By signature of the President and Finance Officer, within budgeted amounts of up to \$1,500 with the following two exceptions:
 - i. Within the Conference Travel Grant program budget, which shall be authorized by signature of the Executive Vice President and Finance Officer
 - ii. Under the discretionary line item, the President and Finance Officer may authorize expenditures of no more than \$500
 - b. By majority vote of the GSC.

2. Travel Expenses
 - a. Mileage costs shall be computed according to common University procedures.
 - b. Food costs shall not exceed a per diem of \$30 per day. Banquets or meals with set prices at events attended in fulfillment of an officer's duties are not subject to the per diem limitation.
- C. Financial Assets
 1. The GSA shall maintain sufficient reserves to ensure day-to-day operations.
 2. Expenditures from financial reserves must be approved by a majority of the GSC.
 3. The President shall report regularly to the GSC regarding the size of the financial reserve and any investment allocations.

Section XII: Interim Decisions and Actions

- A. The Executive Board shall be authorized to make decisions and to take actions during the summer and between regular GSC meetings that cannot be postponed until the next regular meeting. All such decisions and actions must be reported to and ratified by the full GSC at the next regular meeting. If the Executive Board cannot be convened or effectively consulted in an emergency decision making situation, individual members of the Executive Board will have the power to make an interim decision or to take interim action within the limits of their individual responsibilities as outlined in the GSA Constitution.
- B. The President shall have the power to make an emergency interim decision for any Executive Board member who is either absent or incapacitated. The Executive Board must be convened, however, at the earliest possible moment to authorize or alter that interim decision or action. In the case of a dispute regarding such a decision or action, the will of the majority of the Executive Board shall rule until such time as the GSC can be presented with the issue and vote upon it. All interim decisions and actions must be consistent with the GSA Constitution and Bylaws, and within the parameters of the GSA budget.
- C. For purposes of interim decision-making, the Executive Board shall be construed as to consist of those officers on payroll, unless otherwise determined by majority vote of the GSC.

Section XIII: Quorum

- A. A quorum shall consist of 1/4 of the voting members on record at the time of the meeting, or 2/3 of the voting members present at the last meeting, whichever is greater.
- B. The Vice President of Academic Affairs shall be responsible for maintaining a current list of all GSC members prior to each meeting.

Section XIV: Meetings

- A. GSC Meetings
 1. The GSC shall be convened on a monthly basis from October through May during each academic year. Agendas, minutes from the previous meeting to be approved, a summary of Executive Board actions taken since the previous GSC meeting, any action requiring a vote, the number of voting members (as defined in Section XIII of these Bylaws) present at the previous GSC meeting, and any other relevant documents will be posted on the GSA website at least one week prior to each meeting.
 2. Action items may be brought forth without the one-week waiting period if there are no objections to unanimous consent, including any non-voting UCR graduate students present. Any motion to suspend one or more provisions of the bylaws that would have the effect of waiving the one (1) week waiting period must also meet this requirement. This paragraph must be read aloud by the meeting chair prior to any voting taking place on the motion.
 - a. Any motion to suspend these bylaws is, by rule, amended to cover only one main motion of agenda item. After the main motion or agenda item is handled, a motion to suspend bylaws on the next issue is in order. This provision may be suspended only through both a unanimous positive vote of the GSC as well as unanimous consent of any non-voting UCR graduate students present.

3. All meetings of the GSC will be open to any members of the student body, graduate or undergraduate, to any member of the media, whether University related or public, and to any member of the administration or faculty that should desire to attend except with the exception delineated in the GSA Constitution, Article II, Section 3, sub-sections 'a' and 'c.'
 4. Discussion time for each agenda item will be limited to ten minutes. If any voting member of the GSC wishes to extend this time, s/he may request an additional five minutes. This extension may be approved by a simple majority of voting members present.
 5. In the case that an official GSC member cannot attend one or more GSC meetings, s/he may send an alternate who may vote in place of the original member. In such cases written notice provided by the official GSC member must be received by the Vice President of Academic Affairs before the alternate may vote.
 6. When a department wishes to split a GSC member position, one person must be designated as the primary member to be maintained on GSA records. The alternate member may participate and vote upon presentation of written notice to the Vice President of Academic Affairs.
- B. Executive Board Meetings
1. The Executive Board will convene at least once each month and more frequently as required by the necessity of carrying forth GSA business effectively and for an appropriate degree of decision-making consultation with other Executive Board members.

Section XV: Miscellaneous Duties of Elected Officers

- A. President
1. At the end of each quarter, the President shall compile a report of activities of all the officers.
- B. Vice President of Academic Affairs
1. In the event that both the President and Executive Vice President are both absent or incapacitated, the Vice President of Academic Affairs shall serve as the Acting President of the GSA.
 2. The Vice President of Academic Affairs shall be responsible for encouraging the formation of academic mini-GSAs within departments or programs and accepting applications to form mini-GSAs. Applications must fulfill the criteria of the Office of Student Life and policies set by the GSA.
 3. The Vice President of Academic Affairs shall serve as the GSA liaison to the UAW.
 4. The Vice President of Academic Affairs shall, in the event that no Academic Affairs Officer exists for a particular school or college, serve as the GSA liaison to that particular school or college.
- C. GSHIP Officer
1. The GSHIP Officer shall serve as the GSA liaison to the UCR Wellness Center.
- D. Secretary/Webmaster
1. The Secretary/Webmaster shall attend and record minutes of all Executive Board meetings, GSC meetings, and other meetings at the request of the elected officers. These minutes shall be posted on the GSA website.
 2. The Secretary/Webmaster shall update and modify the GSA website under the direction and at the discretion of the Executive Board.
- E. Academic Affairs Officers
1. The Academic Affairs Officers shall report regularly to the Executive Board on important developments, events, and changes within the specific schools and colleges. Issues requiring specific decision-making must first come to the Executive Board for discussion, and then to the full GSC for discussion and/or a vote.

Section XVI: Discretionary Appointments

- A. The Legislative Liaison shall establish and maintain rapport with state and local elected legislators, and will act under the direction and at the discretion of the Executive Vice President.
- B. The Campus Organizing Director shall establish and maintain rapport with the campus community, and will act under the direction and at the discretion of the Executive Vice President.
- C. Both the Legislative Liaison and the Campus Organizing Director shall be appointed by the incoming Executive Board and are subject to confirmation by the GSC.

- D. In the event that the Executive Vice President cannot attend a UCSA Board meeting, the Legislative Liaison shall serve as the official representative of the GSA. If both the Executive Vice President and Legislative Liaison are absent or incapacitated, the Campus Organizing Director shall serve as the official representative of the GSA.
- E. Executive Board members are ineligible to serve as either the Legislative Liaison or the Campus Organizing Director.

Section XVII: Officer Absences

- A. Executive Officers are required to attend all Executive Board meetings, GSC meetings, and any other meetings in their entirety called by the President where their attendance is specifically requested. If an Executive Officer is unable to attend a meeting for any reason, written notice must be provided to the President at least two hours before the scheduled meeting start time.
- B. It shall be at the discretion of the President to accept or not accept excuses (including, but not limited to, class, work, family crisis, etc.). If no excuse is presented, the absence will be marked as unexcused.
- C. Two unexcused absences shall be considered sufficient to warrant written documentation. A third unexcused absence shall be considered sufficient for the withholding of that officer's stipend.

Section XVIII: Criteria for the Formation of Mini-GSAs

- A. All mini-GSAs must be part of an official department or interdisciplinary program at UCR and have a voting representative at all GSC meetings.
- B. All mini-GSAs must meet the following criteria:
 - 1. Be led and organized by UCR graduate students.
 - 2. Fulfill all of the criteria for student organizations outlined by the Office of Student Life and complete the authorization process.
 - 3. Send written confirmation, via e-mail, to the Vice President of Academic Affairs requesting recognition as an official mini-GSA.
- C. All mini-GSAs must be approved by the Vice President of Academic Affairs.
- D. All mini-GSAs are eligible to be reimbursed for expenses up to \$300 per academic year.

Section XIX: Elections

- 1. The provisions outlined herein shall regulate all campus-wide elections for the GSA. There shall be seven types of GSA elections: the annual general officers election; a special election to fill a vacated office; a GSA membership fee modification election; a GSA Constitution revision election; an initiative election; a referendum election; and a recall election.
- 2. Annual General Officers Election
 - a. The annual general officers election shall be held in Spring Quarter for the purpose of electing the President, Executive Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer, and GSHIP Officer.
 - b. The election shall be conducted via secure online procedures provided by the University, and facilitated through the Information Technology department of the Vice Chancellor of Student Affairs.
 - c. Filing is to last at least five weeks and close at least two weeks prior to the start of the election. The Executive Vice President shall present the GSC with a timeline for that year's election by no later than the 5th week of Winter Quarter
 - i. In the event that the Executive Vice President is a candidate in the election, another Executive Officer (one not declared as a candidate) shall oversee the elections process.
 - d. Officers shall be elected by a plurality vote of the ballots cast.
- 3. Special Officer Election
 - a. Special officer elections may be called by the GSC to fill a vacancy in any elected office.
 - b. No less than two weeks and no more than four weeks shall be allocated for recruitment and advertising for candidates, at which time the election shall be held two weeks later.

4. GSA Membership Fee Modification Election
 - a. The GSC shall authorize an election to approve modifications (in the form of an increase or decrease) to the GSA membership fee by signatures of at least 10% of the graduate student body or by a motion passed by a majority vote during a GSC meeting.
 - b. After such vote or presentation, the election shall be called no earlier than two weeks and no later than four weeks later.
 5. GSA Constitution Revision Election
 - a. The GSC shall authorize an election to approve revisions to the GSA Constitution by signatures of at least 10% of the graduate student body or by a motion passed by 2/3 of the voting members at a GSC meeting.
 - b. Any modifications to the GSA Constitution shall be approved by majority vote of the ballots cast on the issue, so long as at least 20% of the graduate student body votes.
 6. Initiative Election
 - a. The GSC shall authorize an initiative election on any topic germane to GSA business by presentation of a petition signed by at least 10% of the graduate student body or by a motion passed by a majority vote during a GSC meeting.
 - b. After such presentation or vote, the election shall be called no earlier than two weeks and no later than four weeks from that date.
 - c. The action sought by any initiative shall be approved by a majority vote of the ballots cast on the issue.
 7. Referendum Election
 - a. The GSC shall authorize a referendum election on a previous action taken by the GSC in response to the presentation of a petition signed by at least 10% of the graduate student body or by a motion passed by a majority vote during a GSC meeting.
 - b. After such presentation or vote, the election shall be called no earlier than two weeks and no later than four weeks from that date.
 - c. The action sought by any initiative shall be approved by a majority vote of the ballots cast on the issue.
 8. Recall Election
 - a. Graduate students shall reserve the right to remove any elected or appointed officer from his/her office by means of a recall election. This shall not be construed to give graduate students the ability to recall committee appointments.
 - b. The GSC shall authorize a recall election in response to the presentation of a petition signed by at least 15% of the officer's constituency.
 - i. For all elected and campus-wide appointed officers, constituency shall be defined as the entire graduate student body.
 - ii. For Academic Affairs Officers, constituency shall be defined as members of the particular school of college of the Academic Affairs Officer subject to recall.
 - c. After such presentation, the election shall be called no earlier than two weeks and no later than four weeks from that date.
 - d. The officer shall be immediately removed from office by a majority vote to recall.
- B. Valid petitions shall be subject to the following regulations:
1. All petitions circulated shall be of identical form and shall contain the complete text of the proposed action (Constitution revision, initiative, referendum, or fee modification) or the charges against the officer under recall.
 2. All petitions shall list the student's name, department, and student identification number (for verification purposes only).
 3. A meeting of the GSC shall be called no later than one week after the submission of a petition. The Elections Committee shall be presented with the results of the verification from the GSC meeting, which shall authorize any elections as warranted.
- C. Once an election has been called, all elections shall adhere to the following procedures:
1. The election will be publicly posted on the GSA website, throughout the GSA office, on publicly accessible bulletin boards throughout campus, and via e-mail to all graduate students eligible to vote prior to the election.
 2. Voting will be conducted online, using systems provided by the University for student elections to ensure honesty of elections and validity of registration.

3. In the event that the University student election systems are unavailable, or if a majority of the GSC votes to do so, the Elections Committee shall devise a secure paper ballot system. Ballots must be provided at least ten days prior to the deadline to return ballots. Ballots must be counted twice by the Elections Committee in the GSA office.
 4. Any complaints or protests must be written and shall first be heard by the Elections Committee. If still unresolved, the GSC shall hear the complaint or protests when considering validating the results of the election.
- D. Candidates for GSA office shall abide by the following campaign guidelines:
1. Candidates or their authorized representatives shall not poll voters in order to have them disclose their actual or intended ballot choices. The principle of a secret ballot shall be adhered to at all times.
 2. Campaign flyers and postings must adhere to all official campus posting regulations, as mandated by the Office of Student Life.
 3. No campaign materials are allowed in or within 25 feet of the GSA office.
 4. Any violation of these regulations by candidates or their authorized representatives may result in disqualification from the election, subject to approval of the GSC.
- E. The GSA shall take no official stance on any ballot issue or support any particular candidate or group of candidates. To that end, the GSA shall spend no money in support or opposition of any particular candidate or ballot issue. GSA funds shall be used exclusively for the printing and distribution of recruitment materials, objective announcements providing impartial information about the upcoming vote, and election ballots.
- F. In the event of a tie in an officer election, the GSC shall meet within one week following the initial election. The GSC will choose one of two top candidates by majority vote, with the President not voting.
1. In the event of a tie in the GSC vote, the President will break the tie.
- G. Certain elections may occur concurrently, i.e., Annual General Officer Elections may share the same ballot and election time frame as Initiatives, Referenda, Fee Modifications, etc.

Section XX: Amendments

- A. All proposed amendments to the GSA Bylaws shall be submitted to and reviewed by the Bylaws Committee. The committee shall take one of three positions on the proposed amendment:
1. The committee may recommend approval or rejection of the amendment to the full GSC;
 2. The committee may discuss, entertain, and approve revisions to the proposed amendment before forwarding the amendment to the GSC. In submitting a revised amendment, reasons for the change shall be provided to the GSC; or
 3. The committee may submit the amendment to the GSC without a recommendation for adoption. In submitting such amendment, reason(s) why no recommendation was given shall be provided to the GSC.
- B. All proposed amendments to the GSA Bylaws shall be posted on the GSA website, as well as in a visible location of the GSA office, at least one week in advance of the GSC meeting at which they are to be considered.
- C. The Bylaws Committee may amend, at their discretion, the numbering, wording, and grammar of these Bylaws for the purpose of clarity and consistency, so long as such amendments do not change the substantive content of the Bylaws. A unanimous vote of the Bylaws Committee will be required to ensure that a change is not substantively important before proceeding with such an amendment.