

Constitution of the Graduate Student Association University of California, Riverside

Preamble

We, the graduate students of the Riverside campus of the University of California, in order to serve the needs, the welfare, and the interests of present and future graduate students at the University of California at Riverside, do establish this constitution.

Article I: Name and Membership

- Section 1. Name: The name of this organization shall be the "Graduate Student Association of the University of California, Riverside (GSAUCR)."
- Section 2. Membership: All registered graduate students at the University of California, Riverside, who have paid the assessment fees are members of this organization.
- Section 3. Mission: The Graduate Student Association exists to advance, through our advocacy and programs, the academic, social, and physical environment of current and future graduate students at the University of California, Riverside.

Article II: The Graduate Student Council

- Section 1. Definition: The Graduate Student Council (GSC) shall be the legislative and executive body of the GSAUCR, subject to the controls vested in GSAUCR by Article V of this constitution, and the officers of the GSC shall be the Graduate Student Council Executive Board of Officers.
- Section 2. Membership: The GSC shall consist of the Executive Board, appointed officers, and representatives from each graduate department on campus. Representatives shall be either elected or appointed by the graduate students from their respective departments. The Executive Board shall consist of the President, Executive Vice-President, Vice-President of Academic Affairs, Health Insurance Committee Chairperson, Public Relations Officer, and Finance Officer. Appointed officers are non-voting members of the Executive Board. The voting members of the Executive Board are ineligible to serve as department representatives. Appointed officers, however, may serve as department representatives if their respective departments select them. All members of the GSC shall be voting members in accordance to Robert's Rules of Order.
- a. Individual members must be full-time graduate students in the department which that student is representing, and must be in good academic standing. The GSC will allow the graduate advisor in each department to determine whether a student meets the criteria of "full-time status." Representatives shall be selected by the graduate students in each department at least once each academic year. Alternates may be appointed by any duly selected representative, but must be from the same department. Written notice of an alternate being appointed must be received by the GSC at least two hours in advance of any Council meeting. If a representative misses two consecutive regular meetings of the Council without sending an alternate, that representative shall be dropped temporarily from membership in the Council and the Vice President of Academic Affairs will contact that department's student government with due notice. If for any reason a

department has no selected representative, the Council shall exclude that department from the tally for Council membership until such selection is received, for the purpose of quorum.

- b. The number of voting representatives to the GSC from each department shall be based on the following formula: one representative for each department with forty graduate students or less; two representatives for each department that has more than forty graduate students.
- c. All members and representatives of the GSC shall be selected without discrimination on the basis of race, color, sex, sexual orientation, religion, politics, national origin, gender identity, marital status, pregnancy, age, citizenship, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, or status as a covered veteran.
- d. Any selected representative of the GSC may be subject to recall by the department from which that representative was selected. Each department's recall process shall parallel its appointment process.

Section 3.

Meetings and Bylaws: The GSC shall meet at least once each month during the academic year, and the dates of the meetings will be established by the Executive Board of Officers. Meetings shall abide by the Bylaws of the Council, in accordance with Robert's Rules of Order. In the case of a conflict between Robert's Rules of Order and the Bylaws of the GSC, the Bylaws will have authority.

- a. All official meetings of the GSC shall be open to the public, except for Executive Sessions which may be called during a regular meeting for the discussion of student grievance matters, personnel and employee grievance matters, investments, litigation, and other GSC business deemed by the GSC to be sensitive. In the case of a closed meeting, a notice describing the matter under discussion in non-specific, generalized terms must be placed for public notice outside of the place of the meeting during the duration of the meeting and a notice of the date and time at which the closed-session meeting occurred must be placed in the GSC Newsletter along with a non-specific generalized description of the topic under discussion. An official meeting shall be one in which a quorum of the members of the Council are present, except that the provisions of this section shall not apply to social functions, provided that no business of the Council is acted upon.
- b. At least 48-hours public notice shall be given before any special meeting may be held. Public notice shall be construed to mean posting written notice in five public places on campus. This may include publishing a notice in the GSC Newsletter and the campus newspaper in advance of the meeting; the public news media shall be contacted if deemed appropriate by the Public Relations Officer in consultation with the GSC Executive Board.
- c. In the event that any official meeting is willfully interrupted by an individual or group of persons so as to render the orderly conduct of the meeting unfeasible or order cannot be restored by the removal of those individuals, the Chair of the GSC may order the meeting room cleared and the meeting will continue in closed session, provided that the representatives of the press who were not engaged in the disruption shall be allowed to remain.
- d. The GSC shall not conduct any meeting in a facility that prohibits the admittance of any person on the basis of race, color, religion, sex, sexual orientation, politics, national origin, gender identity, marital status, pregnancy,

age, citizenship, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, or status as a covered veteran.

- e. Official minutes shall be kept by the GSAUCR Secretary noting all actions taken at GSC meetings. They shall be considered part of the public record and may be inspected by any member of the GSAUCR.
- f. Bylaws shall be approved by the GSC at least once each academic year and shall include the regulations governing memberships as outlined in Section 2 of this Article, provisions for a quorum in meetings, division of responsibility and stipends among officer, and such other regulations or provisions as may be approved by the members of the Council. In the case of failure of a Council to act upon the Bylaws as provided in this Section, the previous year's Bylaws shall remain in effect until such time as proper action is taken.
- g. A special meeting of the GSC shall be held within ten days of the presentation of a petition for such meeting made by ten voting representatives of the Council.

Section 4. Powers and Obligations: The members of the GSC shall:

- a. Act as the representatives of the general interest of the graduate student body at the University of California, Riverside;
- b. Act as a liaison between graduate students and members of the staff, faculty, and administration at UC Riverside;
- c. Provide for the dissemination of information to graduate students on matters and policies that affect them;
- d. Assist in the resolution of problems pertaining to graduate student affairs;
- e. Be the judge of the qualifications and elections of its members;
- f. Elect officers and have the power to remove officers under the provisions of Article III, Section 16;
- g. Each serve on at least one (1) committee as a GSAUCR representative, and one (1) GSAUCR sub-committee. This requirement is waived when all committees are filled;
- h. Assume any other duties necessary to the fulfillment of these powers and obligations.

Article III: Officers

Section 1. Officers: The officers of the GSAUCR shall be the members of the Executive Board of Officers as well as any additional appointed officers specified in the GSAUCR Constitution or in the Bylaws.

Section 2. Elections: Six officers of the GSAUCR (specifically the President, the Executive Vice President, the Vice President of Academic Affairs, the Public Relations Officer, the Health Insurance Committee Chairperson and the Finance Officer) shall be elected. Elections shall be by secret ballot in an online election. Publicity for the online election will be distributed at least one and one-half weeks prior to the election deadline. Filing for candidacy must be completed at least two weeks before the beginning of the election.

- Section 3 Appointments: The following officer positions shall be advertised as open during the Spring Quarter. When possible interim appointments shall be made for the summer and confirmed at the first GSC meeting in the Fall Quarter. These officers shall be appointed with the following conditions.
- a. The Conference Travel Grant Coordinator shall be appointed by the incumbent Executive Board in consultation with the incoming Executive Board, subject to confirmation at the first GSC meeting subsequent to the interview and selection process.
 - b. The Academic Affairs Officers and Secretary/Webmaster shall be appointed by the incoming Executive Board and subject to confirmation at the first GSC meeting subsequent to the interview and selection process.
 - c. Other appointed officers shall be appointed in a manner consistent with the procedures outlined in the appropriate Bylaws.
- Section 4 Terms of Office: The term of office shall be from July 1 to June 30 for the President and the Executive Vice President; for all other elected officers the term of office shall be from September 1 to June 30.
- Section 5 Qualifications: Any full-time graduate student in good academic standing during the academic year of the term of office is eligible for office, subject to such additional qualifications as may be established in the bylaws. No qualified graduate student shall be denied candidacy on the basis of race, color, sex, sexual orientation, religion, political beliefs, national origin, gender identity, marital status, pregnancy, age, citizenship, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, or status as a covered veteran.
- Section 6 President: The President is the Chair and chief presiding officer of the GSA, and has the primary responsibility for administration of the affairs of the GSAUCR and the GSC, except as otherwise provided for in the Bylaws. The President shall:
- a. Act as the representative and chief spokesperson of the Graduate Student Association;
 - b. Appoint, with the advice and consent of the Council, graduate student representatives to serve on campus committees, establish GSAUCR internal committees, and appoint, with the advice and consent of the Council, student representatives to serve on those committees. Emergency committee appointments are subject to ratification by the Council;
 - c. Hold regular office hours on campus as stipulated in the Bylaws;
 - d. Call regular meetings and establish the agendas;
 - e. Call a special meeting within ten days of the presentation of a petition for such a meeting presented by ten voting members of the Council; or of a petition for such meeting by fifty GSAUCR members;
 - f. Ensure the proper functioning of the GSAUCR office equipment in such a way as to ensure that the equipment is properly maintained and operated on a self-supporting basis;
 - g. Oversee and manage the GSAUCR budget;

- h. Delegate such duties to other officers and members of the Council as may be consonant with the Bylaws and the consent of the Council;
- i. Act as one of the two representatives to the Graduate Council;
- j. Serve as representative for GSAUCR to the UCR Alumni Association;
- k. Hire and supervise career employees of GSAUCR, maintaining confidential personnel records and following all relevant university regulations;
- l. Perform other such duties as may be contained in the Bylaws.

Section 7.

Executive Vice President: The Executive Vice President is the Vice Chair and the second ranking officer of the Council, and under the general direction and supervision of the President, shall:

- a. Conduct meetings of the Council in the absence of the President;
- b. Publicize initiatives/referenda, and recalls, initiated according to Article V of this Constitution with the assistance of the Elections Committee;
- c. Publicize, with the assistance of the Elections Committee, the forthcoming election for officers at least six weeks in advance of the election unless s/he is a candidate, in which case this duty shall become the responsibility of the highest ranking officer (as determined by the order listed herein) not seeking election; should every officer be seeking election, this duty shall be delegated to persons deemed capable by the GSC;
- d. Hold regular officer hours on campus as stipulated in the Bylaws;
- e. Act, in the temporary absence or incapacity of the President in the capacity of President of the GSAUCR and Chair of the Council, with such action to be limited to the period until the next regularly scheduled meeting of the Council, unless the Council shall authorize the Executive Vice President to continue in that capacity;
- f. Act as GSAUCR's official representative to the University of California Student Association (UCSA), or its equivalent should one exist, but not to be confused with the University of California Student Lobby, attend all UCSA meetings; and prepare a monthly report for distribution in the GSAUCR Newsletter which summarizes the proceedings of the previous month's UCSA meeting;
- g. Organize GSAUCR representation to UCSA sponsored conferences and meetings as deemed appropriate by the GSC; as well as coordinating such representation at conferences with the Associated Students of the University of California, Riverside (or whatever other organization operates as the official representative of the UCR's undergraduate students);
- h. Report to the GSC on any system-wide, state, or federal legislation that directly impacts the University of California and its graduate student population;
- i. Ensure the proper functioning of the GSA Conference Travel Grant Committee;
- j. Perform such other duties and responsibilities as shall be delegated to the office by the President and/or the Council, or as are enumerated in the Bylaws.

Section 8. Vice President of Academic Affairs: The Vice President of Academic Affairs will, under the general direction and supervision of the President, liaison and interface between the GSAUCR and the individual department graduate student associations, and shall:

- a. Coordinate regular meetings with the graduate student associations of the individual departments;
- b. Arrange for meetings with students in those departments which either have no official or active graduate student association in order to foster participation in student government;
- c. Meet, on a monthly basis, with the Executive Vice President to discuss system-wide and state-wide policies which impact students and of which the student body needs to be aware;
- d. As possible, assist in the coordination of student response to issues, problems, and policies in tandem with the President, the Executive Vice President, and the GSC;
- e. Solicit student representatives for Academic Senate committees, campus-wide committees, and GSAUCR standing committees;
- f. Oversee and advise the Academic Affairs Officers of each college/school;
- g. Perform such other duties and responsibilities as shall be delegated to the office by the President and/or the Council, or as are enumerated in the Bylaws.

Section 9 Public Relations Officer: The Public Relations Officer is responsible for publicizing the business, programs, and events of GSAUCR to all members of the campus population. Furthermore, the Public Relations Officer, under the general direction and supervision of the President, shall:

- a. Create and distribute flyers for all GSAUCR events, maintain the GSAUCR website, and administer email distribution lists that will reach all graduate students.
- b. Work closely with the Executive Vice President so as to report regularly on system-wide and state-wide issues that impact the graduate student population;
- c. Assist, upon request of the President and/or the Executive Board, with the issuance of public, campus-wide, system-wide, and state-wide public relations activities;
- d. Create an email newsletter to be sent out to the graduate student body at least once per month, outlining any upcoming events, any opportunities to get involved in the GSA, reports from the officers of the GSA, and any other items of interest;
- e. Perform such other duties and responsibilities as shall be delegated to the office by the President and/or the Council, or as are enumerated in the Bylaws.

Section 10. Health Insurance Committee Chairperson: The Graduate Student Health Insurance Committee Chairperson will be the GSAUCR's primary representative on issues

regarding graduate health insurance policy and the decision-making process for policies and programs that impact graduate student health care service and under the general direction and supervision of the President shall:

- a. Chair all meetings of the UCR Graduate Student Health Insurance Policy Committee meetings, producing an agenda. seeing that the agenda is sent to all appropriate committee members, the GSAUCR President, to the Vice Chancellor of Student Services, and to the Chancellor;
- b. Assist with research and fact-finding necessary to assess the availability of health insurance policies which will most effectively and most cost-effectively serve the needs of UCR's graduate student population;
- c. Call a General Referendum on the issue of mandatory Graduate Health Insurance and/or of Health Insurance Policy in general, of the entire graduate student population (including any professional degree programs which are generally considered to be graduate programs) should the cost increase per student of the annual policy exceed 19%; and shall organize and oversee any such referendum, assuring that all appropriate voting members are contacted and given appropriate time for return of ballots;
- d. Call a referendum on the issues of the mandatory nature of, or specifics of health insurance policy for graduate students upon being presented with a petition with the signatures of 15% or more of the graduate student population which requests a referendum, and which states the nature of the issue(s) being brought forward clearly and concretely;
- e. Oversee the gathering of information by the GSA regarding quality control and service delivery to graduate students, and work with the Student Health Center to produce a yearly assessment of policies and service which will be made available to the general graduate student population in the form of a report which will be issued at least once yearly;
- f. Coordinate GSAUCR representatives to the Chancellor's Advisory Committee on AIDS Policy and/or to another health-policy related committee;
- g. Hold office hours by appointment with graduate students who have questions or problems with the implementation of health insurance policy as they experience it; and advise students of options regarding resolution of complains or problems;
- h. Perform such other duties and responsibilities as shall be delegated to the office by the President and/or the Council, or as are enumerated in the Bylaws.

Section 11. Finance Officer: The Finance Officer will serve as the liaison between the GSA President and all other members of the Graduate Student Council with regard to budgetary policy. Under the general direction and supervision of the President, the Financial Officer shall:

- a. Assist the President in preparation of the yearly budget;
- b. Have bi-monthly meetings with the President, Executive Vice President and Administrative Assistant to check on the general functioning of the budget line items and expenditures;
- c. Present an overview of the budget and various expenditures at each monthly GSA board and council meeting;

- d. Maintain a separate, working copy of the GSA President's budget;
- e. Maintain a record of past budgets as well as information relevant to these budgets;
- f. Assist all campus committees, standing committees, and ad-hoc committees (or the chosen representative of these committees) that have a line-item in the current budget with fiscal policy;
- g. Provide updated copies of the budget to any member of the Graduate Student Council upon request;
- h. Provide a synopsis of any changes that have been requested concerning budget line-items and/or the amounts allocated to these line items;
- i. Ascertain ways to reduce fixed costs of the Association;
- j. Perform other such duties and responsibilities as delegated to the office by the President and/or the Council, or as are enumerated in the Bylaws.

Section 12. Conference Travel Grant Coordinator: The Conference Travel Grant Coordinator, under the general direction and supervision of the President, shall:

- a. Chair all meetings of the Conference Travel Grant Committee;
- b. Serve as a contact person for all Conference Travel Grant Program related questions;
- c. Perform other such duties and responsibilities as delegated to the office by the President and/or the Council, or as are enumerated in the Bylaws.

Section 13. Secretary/Webmaster: The Secretary, under the general direction and supervision of the President, shall:

- a. Record and maintain minutes of all actions taken at all Graduate Student Council and Executive Board Meetings;
- b. Act as Parliamentarian of the Council, to advise the Council on matters of procedure;
- c. Update and modify the GSAUCR web-site under the direction and at the discretion of the Public Relations Officer, other board members, and the Conference Travel Grant Coordinator;
- d. Perform other such duties and responsibilities as delegated to the office by the President and/or the Council, or as are enumerated in the Bylaws.

Section 14. Academic Affairs Officers: There shall be one Academic Affairs Officer for each college/school, appointed by the incoming Executive Board subject to the confirmation of the incoming GSC The Academic Affairs Officers, under the general direction and supervision of the President and of the Vice President of Academic Affairs, shall:

- a. Assist the Vice President of Academic Affairs in meeting regularly with departmental GSA's in relation to their own college/school;
- b. Meet with the Dean of the college/school she/he represents to foster communication between the students and the administration;
- c. Serve as non-voting representatives to the Executive Board;
- d. Serve, if possible, on the search committee for the Dean of the college/school the officer represents;
- e. Perform such other duties and responsibilities, as they relate to their respective college/school, as shall be delegated to the office by the President, the Vice President of Academic Affairs, and/or the Council, or as are enumerated in the Bylaws.

Section 15. Stipends: The officers shall be paid a monthly stipend as determined by the Council and as stipulated in the Bylaws.

Section 16. Removal from Office: Any officer may be removed from office for consistent failure to carry out the duties of that office, for misbehavior in that office, or for failure to meet the qualifications of office. At any regular or special meeting of the Council, a motion for impeachment, including the charges against the officer, may be introduced by any member. If the motion is passed, a committee shall be established by the Council to investigate the charges. The committee shall present its report, including recommendation for or against impeachment, within four weeks of a special session of the Graduate Student Council. Upon establishing quorum and upon subsequent voting by all present representatives, a two-thirds vote for impeachment shall be required for removal.

Article IV: Referendum

Section 1. Referendum: Both members of the GSC and of the Executive Board shall have the power to initiate referendums by a majority vote of the council; a referendum may also be initiated by means of a petition signed by ten percent (10%) of the registered graduate students. Such a petition shall be presented to the Council, which shall examine the petition and upon determination that the required number of valid signatures has been obtained, shall call a referendum not earlier than two, and not later than four weeks after the filing of the petition, not including any time when school is not in session. The complete text of the referendum shall be disseminated to all graduate students eligible to vote in the election. A majority of the votes cast shall be sufficient to pass such legislation.

Article V: Financial Records and Control

Section 1. Audit: The university shall have the right, at its own expense, to audit the financial records of this organization.

Section 2. Accessibility: The financial records of the GSAUCR shall be made available for review by any member of the Association upon request.

Section 3. No part of the income of this Association shall be used for the benefit of, or be distributed to, its members or officers or any other private person, except that the Association may pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the exempt purposes for which it was formed.

Section 4. Notwithstanding any other provisions of this constitution, the Association shall not carry

on any activities not permitted to be carried on by an Association exempt from Federal Income Tax under Section 503 (c) (3) of the Internal Revenue Code of 1954, or the most recent applicable version.

Section 5. Except as limited by section 1 through 4 of this Article, by Article IX of this constitution, by law, and by UC Regental Policy, control of the financial assets of this Association shall be vested in the Graduate Student Council.

Article VI: Amendments

Section 1. Amendments: An amendment to this constitution shall be proposed either by two-thirds vote of the Council when a quorum is present or by a petition signed by ten percent (10%) of the members of the GSAUCR and presented to the Council. The Council shall call an election not earlier than two and not later than four weeks after the vote of the Council or the filing of a petition, not including anytime when school is not in session. A 20% voter turnout will be required to approve any proposed amendment. A favorable vote of a majority of those voting shall be necessary for adoption of the amendment. An amendment shall take effect immediately upon adoption, unless otherwise stated in the amendment.

Article VII: Ratification

Section 1. Ratification: This constitution shall become effective upon approval of a majority of the graduate students voting in a referendum (in which 20% or more of the graduate student population participates), which is supervised by the Graduate Student council and approved by the Chancellor of the University of the California, Riverside. This constitution, if ratified, shall supersede the constitution of the Graduate Student Association approved in 1994, as ratified in 2003 and will take effect on July 1, 2007, except those changes needed to conform with California State Law which shall take effect immediately upon ratification.

Article VIII: Dissolution

Section 1. Dissolution: Upon dissolution of this Association, its assets remaining after the payment of, or provision for the payment of, all debts and liabilities of this Association, shall be disposed of according to the directions of the Graduate Student Council in office at that time.