

## **Carnegie Mellon University**

# **Graduate Student Assembly Bylaws**

### **Article I. Purpose and Scope**

- A. The purpose of these bylaws is to establish the structures and operating procedures of Graduate Student Assembly, which is the graduate legislative branch of Carnegie Mellon University student government, created in the Carnegie Mellon University Student Body Constitution.
  - 1. The general purpose of the Graduate Student Assembly is to enhance graduate student life at Carnegie Mellon University by promoting interaction between graduate students, representing the voice of the Carnegie Mellon University graduate student body, and overseeing the allocation of the portion of the Activities Fee under direct control of the Graduate Student Assembly.
- B. Where there is a contradiction between these bylaws and the Carnegie Mellon University Student Body Constitution or the Carnegie Mellon University Student Government Fiscal Policy, those documents shall supersede these bylaws.
- C. Where there is a contradiction between these bylaws and the Carnegie Mellon University Graduate Student Assembly Fiscal Policy, these bylaws shall supersede that policy.

### **Article II. Terms and Definitions**

- A. The *Activities Board* refers to the standing committee of Student Government, established in the Carnegie Mellon University *Student Body Constitution*, to coordinate events to entertain, educate, and enrich the lives of the entire campus community.
- B. The *Activities Fee* refers to the funds that are collected and placed under the control of Student Government by the Carnegie Mellon University Board of Trustees.
- C. The *Committee on Student Organizations* refers to the standing committee of Student Government established in the Carnegie Mellon University *Student Body Constitution* to oversee the process of granting and revoking the status of *Student Government Recognition* to student organizations.
- D. The *Elections Board* refers to the standing committee of Student Government, established in the Carnegie Mellon University *Student Body Constitution*, to oversee the annual Student Government Executive and Student Senate elections.
- E. *Financial Probation* and *Recognition Probation* are forms of probation for Student Government Recognized organizations, and are established in the Carnegie Mellon University *Student Body Constitution* and *Student Government Fiscal Policy*
- F. The graduate student body refers to all members of the student body who are enrolled in graduate academic programs at Carnegie Mellon University's Pittsburgh campus.
- G. *GSA* refers to (the) Graduate Student Assembly.

- H. The *Joint Funding Committee* refers to the standing committee of Student Government established in the Carnegie Mellon University *Student Body Constitution* to oversee the funding of student organizations.
- I. A *joint meeting* of GSA and Student Senate is a meeting of GSA and Student Senate at which a majority of the members of GSA and a majority of the members of Student Senate are present.
- J. *GSA Legislation* refers to any non-procedural motion, document or statement – other than GSA Special Allocations funding – that is approved by a vote of GSA in accord with these bylaws.
- K. A *meeting* of GSA is any gathering of a majority of the voting members of GSA.
- L. *Notification* of a group of students shall be satisfied by either an e-mail sent to all individuals in that group, or a verbal announcement at a regular meeting of that group, provided minutes of that meeting are recorded and distributed.
- M. The *President's Cabinet* refers to the standing committee of Student Government, established in the Carnegie Mellon University *Student Body Constitution*, to assist the Student Body President with the running of the Executive Branch of Student Government.
- N. A *regular meeting* of GSA is a meeting among those scheduled by GSA for the purpose of conducting their routine business.
- O. The *student body* refers to the collection of students enrolled in undergraduate or graduate academic programs at Carnegie Mellon University's Pittsburgh campus.
- P. A *special meeting* of GSA is a meeting of GSA that is called in order to deal with unexpected business, or business that is not routinely handled by GSA.
- Q. The *student government executive committee* refers to the committee, established in the Carnegie Mellon University *Student Body Constitution*, consisting of the Student Body President, Student Body Vice President, Student Body Vice President for Finance, Student Body Vice President for Organizations, Student Senate Chair, and GSA President.
- R. A *student organization* is any grouping of members of the student body.
  - 1. Neither GSA nor Student Senate is a student organization.
- S. *Student Senate* is the undergraduate legislative branch of Carnegie Mellon University student government, created in the Carnegie Mellon University *Student Body Constitution*.

### **Article III. Duties and Powers of GSA**

- A. General Duties of the GSA:
  - 1. Hold regular meetings at least once per month;
    - a. At the discretion of the GSA President, GSA's January and/or July meetings may be cancelled.
  - 2. Enact and enforce legislation aimed at accomplishing the objectives of the

graduate student body;

3. Act as representatives of the graduate student body to the staff, faculty and administration of Carnegie Mellon University;
4. Approve or reject the proposed duties and appointments of Graduate Student Advocates made by the GSA Executive Committee as described in Article IX;
5. Appropriate and approve the expenditures of all funds under direct control of GSA, as prescribed in the Carnegie Mellon University *Student Body Constitution*, the Carnegie Mellon University *Student Government Fiscal Policy*, these bylaws, and the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*.

**B. Constitutionally Assigned Duties of the GSA:** The following are responsibilities required of GSA by the Carnegie Mellon University *Student Body Constitution* and the Carnegie Mellon University *Student Government Fiscal Policy*. GSA is required to fulfill these duties, as described in that constitution and fiscal policy, until such time as they are removed from that constitution and fiscal policy:

1. Appoint a representative of GSA to sit on the Elections Board;
2. Appoint a representative of GSA to sit on the Committee on Student Organizations, and approve or reject nominations of other graduate students, as presented by the Student Body Vice President for Organizations, to sit on the Committee on Student Organizations;
3. Approve or reject nominations of graduate students to the Joint Funding Committee, as presented by the Student Body Vice President for Finance;
4. Discuss and vote on amendments proposed to the Carnegie Mellon University *Student Body Constitution* and its associated documents and policies;
5. Discuss and vote on requests, presented by the Student Body Vice President for Finance, to increase the Student Activities Fee for graduate students by up to five (5) percent;
  - a. GSA is also permitted to vote on recommendations to decrease the Student Activities Fee for graduate students, but this is not a specific duty.
6. Meet with Student Senate to review and vote on the proposed Joint Funding Committee budget;
7. Vote on recommendations, from the Student Body Vice President for Finance, regarding the Student Government Recognition status of a student organizations that has been placed on Financial Probations by the Student Body Vice President for Finance;
8. Fulfill the duties and assume the powers assigned to GSA when GSA and Student Senate enter binding arbitration.

**C. Constitutionally Assigned Powers of GSA:** The following are powers conferred upon GSA by the Carnegie Mellon University *Student Body Constitution* and its associated documents. GSA holds these powers, as described in that constitution and its associated documents, until such time as they are removed from that constitution and its associated

documents.

1. Override a veto of GSA legislation;
2. Overturn a decision of the Committee on Student ORganizations regarding a student organization's Student Government Recognition status, and/or its status of Recognition Probation;
3. Request the impeachment of the Student Body President, Vice President for Finance, and/or Vice PResident for Organizations;
4. Overrule the decision(s) of the GSA President and the Student Senate Chair regarding the assignment of duties and/or powers normally belonging to a particular officer of the Student Government Executive Committee, when an impeachment request has been made for that officer;
5. Overrule the appointment of a member of the student body as an Interim Student Body President, Vice President for Finance, and/or Vice President for Organizations;
6. Install, in coordination with Student Senate, a member of the student body into a vacant Student Body President, Vice President for Finance, and/or Vice President for Organizations office;
7. Overrule the appointment of a Student Body Vice President;
8. Overrule the appointment of an Assistant to the Student Body Vice PResident for Finance
9. Confirm or reject the nomination of graduate student to the Joint Funding Committee and the Committee on Student Organizations;
10. Approve or reject aberrations in the make-up of the Joint Funding Committee;
11. Overrule the removal of any graduate student form the Joint Funding Committee and/or the Committee on Student Organizations;
12. Remove a member of the student body from the Elections Board;
13. Overrule the appointment of any member of the President's Cabinet;
14. Remove the Activities Board Executive Chair from office;
15. Overrule, in coordination with Student Senate, a freeze placed on the budget of student organization;
16. Vote to enter binding arbitration with Student Senatel
17. Vote, in coordination with Student Senate, to override or amend the Carnegie Mellon University *Student GOvernment Fiscal Policy, Joint Funding Committee Bylaws, Committee on Student Organization Bylaws, and/or Student Government Election Rules*.

## Article IV. GSA Representatives

- A. The graduate student body is divided into *constituencies* on the basis of the home department 145 or institute in which members of the graduate student body are registered (as specified by the Carnegie Mellon University Registrar).
1. The GSA Executive Committee is responsible for maintaining the list of constituencies, provided as an appendix to this document. In addition, the GSA Executive Committee is required to notify GSA regarding any changes to this appendix no later than the first regular meeting of GSA following the change. GSA may override any such change by way of a majority vote at a meeting of GSA, provided this vote takes place no later than the first regular meeting following notification of the change.
- B. Each constituency in the graduate student body is allotted seats in GSA according to the following scale:

# of constituents	# of seats
1-50	1
51-150	2
151-250	3
250+	4

The number of seats allocated to a particular constituency shall be determined on the basis of the number of students enrolled in that constituency during either the previous Fall semester or the previous Spring semester – whichever is higher. The GSA Vice President of Internal Affairs shall determine the number of seats for each constituency, in consultation with the Department of Student Activities, and shall report these numbers to GSA during the month of September. In addition, the GSA Vice President of Internal Affairs shall notify the GSA Representative(s) of any constituency whose number of seats changes when this process takes place.

- C. Each constituency is responsible for selecting representatives to fill their allotted seats in GSA. The relevant process must take place at least once per year.
1. If at any time the members of a constituency are in conflict regarding which of their constituents has been selected to fill a particular seat, they are permitted to present their case to GSA. It is then GSA's responsibility to select that constituency's GSA Representative – from the candidates involved in the conflict – by way of a majority vote at a meeting of GSA.

2. A constituency is not required to fill all of their allotted seats in GSA, but in cases where they do not fill all of their allotted seats it is their responsibility to provide the GSA Vice President of Internal Affairs with the necessary contact information required to keep the members of the constituency informed regarding their various rights and responsibility as a constituency.
3. Students enrolled in accelerated or integrated masters programs are eligible to serve as GSA Representatives provided they are not also serving as a Student Senator.

**D. Duties of GSA Representatives:**

1. Provide to the Vice President of Internal Affairs with their name and contact information, upon commencing their role as a GSA Representative;
2. Attend regular and special meetings of GSA, including joint meetings of GSA and Student Senate, when scheduled;
3. Designate a proxy to attend GSA meetings when unable to attend;
  - a. A GSA Representative's proxy must be a member of the same constituency as the GSA Representative.
  - b. A proxy may not be a member of the GSA Executive Committee.
  - c. A proxy may not be another seated GSA Representative.
  - d. A GSA Representative's proxy assumes the duties and powers of that GSA Representative for the duration of the meeting during which they are serving as that GSA Representative's proxy.
  - e. Proxies are required to notify the Vice President of Internal Affairs of their presence at a meeting, including the name of the GSA Representative for whom they are serving as a proxy.
4. Fulfill the GSA participation requirement by:
  - a. Serving as a member of one (1) GSA standing committee; or
  - b. Serving as a member of one (1) university or student government committee; as deemed appropriate by the GSA Vice President of Internal Affairs; or
  - c. Recording minutes during GSA meetings, as deemed appropriate by the Vice President of Internal Affairs.
5. Fulfill the GSA staffing requirement by assisting in the staffing of at least one (1) GSA social event from January through June, and at least one (1) GSA social event from July through December.
  - a. This responsibility may be delegated to another member of a GSA Representative's constituency, but it remains the responsibility of the GSA Representative to facilitate their participation;
  - b. In the event that a constituency leaves one (1) or more of their allotted seats in GSA empty, it is the responsibility of the members of that constituency to fulfill this duty.

- c. This responsibility may be waived by the Vice President for Graduate Student Life in the event that fewer volunteers are needed than the total number of representatives.
  6. Report the business of GSA to their constituents, including but not limited to the forwarding of official email announcements;
  7. Relay the concerns, needs and desires of their constituents to GSA and/or the appropriate member of the GSA Executive Committee;
  8. Facilitate the selection of their replacement from among their constituents;
  9. Notify the Vice President of Internal Affairs in the event that one (1) or more of their constituency's seats is being declared inactive, and provide the Vice President of Internal Affairs and the GSA President with the name and email address of a proxy for summer electronic votes, if such an individual is required for the GSA Representative.
- E. Powers of GSA Representatives:**
1. GSA Representatives assume all parliamentary powers afforded them in *Robert's Rules of Order, Newly Revised*. These powers are in effect during all GSA meetings and during all meetings of GSA committees of which they are members;
  2. GSA Representatives are permitted to propose legislation to GSA;
  3. GSA Representatives are permitted to designate a proxy for summer electronic votes;
  4. GSA Representatives are permitted to request that proposed summer business be postponed until the academic year begins.
    - a. In the event that a GSA Representative has designated a proxy for summer electronic votes, that individual also has the power to request that proposed summer business.
- F. If a constituency is unable to fulfill the responsibilities of a GSA Representative during the summer months, they may declare that seat *inactive* for a specified amount of time. This period may not begin before the end of the Spring semester, and may not end after the beginning of the Fall semester.**
1. In order to declare a seat inactive, the individual currently filling that seat must notify the Vice President of Internal Affairs, via email, of their constituency's decision.
  2. The relevant constituency is required to provide the Vice President of Internal Affairs with a contact email address for at least one (1) member of their constituency for the duration of the time when the seat will be inactive.
- G. Removal of GSA Representatives:**
1. Constituents may remove their representative(s) from office by way of a two-thirds (2/3) supermajority vote, provided at least half of the members of that constituency participate in the vote.
    - a. In the event of a successful removal vote, constituents are responsible for

notifying the GSA President of the results of their vote, and for selecting a new representative to fill the relevant seat.

2. GSA Representatives are expected to attend GSA meetings on a regular basis, and shall lose their seat upon missing three (3) consecutive meetings or more than half of the regular meetings of GSA in a given term. A term will be defined as September to December, January to May, and June to August.
  - a. Absences are only counted for active GSA Representatives.
  - b. A GSA Representative shall not be counted as absent from a meeting if a proxy appears at that meeting on behalf of that GSA Representative.
  - c. If a GSA Representative is counted as absent from a regular GSA meeting, then acquires the status of an inactive GSA Representative before the next regular meeting of GSA, and is counted as absent from the first regular meeting following the resumption of their status as an active Representative, then that GSA Representative shall have accumulated two (2) consecutive absences from regular meetings of GSA.
  - d. If an active GSA Representative is counted as absent from two (2) consecutive meetings of GSA, then the GSA Vice President of Internal Affairs shall communicate a warning, via e-mail, to the relevant GSA Representative regarding the consequences they face if they miss another meeting within two (2) weeks of the second absence.

#### **H. Vacancies:**

1. The GSA Vice President of Internal Affairs is responsible for notifying constituencies at least once per semester regarding any vacant seats associated with that constituency. This notification must include information with respect to how to fill a vacancy, the responsibilities associated with the office, and the benefits associated with GSA involvement.
2. In cases where a GSA Representative's seat becomes vacant due to failure to attend meetings, or failure to fulfill GSA participation requirements, the GSA Vice President of Internal Affairs shall notify the relevant constituency, via e-mail, regarding this new vacancy, instructions for filling the seat again, and the benefits associated with GSA involvement.
  - a. This communication must take place within two (2) weeks of the creation of the vacancy.
3. If all of the seats for a constituency are vacant, the GSA Vice President of Finance has the power to freeze GSA Department Funds and not transfer Departmental Funds until a Representative is selected for that constituency and meets with the Vice President of Internal Affairs. When the GSA Department Funds are unfrozen, the GSA Vice President of Finance shall perform an audit to ensure that funds were not spent during the freeze period.
  - a. Exceptions to this freeze may be granted by the GSA Vice President of



Finance to reimburse for expenditures made before the freeze went into effect.

## **Article V. GSA Fiscal Policy**

- A.** All GSA financial activities are constrained by the Carnegie Mellon University *Student Government Fiscal Policy*, the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*, and these bylaws.
- B.** Amendment to the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy* must be proposed and passed in accord with the procedure set out for amendment to these bylaws.

## **Article VI. Meetings**

- A.** All GSA meetings shall be open to all members of the Carnegie Mellon University graduate student body, and all *ex officio* members of GSA.
  - 1. The following members of the campus community are *ex officio* members of GSA:
    - a. Members of the GSA Executive Committee;
    - b. Members of the Carnegie Mellon University Student Government Executive Committee;
    - c. Members of the Carnegie Mellon University Student Leadership Council.
    - d. The Assistant Vice Provost for Graduate Education;
    - e. The Dean of Student Affairs;
    - f. A designated representative from SLICE;
    - g. The Faculty Senate Chair;
    - h. The Staff Council Chair.
  - 2. *Ex Officio* members are non-voting members of GSA and possess the following rights during meetings:
    - a. Calling for orders of the day;
    - b. Raising points of order, points of personal privilege, points of information, and points of parliamentary inquiry;
    - c. Speak during meetings.
- B.** Regular meetings of GSA must be held at least once per month.
  - 1. The GSA Vice President of Internal Affairs must notify GSA Representatives of the time and location of any regular meeting of GSA at least one (1) week prior to the meeting date.
  - 2. At the discretion of the GSA President, GSA's January and/or July meetings may be cancelled.
- C.** Special meetings of GSA may be called by the GSA President or the Student Body President, who must provide GSA Representatives with notice of the meeting at least

seventy-two (72) hours prior to the designated meeting time.

**D. Conduct of Business:**

1. Except where contradicted in these bylaws, GSA shall conduct business in accordance with *Robert's Rules of Order, Newly Revised*.
2. Introduction of legislation:
  - a. All proposed legislation shall be presented in writing and, if desired by a voting member of GSA, shall be read aloud before it is discussed. The same shall hold for all motions and amendments pertaining to that legislation.
  - b. In the case of a Presidential Veto of legislation passed by GSA, the President of GSA must read the veto at the first regular GSA meeting following the Student Body President's announcement of the veto.
3. Voting:
  - a. During GSA meetings there shall be five (5) distinct voting methods available for use, arranged here in order of greatest precedence to lowest precedence:
    - i. Secret ballot;
    - ii. Roll Call;
    - iii. Hand Vote;
    - iv. Voice Vote;
    - v. Acclamation (unanimous consent).
  - b. The Chair of a meeting normally determines the manner of voting. However, if a GSA Representative calls for a method of voting of greater precedence for an individual question, that method must be used. If multiple requests are received, the request with the greatest precedence shall be honored.
  - c. When a regular meeting is incapable of being held due to university closures or following a three-fourths (3/4) supermajority vote of the GSA Executive Board, an electronic vote may be held. Electronic voting shall proceed as follows:
    - i. The GSA Vice President of Internal Affairs shall notify all GSA Representatives (and summer proxies, when applicable), of the specific motion that is being made, the specific options for votes (including a voiced abstention), how to cast a vote, the specific deadline for casting a vote, and the names of two (2) voting members of GSA who co-sponsor the motion.
      - a. The GSA Vice President of Internal Affairs must send a reminder notification to GSA representatives once per day during the voting period. This notification must include, in addition to the information from the original notification,

an update regarding how many votes have been received, and how many votes are required to reach quorum for the vote.

- b. Results of an electronic vote, including a specification of the vote cast by each representative, must be made available to GSA Representatives within twenty-four (24) hours of the close of the electronic voting period.
  - c. To ensure that GSA Representatives can discuss a proposed electronic vote via any shared online platform; the online platform or e-mail list used to notify GSA Representatives of the electronic vote must be open for use by all GSA Representatives (and their summer proxies) without moderation.
  - d. The voting period must be at least three (3) days long and may not overlap with a regular meeting of GSA.
  - e. An individual may vote multiple times, but only their last vote cast during the voting period shall be counted.
  - f. If quorum is not reached in an electronic vote, the motion neither passes nor fails. At the discretion of the GSA President, a new vote may be held after the close of the original vote provided the new vote remains in compliance with these bylaws.
- d. A GSA Representative shall decline to vote, in committee or on the floor, on any matter where they believe that their voting on such a matter would be a conflict of interest.

4. Quorum:

- a. Quorum for all GSA meetings is a simple majority of the active, seated GSA Representatives.
- b. Quorum for all GSA standing committees except the Finance Committee is a simple majority of the members of the relevant committee.
- c. Quorum for the Finance Committee is a simple majority of its members, or three (3) members – whichever is greater.
  - i. To achieve quorum the members of the Finance Committee who are present must also represent at least two (2) different constituencies.
- d. Quorum for an electronic vote is a simple majority of the active, seated GSA Representatives.
  - i. GSA Representatives who are not active may cast a vote in an electronic vote, provided they have not already designated a proxy to do so on their behalf. If an inactive GSA Representative casts

such a vote, they shall be counted toward quorum for that vote.

- ii. In an electronic vote, a voiced abstention counts toward quorum.

5. Summer Business:

- a. During the summer months, all GSA Representatives must be notified, via e-mail, regarding all business that will be covered at an upcoming meeting.
  - i. This notification must be sent to GSA Representatives at least ten (10) days prior to the relevant GSA meeting. Additional business may be added to this agenda provided all GSA Representatives are notified, via e-mail, regarding the addition(s) at least twenty-four (24) hours prior to the relevant meeting.
  - ii. Constituencies with one (1) or more inactive seat(s) must also be notified with this information, via e-mail and by the same deadline, via the contact e-mail address that has been provided to GSA for the duration of the time that seat(s) is inactive.
  - iii. This notification must also include instructions for placing a request that some business be postponed until the academic year begins. These instructions must include an opportunity for placing such a request via e-mail.
- b. GSA Representatives and/or their designated summer proxy may request that some business be postponed, until the academic year begins, by notifying the GSA President (or a designated representative) of their request, along with any reason(s) for that request.
  - i. This request must be presented to the GSA President at least five (5) hours before the relevant meeting is scheduled to begin.
  - ii. If this request is received by the GSA President (or their designated representative) at least one (1) week before the relevant GSA meeting, then the GSA President (or a designated representative) must call for an electronic vote on the question of whether to consider the relevant business immediately, or to postpone it until the beginning of the academic year. Proceeding with this business despite the request requires a three-fourths (3/4) supermajority vote in favor of such action. If this vote fails, the business shall be effectively tabled until the new academic year begins.
  - iii. If this request is received less than one (1) week before the relevant GSA meeting, then the request must be presented, along with the stated reason(s) for the request, during the relevant GSA meeting. Proceeding with this business despite the request requires a three-fourths (3/4) supermajority vote in favor of such action. If

this vote fails, the business shall be effectively tabled until the new academic year begins.

- c. Summer business may not include the presentation or proposal of any amendment(s) to any Student Government governing document, nor a vote to override any such document.

## **Article VII. The GSA Executive Committee**

- A.** The GSA Executive Committee shall be comprised of individuals holding the following offices:

- 1. President;
- 2. Vice President of Internal Affairs;
- 3. Vice President of Campus Affairs;
- 4. Vice President of Academic Affairs;
- 5. Vice President of Equity, Diversity, and Inclusion;
- 6. Vice President of External Affairs;
- 7. Vice President of Finance;
- 8. Vice President of Graduate Student Life.

- B.** Term of Service:

- 1. The normal term of service for all members of the GSA Executive Committee shall begin on June 1<sup>st</sup> and shall end on July 1<sup>st</sup> the following year.
  - a. In the event that a member of the GSA Executive Committee is elected to fill a vacancy, their term of service shall begin immediately following the meeting during which they are elected, and shall end alongside the normal term of service for members of the GSA Executive Committee.

- C.** Eligibility for Office:

- 1. All members of the GSA Executive Committee must be members of the Carnegie Mellon University graduate student body.
  - a. Students enrolled in accelerated or integrated masters programs are eligible to be members of the GSA Executive Committee provided they are not also serving as a Student Senator.

- D.** Election of Officers:

- 1. All members of the GSA Executive Committee shall be elected at a regular meeting of GSA.
- 2. An election to fill all seats on the GSA Executive Committee shall be held no later than May 31<sup>st</sup>.
  - a. The GSA President shall oversee the elections procedure.
  - b. If a seat on the GSA Executive Committee is vacant, an election shall be held at the first regular meeting following the notification of GSA of the

vacancy.

3. Election Procedure:

- a. If the current GSA President is participating in the election as a candidate, or the position of GSA President is vacant, the remaining members of the GSA Executive Committee who are not also participating in the election as a candidate for the same position, shall nominate an individual to preside over the portion of the meeting during which the GSA President is participating in the election as a candidate for a position.
  - i. If all members of the GSA Executive Committee are participating in the election as a candidate for the same position, their nomination must be approved by a simple majority vote at the relevant GSA meeting.
- b. Any member of the graduate student body may nominate a candidate to fill an office.
  - i. In order to become a candidate, nominated individuals must affirm their willingness to let their name stand for election.
  - ii. Nominations for a position close immediately before the election procedure for that position begins.
- c. Nominated candidates are permitted to address GSA and respond to questions.
- d. GSA Representatives must be permitted to discuss the candidate(s) for each office in the absence of all candidates for that position.
  - i. No minutes of this discussion shall be recorded.
- e. Voting:
  - i. A candidate for a particular office is not permitted to cast a vote in the election vote for that office. However, a candidate who is either a GSA Representative or a proxy does count toward quorum during this portion of the GSA meeting. Candidates are permitted to cast a vote in the election vote for other offices, provided they meet all other requirements for voting eligibility.
  - ii. Absentee ballots are not permitted.
  - iii. There are three voting options during an election: a vote in favor of a particular candidate, an abstention, and a vote of no confidence. A vote of no confidence is a vote against all candidates who are in the running for the relevant vacant seat.
  - iv. The voting procedure for filling each office shall be kept separate.
- f. The candidate receiving the majority of the available votes shall be the new officer.
  - i. Abstentions shall not count toward the majority.
  - ii. If no candidate receives a majority of the available votes, and a

majority of the available votes are not votes of no confidence, then a run-off election shall be held. The meeting Chair shall decide which candidates' names shall stand for the run-off election. By way of a majority vote, GSA may add another candidate's name to the run-off ballot. The winner of the run-off vote is the candidate who receives the majority of the available votes.

- iii. This process shall continue until either a single candidate receives a majority of the available votes, or a majority of the available votes are votes of no confidence.

**E. Impeachment of Officers:**

1. To initiate impeachment proceedings for any member of the GSA Executive Committee, a petition signed by at least one-half (1/2) of the seated GSA Representatives shall be presented to the GSA President asking for removal of an elected official from that official's elected post.
  - a. If the GSA President is named in the impeachment petition, it shall be presented to the remaining members of the GSA Executive Committee. In such cases, the remaining members of the GSA Executive Committee shall choose a representative to preside over the impeachment process.
2. At the regular GSA meeting immediately following presentation of the petition, GSA shall vote on removal of the official. Removal of that officer requires a two-thirds (2/3) supermajority vote of approval from the GSA Representatives present at that meeting.
3. Upon a successful vote to remove a member of the GSA Executive Committee from office, that office shall immediately be declared vacant.

**F. Resignation:**

1. Any member of the GSA Executive Committee may resign from their office by submitting notice of that resignation, via e-mail to the remaining members of the GSA Executive Committee.

**G. Vacancy:**

1. The remaining members of the GSA Executive Committee must notify all GSA Representatives within three (3) days of the removal or resignation of an elected officer, along with details regarding the method for filling that vacancy.
2. The GSA Executive Committee is permitted to install an Interim officer into a vacant seat, by way of a majority vote. The term of service of that Interim officer shall be from the time of their appointment until the conclusion of the next regular meeting of GSA.
  - a. The GSA President is required to notify all GSA Representatives of the appointment of an Interim officer within one (1) day of that appointment.
  - b. If requested by a GSA Representative, and if there is more than one (1) week remaining until the next regular meeting of GSA, the GSA

President (or a designated representative) must hold an electronic vote in order to approve the appointment of the relevant Interim officer.

- i. If the relevant Interim officer is the GSA President, then the electronic vote must be presided over by another member of the GSA Executive Committee.
- ii. To be approved, a majority of the votes cast in the electronic vote must be in favor of the appointment of the relevant Interim Officer.

## **Article VIII. Duties and Powers of the GSA Executive Committee**

### **A. Duties of the GSA Executive Committee:**

1. Coordinate efforts to ensure that the purpose of GSA is being fulfilled and that the duties of GSA outlined in these bylaws are being met;
2. Meet at least once each month;
3. Facilitate GSA's communication strategy, including but not limited to maintenance of the GSA website;
4. Maintain regular contact with the Student Senate Executive Committee;
5. Serve on the Provost's Graduate Advisory Board.
6. Notify GSA Representatives regarding the removal or resignation of an elected officer, along with details regarding the method for filling that vacancy, within three (3) days of the relevant removal or resignation;
7. Create, appoint, and supervise Graduate Student Advocates in line with the description in Article IX;
8. Coordinate with the Carnegie Mellon University Registrar at least once per year to determine the number of seats allocated to each constituency;
9. Maintain the official list of GSA constituencies, provided as an appendix to this document, and notify GSA regarding any changes to this document. This communication must take place no later than the first regular meeting of GSA following the change, and must include information regarding GSA's right to override the change;
10. Notify constituencies, via e-mail, at least once per semester regarding any vacant seats associated with their constituency. This notification must include information with respect to how to fill the vacancy, the responsibilities associated with the office, the benefits associated with GSA involvement, and their rights and responsibilities with respect to GSA involvement regardless of whether they fill the seat or not;
11. Notify constituencies, via e-mail, when one (1) or more of their GSA Representatives is removed from office. This communication must take place within two (2) weeks of the removal and must include reasons for the removal, instructions for filling the vacancy, the responsibilities associated with the office,



and the benefits associated with GSA involvement;

12. Nominate an individual to oversee the portion of an election of GSA officers during which the GSA President is a candidate;
13. Validate and respond to petitions presented by members of the graduate student body, as outlined in these bylaws.

**B. Powers of the Executive Committee:**

1. Issue interpretations of these bylaws, and the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*, in consultation with the Constitutional Advisor, when questions as to their interpretation arise;
2. Request that the Student Body Vice President for Finance and/or the Student Body Vice President for Organizations place a student organization on Financial or Recognition Probation on reasonable suspicion that the organization is in violation of these bylaws and/or the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*;
3. Appoint an Interim officer to fill any vacant seat on the GSA Executive Committee, notifying GSA Representatives of any such appointment;
4. Form *ad hoc* committees of GSA;
5. Delegate duties or tasks of the GSA Executive Committee to an assistant (who may be paid if provision is made for this in GSA's budget).

**C. Duties and Powers of the GSA President:**

1. General Duties of the GSA President:
  - a. Coordinate and oversee all operations of GSA and the GSA Executive Committee;
  - b. Schedule, set and communicate the agenda for, and preside over regular meetings of the GSA Executive Committee;
  - c. Schedule and set and communicate the agenda of regular meetings of GSA;
  - d. Notify all GSA Representatives of the time and location of any meeting of GSA at least one (1) week prior to the meeting date;
  - e. Notify all GSA Representatives (and their summer proxies) regarding business that will be covered during a summer meeting – at least ten (10) days prior to the relevant meeting.
  - f. Designate a member of the GSA Executive Committee to Chair GSA meetings;
  - g. Read any Presidential Veto, of legislation passed by GSA, at the first regular GSA meeting following the Student Body President's announcement of that veto;
  - h. Oversee the election of GSA officers;
  - i. Oversee the impeachment process, when initiated, for any member of the GSA Executive Committee other than the GSA President;

- j. Notify all GSA Representatives regarding the appointment of an Interim Officer – within one (1) day of that appointment;
  - k. Oversee all electronic votes of GSA;
  - l. Communicate with a GSA Representative and/or their constituents, as per the rules set out in these bylaws, when that GSA Representative is in danger of losing their seat.
2. Constitutionally Assigned Duties of the GSA President: The following are responsibilities required of the GSA President by the Carnegie Mellon University *Student Body Constitution*. The GSA President is required to fulfill these duties, as described in the constitution, until such time as they are removed from that constitution.
- a. Coordinate with the Chair of Student Senate to schedule, set the agenda for, and preside over joint meetings of Student Senate and the Graduate Student Assembly;
  - b. Sit on the Student Government Executive Committee and the Student Government Board of Directors;
  - c. Preside over the process of responding to a Presidential Veto of GSA legislation;
  - d. Notify GSA and the remaining members of the Student Government Executive Committee regarding the resignation of any member of the Student Government Executive Committee;
  - e. Preside over, in coordination with the Chair of Student Senate, the impeachment process for the Student Body President, Vice President, Vice President for Finance, and/or Vice President for Organizations – if and when an impeachment request is made;
  - f. Preside over the process of appealing a decision of the Committee on Student Organizations for any student organization that notifies the GSA President of such an appeal;
  - g. Appoint, in coordination with the Chair of Student Senate, an Interim President, any time the Student Body Vice President is unable to fill a vacancy in the Student Body President's seat;
  - h. Preside over, in coordination with the Chair of Student Senate, the process of filling a vacant Student Body President, Vice President for Finance, and/or Vice President for Organizations seat;
  - i. Sit on the Joint Funding Committee, or appoint a permanent representative to fill the seat designated for the GSA President;
3. Powers of the GSA President:
- a. Designate a representative to fulfill any particular duty that is normally assigned to the GSA President;
  - b. Break a tie in any GSA vote;
  - c. Call for an electronic vote by GSA Representatives, provided it is in accord

with the rules set out in these bylaws;

d. Call a special meeting of GSA;

e. Cancel the January and/or July regular meetings of GSA.

**D. Duties of the Vice President of Internal Affairs:**

1. Support the President in coordinating and overseeing all operations of GSA and the GSA Executive Committee;
2. Develop and update the GSA Executive Committee Handbook, with input from the GSA Executive Committee;
3. Develop and update the GSA Representative Handbook, with input from the GSA Executive Committee;
4. Determine the number of seats for each constituency, and report these numbers to GSA during the month of September, notifying the GSA Representative(s) of any constituency whose number of seats has changed from the previous year;
5. Organize and facilitate GSA Representative training and onboarding processes, including organizing at least one GSA Representatives Retreat per semester;
6. Organize and facilitate socialization among GSA Representatives and Executive Committee members by organizing at least one GSA Representatives Social per semester;
7. Coordinate with the GSA Executive Committee to enforce Representative responsibilities;
8. Facilitate any electronic vote among GSA Representatives, according to the rules set out in these bylaws;
9. Maintain records regarding inactive GSA Representatives, and the names and e-mail addresses for all summer proxies;
10. Maintain attendance records for regular GSA meetings, and notify the GSA Executive Committee when an active GSA Representative has been absent from two (2) or three (3) regular meetings without sending a proxy;
11. Notify constituencies at least once per semester regarding any vacant seats associated with their constituency, including information with respect to how to fill a vacancy, the responsibilities associated with the office, and the benefits associated with GSA involvement;
12. In cases where a GSA Representative's seat becomes vacant due to failure to attend meetings, or failure to fulfill GSA participation requirements, this notification must include information about the reasons for the vacancy;
13. Coordinate communication with GSA Representatives regarding summer business, according to the rules laid out in these bylaws;
14. Manage GSA reps serving on committees;
15. Facilitate graduate student representation on student government and university committees;
16. Notify the graduate student body regarding student government committee involvement opportunities at least once per year, and collect contact information

for members of the graduate student body who express interest in joining these committees;

17. Oversee impeachment proceedings, when initiated for the GSA President;
18. Facilitate communication between members of GSA and between GSA and groups and individuals that are external to GSA;
19. Record and distribute minutes for all GSA meetings;
20. Meeting minutes shall be made available to the graduate student body no later than one (1) week before the subsequent regular meeting of GSA.
21. Coordinate with members of the GSA Executive Committee to facilitate publicity for all GSA activities, including social events, GSA meetings and elections;
22. Maintain and develop the GSA website and other online presence;
23. Coordinate data collection by the GSA, including surveys of the GSA Representatives and student body;
24. Promoting GSA Executive Board Alumni relationships;
25. Attend all GSA meetings.

**E. Duties of the Vice President of Campus Affairs:**

1. Coordinate efforts to further the rights and privileges of members of the graduate student body, and to enrich the holistic quality of life for members of the graduate student body;
2. Maintain awareness of university developments (particularly within the Division of Student Affairs) affecting graduate students and disseminate information on these to GSA;
3. Notify the graduate student body regarding university, at least once per year, and collect contact information for members of the graduate student body who express interest in joining these committees;
4. Manage the advocates;
5. Coordinate with the Student Senate Chair of the Campus Life Committee to oversee administration of the Carnegie Mellon University *Student Government Graffiti and Poster Policy*;
6. Attend all GSA meetings.

**F. Duties of the Vice President of Academic Affairs:**

1. Coordinate efforts to further the rights and privileges of members of the graduate student body, and to enrich the academic and professional quality of life for members of the graduate student body;
2. Maintain awareness of university developments affecting graduate students (particularly within academic units and the Vice President for Education's Office) and disseminate information on these to GSA;
3. Serve on the University Education Council, Board of Trustees Educational Affairs and Enrollment Committee, and Faculty Senate;
4. Attend all GSA meetings.

**G. Duties of the Vice President of Equity, Diversity, and Inclusion:**

1. Coordinate and advocate for international students and underrepresented groups in higher education.
2. Promote awareness, engagement, and community building around diverse experiences.
3. Promote and advocate for policies that encourage diversity and representativeness in the CMU community, including in graduate admissions and faculty and staff hiring.
4. Work with the Center for Student Diversity and Inclusion, the Office of International Education, and other CMU administration to promote equitable policies and maintain records on student success.
5. Meet with different graduate student groups on campus formed around identity

**H. Duties of the Vice President of External Affairs:**

1. Coordinate efforts to advocate for members of the graduate student body with local, state, and federal governments and non-government agencies;
2. Maintain awareness of legislative and regulatory developments affecting graduate students and disseminate information on these to GSA;
3. Facilitate graduate student participation in political and legislative processes;
4. Facilitate GSA representation with the National Association of Graduate-Professional Students (NAGPS) and ensure that GSA is kept apprised of the activities of NAGPS;
5. Attend all GSA meetings.

**I. Duties and Powers of the Vice President of Finance:**

1. Duties of the Vice President of Finance:
  - a. Preside over the Finance Committee, which is a standing committee of GSA;
  - b. Oversee all financial dealings of GSA, ensuring that they are in accord with the rules laid out in the Carnegie Mellon University *Student Body Constitution*, *Student Government Fiscal Policy*, these bylaws, and the *Graduate Student Assembly Fiscal Policy*;
  - c. Receive, disburse, and account for all funds of GSA;
  - d. Propose a budget, for funds under the control of GSA, according to the rules laid out in the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*;
  - e. Coordinate with the Student Body Vice President for Finance and the Department of Student Activities to ensure that GSA's budget is based on appropriate projections with respect to the expected number of student activities fee paying graduate students;
  - f. Propose amendments to the GSA budget in order to account for the differences between projected and actual graduate activities fees received

during the previous fiscal year;

- g. Coordinate with the Student Body Vice President for Finance to ensure that the disbursement of Activities Fee money to GSA accounts is made in accord with the policies laid out in the Carnegie Mellon University *Student Body Constitution*, the Carnegie Mellon University *Student Government Fiscal Policy*, these bylaws, and the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*;
- h. Present a semi-annual report to GSA regarding the financial status of GSA;
- i. Coordinate spending procedures with the Office of Student Activities;
- j. Report all activities of the Joint Funding Committee back to the Graduate Student Assembly;
- k. Attend all GSA meetings;
- l. Notify constituencies regarding any fees that they are being assessed as a result of failure to fulfill the GSA staffing requirement. This notification must include information regarding the reasons for the fee, as well as information about how to appeal to GSA regarding the fee.

2. Powers of the Vice President of Finance:

- a. Review all budgetary categories of any student organization that receives funds from GSA;
- b. Recommend to the Student Body Vice President for Finance that the accounts of a student organization that receives funds from GSA be frozen;
  - i. The GSA Vice President of Finance must notify the GSA President and the Finance Committee within three (3) days of placing any such request.
- c. Schedule audits and collective inventories for GSA's accounts and for the accounts of groups receiving funding from GSA;
- d. Freeze GSA Departmental Funds and freeze transfers of Departmental Funds as laid out in Article IV, Section H of these bylaws.
- e. Subpoena financial records involving funds allocated by GSA.

**J. Duties of the Vice President of Graduate Student Life:**

- 1. Coordinate efforts to enrich the quality of graduate student life by providing timely and well-publicized social events for all member of the graduate student body;
- 2. Coordinate with the Vice President of Finance to oversee, administer and track the portion of the GSA budget designated for social events;
- 3. Attend all GSA meetings.

## **Article IX. Graduate Student Advocates.**

### **A. Description of the Graduate Student Advocates.**

1. Graduate Student Advocates may be created and appointed by the GSA Executive Committee to advocate for subpopulations of the graduate student community, support a member of the GSA Executive Committee in a particular initiative, or carry out a specific project developed by the GSA Executive Committee;

### **B. General Duties of the Graduate Student Advocates.**

1. Report to the GSA Executive Committee at least once a month;
2. Serve on the Provost's Graduate Advisory Board, as appropriate;
3. Convene and chair an *ad hoc* committee of the GSA to assist the Graduate Student Advocate, as appropriate;
4. Attend all GSA meetings;
5. Fulfill the described duties as voted upon by the GSA.

### **C. Term of Service:**

1. The normal term of service for all Graduate Student Advocates shall begin on June 1<sup>st</sup> and shall end on July 1<sup>st</sup> of the following year;
  - a. In the event that an Advocate is elected until June 1<sup>st</sup>, their term of service shall begin immediately following the meeting during which they are elected, and shall end alongside the normal term of service of members of the GSA Executive Committee.

### **D. Eligibility of Office:**

1. All Graduate Student Advocates must be members of the Carnegie Mellon University graduate student body.
  - a. Students enrolled in accelerated or integrated masters programs are eligible to be Graduate Student Advocates provided they are not also serving as a Student Senator.
2. GSA Representative may also serve as Graduate Student Advocates;
3. Members of the GSA Executive Committee cannot serve as Graduate Student Advocates.

### **E. Selection of Advocates:**

1. The GSA Executive Committee shall draft the description and duties of a Graduate Student Advocate;
2. At a regular meeting of the GSA, the GSA President shall introduce the proposed description and duties;
3. The GSA Representatives shall approve the proposed description and duties by way of a majority vote;
4. Following the approval of the description and duties of the specified Graduate Student Advocate, the GSA President shall communicate the description and duties to all members of the graduate student body;
5. Any member of the graduate student body may nominate themselves or another

member for the position;

6. The GSA Executive Committee shall appoint one or more of these nominees to the position;
7. At the next regular meeting of the GSA following the appointment, the GSA Representatives shall confirm the appointee(s);
  - a. The nominee(s) are permitted to address the GSA and respond to questions.
  - b. GSA Representatives must be permitted to discuss the appointee(s) in the absence of the appointee(s) for the position.
    - i. No minutes of this discussion shall be recorded.
  - c. Voting:
    - i. An appointee for the position is not permitted to cast a vote in the confirmation vote. However, an appointee who is either a GSA Representative or a proxy does count toward quorum during this portion of the GSA meeting.
    - ii. Absentee ballots are not permitted.
    - iii. There are three voting options during an election: a vote in favor of the appointee, an abstention, and a vote of no confidence.
  - d. Upon receiving a majority vote in favor, the appointee shall be confirmed to the position.
  - e. Upon receiving a majority vote of no confidence, the appointee shall not be confirmed to the position and the GSA Executive Committee must either appoint a different nominee or may leave the position unfilled.

**F. Impeachment of Advocates:**

1. To initiate impeachment proceedings of any Graduate Student Advocate, a petition signed by at least one-half (1/2) of the seated GSA Representatives or one half (1/2) of the GSA Executive Committee shall be presented to the GSA President asking for removal of a Graduate Student Advocate from their post.
2. At the regular GSA meeting immediately following presentation of the petition, GSA shall vote on removal of the Graduate Student Advocate. Removal of that officer requires a two-thirds (2/3) supermajority vote of approval from the GSA Representatives present at that meeting.
3. Upon a successful vote to remove a Graduate Student Advocate from office, that office shall immediately be declared vacant.

**G. Resignation:**

1. Any Graduate Student Advocate may resign from their office by submitting notice of that resignation, via e-mail to the GSA Executive Committee.

**H. Vacancy:**

1. The GSA Executive Committee must notify all GSA Representatives within three (3) days of the removal or resignation of an elected officer, along with details



regarding the method for filling that vacancy.

- a. The GSA Executive Committee may leave the vacant position unfilled.

## **Article IX. Standing Committees**

- A. The following shall be a standing committee of GSA:
  1. Finance Committee.
- B. The Finance Committee shall consist of at least three (3) GSA Representatives, and must represent at least two (2) different constituencies.
- C. Duties of the Finance Committee:
  1. Administer the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*.

## **Article X. Student Body Directives.**

- A. The graduate student body can compel GSA to reconsider a legislative vote taken within the previous sixty (60) days, or to vote on a new piece of legislation, by submitting a petition – to the GSA Executive Committee – that details the request and contains the signatures and AndrewIDs of at least fifty (50) members of the graduate student body;
- B. The graduate student body can compel GSA to repeal any legislative vote taken within the previous sixty (60) days by submitting a petition – to the GSA Executive Committee – that details the reasons for the demand and contains the signatures and AndrewIDs of at least twenty-five (25) percent of the members of the graduate student body;
  1. No more than one-third (1/3) of the graduate students on the petition may come from a single constituency.
- C. The graduate student body can compel GSA to send a piece of legislation to the graduate student body, in the form of a referendum, by submitting a petition – to the GSA Executive Committee – that details the desired referendum question and contains the signatures and AndrewIDs of at least five (5) percent of the members of the graduate student body.
- D. All petitions must be validated by the GSA Executive Committee within one (1) week of receipt.
  1. Validating a petition includes verifying that all AndrewIDs on the petition belong to members of the graduate student body who did, in fact, sign the petition.
- E. Upon validation of a petition, GSA has four (4) weeks to respond.
  1. In the case of a request to reconsider a previous legislative vote, or to consider a new piece of legislation, GSA must respond by (re)considering that piece of legislation no later than the next regular GSA meeting following validation of the petition.
  2. In the case of a demand that a vote be repealed, GSA's original vote is considered reversed upon validation of the petition. GSA is permitted to consider the issue

- anew at a future meeting, but the GSA Executive is required to notify all members of the graduate student body who signed the petition of their plans at least one (1) week before the relevant meeting.
3. In the case of a demand for a referendum, the GSA Executive Committee is required to hold that referendum within four (4) weeks of validation of the relevant petition.
  4. In all cases, the GSA Executive Committee is required to communicate details of their response to all members of the graduate student body who signed the petition, and to all members of GSA.
- F.** When a piece of legislation is put forward for a graduate student body referendum:
1. GSA must notify all members of the graduate student body regarding the date and content of the referendum, along with the method(s) available for casting a vote, and the scheduled close of voting;
  2. The results of this referendum shall be binding if at least fifteen (15) percent of the members of the graduate student body cast a vote in the referendum.
    - a. If this threshold is not reached by the close of the referendum voting, GSA must hold the referendum again, within two (2) weeks of the original referendum.

## **Article XI. Amendment.**

- A.** To be considered for approval, an amendment to these bylaws must be presented via e-mail at a meeting of GSA.
- B.** Any proposed amendment to these bylaws must be put to a vote no later than the next regular meeting following its initial presentation to GSA.
  1. To be adopted, the amendment must receive a two-thirds (2/3) supermajority vote of approval at this regular Student Senate meeting.
  2. GSA may instead put the proposed amendment to a vote at the same meeting as its initial presentation on the basis of a three-fourths (3/4) supermajority vote in favor of such action. In such cases it is required that the proposed amendment be provided, via e-mail, to the voting members of GSA at least one (1) week prior to its initial presentation to GSA.
- C.** Amendments to these bylaws may not be presented or put to a vote when classes are not in session.
- D.** A record of all amendments to these bylaws must be kept, by the Constitutional Advisor, as an appendix to these bylaws.

Adopted by the Graduate Student Assembly: October 6, 2010.

Revised: November 4, 2010.

Revised: April 6, 2011.

Revised: May 2012. Revised: April 5, 2017.

Revised: October 15, 2018.  
Revised: March 15, 2019.  
Revised: March, 2020

## **Appendix A: GSA Constituencies**

*Note: This is the official list of GSA Constituencies, as referred to in these bylaws. The GSA Executive Committee is charged with the responsibility of maintaining this list, and informing GSA when changes are made. In addition, GSA has the power to override any change to this appendix by way of a majority vote.*

Architecture
Art
Biology
Chemical Engineering
Chemistry
Civil and Environmental Engineering
Computation, Organizations and Society
Computational Biology
Computer Science
Design
Drama
Electrical and Computer Engineering
Engineering and Public Policy
Engineering Technology Innovation Management
English
Entertainment Technology Center
Heinz I (Masters students)
Heinz II (PhD students)
History
Human-Computer Interaction I (Masters students)
Human-Computer Interaction II (PhD students)

Information Network Institute
Language Technologies Institute
Machine Learning
Masters in Energy Science, Technology and Policy
Master of Information Science and Technology Very Large Information Systems
Master of Product Development
Materials Science Engineering
Mathematical Sciences
Mechanical Engineering
Modern Languages
Music
Program in Neural Computation
Philosophy
Physics
Psychology
Robotics
Social and Decision Sciences
Software Engineering I (Masters students)
Software Engineering II (PhD students)
Statistics
Tepper I (MBA students)
Tepper II (PhD students)

## **Appendix B: Amendments to the Graduate Student Assembly Bylaws**

*Note: In September 2009 the Amendment procedure for the Graduate Student Assembly Bylaws was changed to require that amendments be kept as an appendix to these bylaws. In October 2010 945 major revisions to the Graduate Student Assembly Bylaws were approved by*

*GSA, effectively replacing the old document with a new set of bylaws. The details of these changes are not included in this appendix, but all changes made to this document after the major revisions are recorded in this appendix.*

**November 3, 2010:**

*Note: these revisions were requested upon acceptance of the Bylaws proposal in October 2010.*

**Article IV.C:** Clause added to explicitly permit constituencies to have vacant seats on GSA – while also delineating the lines of communication and responsibility.

**Article IV.D.5:** Revised to place responsibility for social event volunteering in the hands of both a constituency's GSA Rep, and the constituency itself.

**Article V.C:** Revised to mete out the relevant fees in proportion to the number of volunteering requirements a constituency fails to meet.

**Article VIII.A.8:** Revised to emphasize the responsibility of GSA's Executive to communicate rights and responsibilities to under-represented constituencies.

**April 6, 2011:**

All references to notification "in writing" changed to notification "via e-mail" – for the sake of clarity.

Article II: Terms & Definitions arranged in alphabetical order.

Article IV.B: Process of allocating GSA seats to constituencies revised. Old version took an average of the number of constituents registered in a constituency during the Spring and Fall semesters of the previous year. New version takes the higher number from the two constituencies. It was felt that this change better reflects the amount of representation a constituency should have. In addition, the clause was updated to specify that the process of identifying how many seats each constituency gets should take place once per year, and should be reported to GSA in September.

Article IV.C.3: Clause inserted to specify that accelerated/integrated masters students are eligible to serve as GSA Reps as long as they aren't also Senators.

Article VII.C.1.a: Clause inserted to specify that accelerated/integrated masters students are eligible to serve on GSA Exec. as long as they aren't also Senators.

Article VII.G.3: Clause e inserted and clause f revised to specify voting procedures, including the disallowing of absentee ballots, the inclusion of "no confidence" votes, and the ability (or lack thereof) for candidates to vote in an election.

Article VIII.D: Duties of the VP of Campus Affairs revised to include (1) responsibility for the process of allocating seats to constituencies each year, and (2) responsibility for nominating a representative of GSA to CoSO.

Article VIII.G: Duties of the VP of Graduate Student Life revised to include (1) attendance at all GSA meetings, and (2) involvement in any impeachment proceedings that are initiated against the GSA President. These two duties are common to all of GSA's Vice Presidents, and were inadvertently left off the list during the original development of this document.

Article VIII.F.1: Duties of the VPF revised to detail the use of projections for GSA's budget and the amendment of the GSA budget to account for the differences between projected and actual numbers, and to include responsibility for ensuring that the graduate activities fee is disbursed according to policy.

**May 2012:**

Article IV.D.5: Clause c inserted that allows the VP of Graduate Student Life to waive the staffing requirement.

Article IV.G: Failure to fulfill the staffing requirement is not penalized with loss of the representative's seat.

Article V.D: Removed section C which penalized departments whose members failed to fulfill the staffing requirement by withholding funds according to a complex formula.

Article VI.D: Made the numbering consistent.

Article VII.A: Added a new position, VP of Communications, to the GSA Executive Committee.

Article VIII.E: Added new section (and re-lettered accordingly) detailing the duties of the VP of Communications. Updated the duties of several other officers who has some of their duties taken on by the VP of Communications, most notably the VP of Graduate Student Life. Also changed some references in Articles IV and VI to reflect the updated duties listed in this section.

Appendix A: Added Master of Product Development and Master of Information Science and Technology  
very Large

Information Systems to the list of GSA Constituencies.

**April 5, 2017:**

Article III.A.4: Inserted duty of the GSA to approve or reject proposed duties and appointments of Graduate Student Advocates.

Article IV.G.2: Designate VP of Internal Affairs as the individual responsible for communicating a warning to a representative within two (2) weeks of missing their second meeting.

Article IV.H: Designates the VP of Internal Affairs as the individual responsible for communicating to a constituency following a vacancy due to failure to attend meetings and establishes the process for freezing and unfreezing Departmental funds if there are no Representatives from a constituency.

Article VII: Reordered Article VII to read election of officers, followed by impeachment.

Article VII.A: Added a new position, VP of Internal Affairs, to the GSA Executive Committee.

Article VIII.A: Empowered the GSA Executive Committee to create, appoint, and supervise Graduate Student Advocates.

Article VIII.C: Removed the duty of the GSA President to chair regular meetings of the GSA and to appoint a member of the Executive Committee to Chair.

Article VIII.D: Added new section (and re-lettered accordingly) detailing the duties of the VP of Internal Affairs. Updated the duties of several other officers who had some of their duties taken on by the VP of Internal Affairs, most notably the VPs of Campus Affairs and Communications.

Article VIII.F: Added a duty to the VP of Communication to perform an annual survey of the GSA Representatives.

Article VIII.H.2: Added a power of the VP of Finance to freeze and unfreeze Departmental funds if there are no Representatives from a constituency.

Article IX. Added a new article (and re-numbered accordingly) detailing the role of Graduate Student Advocates

**October 15, 2018:**

Article IV.B: Changed intext duty of determining the number of seats for each constituency from the GSA Vice President of Communications to the GSA Vice President of Internal Affairs

Article IV.C.2: Made GSA Vice President of Internal Affairs the contact point for Representatives to inform on allocation of seats.

Article IV.D.1: Changed contact information of Representatives from Vice President of Communication to the Vice President of Internal Affairs.

Article IV.D.3.d: Updated pronouns to the gender-neutral pronoun “they” and adjusted text accordingly.

Article IV.D.3.e: Changed contact point for Proxies from Vice President of Communications to Vice President of Internal Affairs.

Article IV.D.4.b: Made a fulfillment of Representative Committee participation as deemed appreciate by Vice President of Internal Affairs rather than Vice President of Campus Affairs.

Article IV.D.9: Updated notification of seat inactivity from Vice President of Communications to Vice President of Internal Affairs.

Article IV.F.1: Changed intext Representative duty of declaring a seat inactive from the GSA Vice President of Communications to the GSA Vice President of Internal Affairs

Article IV.F.2: Changed intext Representative duty of providing a contact email address for the duration of the time when the seat will be inactive from the GSA Vice President of Communications to the GSA Vice President of Internal Affairs.

Article IV.G.2: Updated pronouns to the gender-neutral pronoun “they” and adjusted text accordingly.

Article IV.H.1: Changed responsibility of communicating constituents of vacant seat associated with that constituency from Vice President of Communications to Vice President of Internal Affairs.

Article VI: Changed the duties of notifying GSA Representatives of meetings from the Vice President of Communications to the Vice President of Internal Affairs.

Article IV.D.3.d: Updated pronouns to the gender-neutral pronoun “they” and adjusted text accordingly.

Article VIII.D: Duties of the Vice President of Internal Affairs to include: (1) Facilitate any electronic vote among GSA Representatives, according to the rules set out in these bylaws, (2) maintain records regarding inactive GSA Representatives, and the names and e-mail addresses for all summer proxies, (3) Maintain attendance records for regular GSA meetings, and notify the GSA Executive Committee when an active GSA Representative has been absent from two (2) or three (3) regular meetings without sending a proxy, (4) notify constituencies at least once per semester regarding any vacant seats associated with their constituency, including information with respect to how to

fill a vacancy, the responsibilities associated with the office, and the benefits associated with GSA involvement, (5) in cases where a GSA Representative's seat becomes vacant due to failure to attend meetings, or failure to fulfill GSA participation requirements, this notification must include information about the reasons for the vacancy, (6) coordinate communication with GSA Representatives regarding summer business, according to the rules laid out in these bylaws, (7) manage GSA reps serving on committees. These were also numbered accordingly.

Article VIII.E: Duties of the Vice President of Campus Affairs to include (1) management of advocates, and numbered accordingly.

Article VIII.F: Changed title of Vice President of Communications to Vice President of Outreach and Engagement.

Article VIII.F: Duties of Vice President of Outreach and Engagement to include (1) coordinating data collection by the GSA, (2) organizing listening tours across campus, internal search, and benchmarking, (3) connecting with alumni and promoting professional development. Duties were renumbered accordingly.

Article VIII.F: Duties of Vice President of Outreach and Engagement to exclude (1) facilitate any electronic vote among GSA Representatives, according to the rules set out in these bylaws, (2) maintain records regarding inactive GSA Representatives, and the names and e-mail addresses for all summer proxies, (3) Maintain attendance records for regular GSA meetings, and notify the GSA Executive Committee when an active GSA Representative has been absent from two (2) or three (3) regular meetings without sending a proxy, (4) notify constituencies at least once per semester regarding any vacant seats associated with their constituency, including information with respect to how to fill a vacancy, the responsibilities associated with the office, and the benefits associated with GSA involvement, (5) in cases where a GSA Representative's seat becomes vacant due to failure to attend meetings, or failure to fulfill GSA participation requirements, this notification must include information about the reasons for the vacancy, (6) coordinate communication with GSA Representatives regarding summer business, according to the rules laid out in these bylaws, (7) manage GSA reps serving on committees. Duties were also numbered accordingly.

### **March 7, 2019:**

Article IV: Duties of Vice President Of Communications described in this section were reassigned to Vice President of Internal Affairs. This affected who contacts GSA Representatives in the event of a vacancy, removal, or change to constituency size. Additionally, online votes are to be handled by the Vice President of Internal Affairs.

Article VI.B: Duty of Vice President of Communications to notify reps of an upcoming regular meeting was reassigned to the GSA President to reflect later responsibilities listed in the bylaws.

Article VI.D: Duties of Vice President of Communications regarding an online vote reassigned to Vice President of Internal Affairs.

Article VII.A: Position of Vice President of Communications removed from the list of positions. Position of and replaced with Vice President of Academic Affairs added to the list of Vice President positions.

Article VIII.D: Duties formerly held by the Vice President of Communications transferred to this section regarding duties of the Vice President of Internal Affairs. Changes to the list to consolidate similar duties into a single statement were made when possible.

Article VIII.E.1-2: Language clarified to restrict Vice President of Campus Affairs's duties to those affecting holistic graduate student experience/support (particularly that controlled by the Division of Student 1095 Affairs).

Article VIII.E.3: Duty removed and reassigned to the Vice President of Academic Affairs's Duties (Article VIII F).

Article VIII.E.4: Duty removed as responsibility for this task had previously been given to Vice President of Internal Affairs.

Article VIII.F: Name of position for this item in the list renamed to Vice President of Academic Affairs. This does not reflect a change in the Vice President of Communications position, but rather the elimination of that position and the creation of a new one which takes the same place in the GSA Executive Committee position list. Duties of the Vice President of Communications role were removed.

Article VIII.F.1-4: Duties copied from duties of the Vice President of Campus Affairs with language clarification to specify academic and professional development support for graduate students. Duty 3 was directly reassigned from the Vice President of Campus Affairs.

### **March, 2020**

Article VI.D.3.C: Amended Electronic Voting procedure

Article VII: Added VP of EDI

Article VIII.G: Added duties of VP of EDI

**November 2021**

Article IV.G.2: Amended attendance policy to include that “3 or more than half” meetings missed calls for action  
Article IV.G.3 and IV.G.4: Removed