

**Graduate Student Government
Northern Arizona University
By Laws
Effective: January 2018 - present**

Article I. Name and Purpose

Section 1.01 Name

- (a) The name of this organization is the Graduate Student Government (GSG).

Section 1.02 Purpose

- (a) The GSG represents and advocates for the graduate student body within university administration and local, state, and national governing bodies. They organize student involvement and administer services, resources, and programs that benefit all NAU graduate students.

Article II. Membership

Section 2.01 Elected Members

- (a) Any graduate student currently enrolled and in good standing with a constituent unit may become a candidate for election to the seats reserved for the constituency in which the student is enrolled. Graduate students enrolled in more than one constituent unit may represent only one of their constituent units.
 - (i) Representatives elected to represent a constituency who then change enrollment to a different constituency may continue to represent the originally elected constituency for the remainder of their term.
- (b) There will be at least 1 representative per college from the Flagstaff Mountain Campus and 4 representatives representing online and statewide programs.
- (c) For colleges that exceed 400 students, another representative may be elected at a rate of one additional representative per 200 students above the original 400.

Article III. Elections

Section 3.01 Timing

- (a) Elections will be held each Spring semester and voting is open to all graduate students.

Section 3.02 Determination of Representation

- (a) At least six (6) weeks prior to the elections, the Elections Director of the GSG shall examine the Fall 21-day census numbers from the current academic year by College. This list shall then be used to determine the number of seats to be filled by each constituent unit.
- (b) Any seats not filled by the constituent units will remain vacant until a representative is appointed by the voting body.

Section 3.03 Procedures

- (a) Detailed election procedures can be found in the GSG Election Code.

Article IV. Vacancies

Section 4.01 4.1 Definition

- (a) A Representative position becomes officially vacant if: the position is not filled during the regular election; the Representative is removed from office or; the Representative resigns.

Section 4.02 Procedure

- (a) When a Representative position becomes vacant, the President shall solicit statements of candidacy that will be sent to the voting body. The voting body will then appoint by a majority vote one of the candidates to fill that position.
- (b) If a constituent unit seat becomes vacant and there are no constituent alternates available to take the position, the position may be filled by an interested member of that constituent unit or become an at-large representative position. The position will be filled by those that offer a statement of candidacy and are appointed by the voting body. The President will solicit for candidates from the original constituency.

Section 4.03 Alternate Representatives and Vacancies

- (a) When the results of a regular GSG election for GSG Representative are recorded, the recipient of the most votes for each constituent unit shall become the GSG Representative for that constituent unit. The remaining candidates shall be ranked by the number of votes they each received, and shall be designated first alternate, second alternate, etc.
- (b) When a GSG Representative position becomes vacant, the position shall be filled by the first alternate of that constituent unit, after the GSG Elections Director determines that the first alternate still meets eligibility requirements. If the first alternate is ineligible to fill the position or if the first alternate declines the offer to become a GSG Representative, the position shall be offered to the second alternate (if one exists) subject to the same constraints. In the case of refusal, the third alternate will be offered the position, etc.

Article V. Representative Responsibilities

Section 5.01 Flagstaff Mountain Representatives will:

- (a) Attend a minimum of three-quarters of meetings of the GSG, in person and/or via teleconference
- (b) Bring constituent proposals before the GSG.
- (c) Serve on at least two (2) committees.
 - (i) Eligible committees include GSG internal committees and university-wide external committees.
- (d) Inform their constituents, graduate program advisors, department heads, and graduate student organizations within their constituent units about GSG activities and events.
- (e) Host and be present at one event a year in place of a regular GSG meeting. to take place before April.
 - (i) Representatives not in attendance to this event must make alternative arrangements with those in their constituency to receive feedback e.g. emailing their department, department chair, and meeting with clubs that fall under their constituency.
- (f) Be responsible for attending meetings of graduate student clubs and organizations that fall under their constituency area, and serve as a liaison to GSG ensuring that the club or organization is familiar with GSG resources available to them.

- (g) Work with other Representatives to prepare, conduct, and analyze a survey of the graduate student body in order to determine how to best represent and address their current needs. The survey shall be once per academic year.
- (h) Create and maintain transition documents to be submitted in to the President in May, at the end of their term.

Section 5.02 Online and Statewide Program Representatives will:

- (a) Attend at least three-quarters of meetings of the GSG via teleconference or other means.
- (b) Bring constituent proposals before the GSG.
- (c) Serve on a university online or statewide program committee (if available).
- (d) Host and be present at an open forum at least once a year in place of a regular GSG meeting taking place before April.
 - (i) Representatives not in attendance to the open forum must make alternative arrangements with those in their constituency to receive feedback e.g. emailing their department, department chair, and meeting with clubs that fall under their constituency.
- (e) Create and maintain transition documents to be submitted in to the President in May, at the end of their term.

Section 5.03 The Diversity Representative has responsibilities in addition those listed above for general representatives, which include:

- (a) Informing their constituents of upcoming diversity and advocacy events at NAU.
- (b) Hosting and being present at an event at least once a semester in place of a regular GSG meeting.
- (c) Meeting with the Chief Diversity Officer or equivalent once a month and present concerns to the GSG.
- (d) Maintain relationships with Diversity Commissions and other related organizations to inform and update the GSG.
- (e) Maintain GSG webpage and/or listserv dedicated to information about diversity services and events at NAU.

Article VI. Officers and Officer Responsibilities

Section 6.01 President

- (a) The President presides over the GSG, in accordance with the expressed will of the graduate students, and serve as the chief advocate for graduate students at NAU as the Graduate Student Body President, with the Arizona Board of Regents, local, state and federal governments, and all relevant media outlets.
- (b) Primary Duties include, but are not limited to:
 - (i) Acting as primary spokesperson for the GSG, in accordance with the expressed will of the graduate students at NAU.
 - (ii) Serving or appointing other GSG officers or representatives to serve on national, regional, and local advocacy boards and committees as needed.
 - (iii) Chairing and organizing regular meetings of the GSG Executive and Voting Membership.
 - (iv) Forming and disbanding all ad hoc committees.
 - (v) Submitting a regular report of activities and accomplishments during each GSG meeting.

- (vi) Co-signing on all GSG disbursements.
- (vii) Serving a minimum of two (2) office hours a week during regular hours of operation.
- (viii) Creating and maintaining transition documents in addition to an End of the Year report ready to present at the last GSG meeting of the academic year.

Section 6.02 Vice President of University Affairs

- (a) The Vice President of University Affairs presides over the GSG in the President's absence.
- (b) Their duties shall include, but are not limited to:
 - (i) Serving with the President, where possible, on university-wide committees.
 - (ii) Appointing graduate students to university committees to represent GSG when necessary and serving as the GSG representative to any committee if no other representative is available.
 - (iii) Acting as the liaison to student groups and other entities across NAU.
 - (iv) Serving on the Extended Campuses Committee and ensure that the committee is fully operational.
 - (v) Assigning Representatives to graduate student organizations and clubs and monitoring activity.
 - (vi) Assuming the office of President in the event that the President does not complete his or her term.
 - (vii) Presiding over the GSG when no President is elected in the regular elections, until a special election is held and a President installed.
 - (viii) Submitting a regular report of activities and accomplishments during each GSG meeting.
 - (ix) Serving a minimum of one (1) office hour a week during regular hours of operation.
 - (x) Creating and maintaining transition documents to be submitted in to the President in May of their term.

Section 6.03 Section 3 Vice President of Legislative Affairs

- (a) The Vice President of Legislative Affairs oversees advocating efforts for the needs of graduate students with the Arizona Board of Regents; local, state and federal governments; and all relevant media outlets.
- (b) Their duties shall include, but are not limited to:
 - (i) Maintaining communication with advocacy organizations and providing regular reports to the GSG as needed.
 - (ii) Alerting the graduate student body about any active or upcoming policies, legislation (local, state, and National), civic engagement opportunities, and advocacy events taking place on campus that affect them as students.
 - (iii) Facilitating feedback from the graduate student body in relation to local, state, and federal policy.
 - (iv) Advocating graduate student concerns and perspectives to higher education at the campus state, and national levels.
 - (v) Ensuring that GSG is represented at all Arizona Board of Regent meetings either by attending themselves or sending other representation if they themselves are unable to attend.
 - (vi) Submitting a regular report of activities and accomplishments during each GSG meeting.
 - (vii) Serving a minimum of one (1) office hour a week during regular hours of operation.
 - (viii) Creating and maintaining transition documents to be submitted in to the President in May of their term.

Section 6.04 Chief of Staff

- (a) The Chief of Staff serves at the pleasure of the President.
- (b) Their duties shall include, but are not limited to:
 - (i) Overseeing day-to-day administrative operations of GSG.
 - (ii) Serving as a voting officer of GSG.
 - (iii) Reporting on all fund balances at each meeting of the GSG.
 - (iv) Recording fund balances in a monthly report and maintaining records of all income and expenditures, in accordance with applicable Northern Arizona University Policy.
 - (v) Preparing the annual budget in consultation with the officers and voting membership.
 - (vi) Reporting and recommending to the Executive Board appropriate policies to most effectively utilize GSG resources.
 - (vii) Co-signing on all GSG disbursements.
 - (viii) Serving as chair for the GSG Allocations Committee.
 - (ix) Submitting the names of Representatives or Officers to the individual managing GSG accounts for financial awards.
 - (x) Meeting with each newly elected Representative within one (1) week of their election to review their responsibilities.
 - (xi) Overseeing and meeting regularly with the GSG Board of Directors.
 - (xii) Soliciting candidates for a Director of Elections with approval from the voting membership in the Fall semester.
 - (xiii) Providing accurate keeping of GSG minutes and attendance.
 - (xiv) Monitoring GSG Representative and Officer participation in meetings and committees during every semester.
 - (xv) Submitting a regular report of activities and accomplishments during each GSG meeting.
 - (xvi) Serving a minimum of two (2) office hours a week during regular hours of operation.
 - (xvii) Taking necessary training to become editor of the GSG web pages. CoS will be responsible for soliciting text, photos, and other content from GSG members and the Graduate College.

Section 6.05 Succession of the Presidency

- (a) If at any time there is no President, the Vice President of University Affairs will assume the role of President.
- (b) If no Vice President of University Affairs is available, then the position will fall in succession to the following people until an eligible person is found: Vice President of Legislative Affairs, Representative supported by the majority of the GSG voting body. The successor cannot be sworn in until he/she resigns their previous position.
- (c) If no successor is available, then the position may be filled by any current Representative or graduate student in attendance with approval of the GSG voting body.
- (d) If no eligible person is found, then the Elections Director will be responsible for locating candidates through an open application process. The application period shall last for a minimum of one (1) week and shall be available to the graduate student body.

- (e) In the case no single candidate can receive a majority vote, then the candidate with the least votes will be removed from the running and another vote shall be held of the remaining candidates.

Article VII. Meetings

Section 7.01 Meeting Procedures

- (a) Quorum for the purpose of meetings of the GSG shall be defined as a majority (more than 50%) of the active voting membership of the GSG.
- (b) If a quorum is present then the affirmative vote of a majority of voting members present is the act of GSG, except cases in which the GSG Constitution or Bylaws dictate a different voting procedure.
- (c) When a GSG Representative cannot attend a meeting, that representative must designate a proxy. That Representative's proxy may vote in his or her place. Proxy votes shall be given to the GSG Secretary at or before the GSG meeting, and shall be kept in the Secretary's file with the minutes of the meeting. Proxy votes may be forwarded to the GSG Secretary via e-mail.
- (d) When a Representative or Officer cannot be present at a meeting, but can listen in and join the discussion by telephone (or comparable telecommunications), that Representative or Officer shall be considered to be in attendance.

Section 7.02 Resolutions

- (a) Resolutions are used to direct the actions of GSG or express an opinion.
- (b) Resolutions may be authored and introduced by a GSG Officer, Representative, or internal committee.
- (c) Resolutions must be reviewed by an internal committee or the Executive Board before being proposed at a GSG meeting.
- (d) Resolutions must be submitted to the GSG voting membership 48 hours before the resolution is brought to a vote.
- (e) Resolutions that comply to this section shall be brought to a vote by the GSG voting membership. Resolutions that do not comply to these criteria may be brought to a vote if a majority of the voting members present accept a proposal to hear the resolution.

Section 7.03 Voting by Email

- (a) When the GSG voting membership is not in session, votes may be called for by email to address pressing GSG business according to the following rules:
 - (i) The vote must be kept open for no less than 48 hours from the time the motion is seconded. The voting time period will be established by the motioning member or committee.
 - (ii) Voting may be extended by 24 hours if quorum is not achieved.
 - (iii) Quorum for voting by email is defined as a majority (more than 50%) of the active voting membership of the GSG.
- (b) The Chief of Staff is responsible for calling the vote and recording each member's vote. The results will be announced both via email and at the next GSG voting membership session.

Article VIII. Board of Directors

Section 8.01 Director of Elections

- (a) Director of Elections assumes their duties upon appointment by the GSG Officers and the majority approval of the Representatives. Any Graduate student in good standing may be Director of Elections. GSG candidates for any position are ineligible to serve as Director of Elections. GSG

Officers have the authority to terminate the person from this position if they can provide documented evidence of poor performance. Their duties shall include, but are not limited to:

- (i) Organizing and overseeing all elections of GSG.
- (ii) Monitoring GSG candidates and enforcing election code policies.
- (iii) Advertising all positions available in GSG in conjunction with the Director of Public Relations.

Section 8.02 Director of Public Relations

- (a) 2.1 Director of Public Relations assumes their duties upon appointment by the GSG Officers and the majority approval of the Representatives. Any Graduate student in good standing may be Director of Public Relations. The Director of Public Relations reports directly to the VP of University Affairs. GSG Officers have the authority to terminate the person from this position if they can provide documented evidence of poor performance
- (b) Their duties shall include, but are not limited to:
 - (i) Actively promoting GSG and its events, activities, and initiatives.
 - (ii) Working closely with local or university media outlets to ensure accurate coverage of GSG progress and activities.
 - (iii) Producing and distributing all communication forms to the graduate student body.
 - (iv) Working closely with the GSG Chief of Staff and assisting with additional duties as assigned by the VP of University Affairs.

Section 8.03 Section 3 Director of Special Events

- (a) The Director of Special Events assumes their duties upon appointment by the GSG Officers and the majority approval of the Representatives. Any Graduate student in good standing may be Director of Special Events.
- (b) The Director of Special Events reports directly to the VP of University Affairs. GSG Officers have the authority to terminate the person from this position if they can provide documented evidence of poor performance.
- (c) Their duties shall include, but are not limited to:
 - (i) Organizing and overseeing all social events hosted by GSG.
 - (ii) Working with the Chief of Staff, Vice President of University Affairs, and the assigned Representative in being a resource to graduate student groups as needed.
 - (iii) Coordinating and hosting at least two (2) social events a semester including GSG's traditional events of the GSG Orientation Mixer and a GSG Spring event.
 - (iv) Actively supporting and engaging with university traditions and initiatives.

Section 8.04 Director of Travel

- (a) The Director of Travel assumes their duties upon appointment by the GSG Officers and the majority approval of the Representatives. Any Graduate student in good standing may be Director of Travel.
- (b) The Director of Travel reports directly to the Chief of Staff. GSG Officers have the authority to terminate the person from this position if they can provide documented evidence of poor performance.
- (c) The Director of Travel will oversee all day to day operations of the travel programs run by GSG.
- (d) Their travel award responsibilities shall include, but are not limited to:

- (i) Oversight of the International Travel Award
- (ii) Oversight of the General Travel Award Program
- (iii) Oversight of any associated travel award programs in partnership with other Colleges.
- (iv) Monitoring of the GSG Travel email account.

Article IX. Article VI GSG Committees

Section 9.01 GSG Internal Committees

- (a) There shall be four standing committees of the GSG.
 - (i) Diversity and Student Outreach
 - (ii) Budget and Funding
 - (iii) Events and Service
 - (iv) Online and Statewide Programs

Section 9.02 Committee Functions

- (a) Diversity & Student Outreach
 - (i) Advocates for graduate students within NAU and through local, state, and national governing bodies.
 - (ii) Conducts an annual review of the GSG Bylaws and the GSG Constitution and proposes amendments as needed in order to accommodate GSG practices.
 - (iii) Resolves discrepancies between GSG practices and governing documents, builds organizational structure, and ensure future success.
- (b) Budget & Funding
 - (i) Manages budgets and discusses budget resolutions.
 - (ii) Helps to form future budgets.
 - (iii) Work on proposals for external funding as well as manage communications with campus administration to ask for funding.
- (c) Events & Services
 - (i) Manage all services offered through GSG and the "23 fee."
 - (ii) Review services and propose new services as needed.
 - (iii) Provide opportunities for graduate students to be involved with the community through community service events and other community engagement occasions.
- (d) Online and Statewide Programs
 - (i) Provide a dedicated time for reviewing Online and Statewide Campus issues and initiatives.
 - 1. Membership is limited to the Vice President of University Affairs and Online and Statewide Campus Representatives.

Section 9.03 Committee Responsibilities

- (a) Committees shall perform meeting functions in the manner stated in Article VII, Section 2. Additional functions can be created by the committee membership. Additional functions of the

committees that are determined to be long-standing requirements shall be incorporated into Article VII, Section 2 of the GSG Bylaws through a bylaw amendment proposal.

- (b) The committees shall provide at least two (2) reports to the GSG membership during both the fall and spring academic terms. These reports will occur during GSG meetings, although reports can be emailed to the GSG membership in order to accommodate membership scheduling conflicts during the summer academic term.
- (c) The committees shall hold at least one meeting per month during the fall and spring academic terms.

Section 9.04 Committee Membership

- (a) Committees will be populated with members for the following academic year during the last GSG meeting of the academic year by the incoming GSG Representatives and Officers. Members can change the committee(s) they serve on as long as doing so does not significantly affect the operation of the GSG Committees.
- (b) Current NAU graduate students can serve on GSG committees. A person who has been accepted into and plans to attend a NAU graduate program can serve on a GSG committee in the academic year that person enters into the NAU graduate or professional program.
- (c) Any graduate student who has attended at least one prior meeting can be a full voting member of the committee.

Section 9.05 Committee Chair

- (a) The committee membership shall internally elect a Chair at the first committee meeting except in the case of Allocations, which is chaired by the GSG Chief of Staff according to Article III, Section 4.
 - (i) It shall be duty of the committee chair to:
 1. Lead and manage the committee
 2. Schedule and run committee meetings.
 3. Ensure the committee is fulfilling its functions and responsibilities.
- (b) Elected committee chairs can be removed from their position if they do not uphold their responsibilities. The removal of a committee chair requires a two-thirds (2/3) majority vote of the GSG voting membership. Immediately following the removal of a chair, a new chair must be elected.

Section 9.06 Committee Voting

- (a) The committee membership shall determine their internal voting procedures.
- (b) A member of a committee can call any committee matter to a simple majority vote.

Section 9.07 Ad-hoc Committees

- (a) Ad-hoc committees may be formed to pursue new interests.
- (b) Ad-hoc committees will only be formed if their functions fall outside of established functions (Article VI, Section 2) or created additional functions (Article VI, Section 3) of the four standing GSG committees.
- (c) Ad-hoc committees will be formed through a simple majority vote of the GSG voting membership.

Article X. Article VII Removal of Officers or Representatives

Section 10.01 Impeachment of an Officer or Representative

- (a) Officers or Representatives may be impeached from office for, but not limited to:

- (i) Failure to maintain their own enrollment.
 - (ii) Conviction of a violation of the Northern Arizona University Code of Conduct.
 - (iii) Continued, gross, or willful neglect of the duties of GSG Officers, Directors, or Representatives.
 - (iv) Failure or refusal to disclose necessary information on matters of GSG business.
 - (v) Unauthorized expenditures, signing of checks, or misuse of organization funds, supplies, facilities, or equipment.
 - (vi) Misrepresentation of the GSG, its Officers, its Directors, or its Representatives.
- (b) Invalid causes for impeachment from office are:
- (i) A tendency to create friction and disagreement.

Section 10.02 Removal of an Officer or Representative by Impeachment

- (a) Any GSG Officer, or Representative may initiate the impeachment of a GSG Officer, or Representative by presenting the GSG with a petition signed by one-third (1/3) of the voting membership of the GSG to impeach the Officer or Representative.
- (b) In the case of impeachment of a GSG Officer or Representative, the GSG voting membership will elect a Committee Chairperson to oversee the impeachment proceedings.
 - (i) The Committee Chairperson shall be responsible for conducting an impeachment vote at the next regular GSG meeting. The Committee Chairperson must inform all GSG voting members, including the Officer or Representative subject to impeachment, in writing of the impending vote at least seven (7) working days prior to the meeting.
 - (ii) A quorum must be present at the meeting at which the impeachment vote is held. The Officer or Representative who is the subject of the vote must be allowed to speak in response to all charges. The GSG shall be guided by Article IV, Section 1 regarding valid causes for the impeachment. If two-thirds (2/3) of the votes favor the impeachment of the Officer or Representative, said Officer or Representative shall be removed from the GSG voting membership and/or relieved of office immediately following validation of the results by the Committee Chairperson.
 - (iii) Upon removal of a Representative, the procedures given in Article II of the bylaws shall be instituted to determine a replacement.
- (c) Impeachment proceedings will occur in a closed session, with only voting members of the GSG in attendance, and the meeting minutes will serve as the official record of the proceedings and will not be made public.

Section 10.03 Removal of an Officer by Recall

- (a) Upon petition of twenty percent (20%) of the number of graduate students that voted in the election to which the Officer was elected, the GSG shall hold a referendum among the graduate student body on the question to remove the Officer. This referendum vote shall take place within four weeks of receiving the petition to recall.
- (b) An Officer will be recalled by a simple majority vote in favor of removing the Officer, provided that the total ballots cast in the recall election amount to two-thirds (2/3) of the total votes cast at the election in which the Officer was originally elected.
- (c) Upon recall, the Officer in question will be removed from office.

Section 10.04 Removal of a Representative by Recall

- (a) Upon petition of twenty percent (20%) of the number of graduate students that voted in the election to which the Representative was elected, the GSG shall hold a referendum among the graduate

students within the Representative's constituent unit on the question to remove the Representative. This referendum vote shall take place within four weeks of receiving the petition to recall.

- (b) At-large representatives require a referendum vote of the entire graduate student body.
- (c) A Representative will be recalled by a simple majority vote in favor of removing the Representative, provided that the total ballots cast in the recall election amount to two-thirds (2/3) of the total votes cast at the election in which the Representative was originally elected.
- (d) Upon recall, a Representative will be removed from his or her position. If a Representative who is also a GSG officer is recalled by his or her constituency, he or she is immediately removed from office.

Section 10.05 Ineligibility of Future Involvement

- (a) Any GSG Officer or Representative removed from office by impeachment shall be ineligible to become a GSG Officer or Representative in the future. Removal by recall vote, failure to maintain registration, and/or voting irregularities outside the Representative's control will NOT make one ineligible in the future.

Article XI. Article VIII Funding Guidelines

Section 11.01 Club Funding

- (a) The maximum award for an initial club funding requests will be \$250.
- (b) Any recognized club with a membership of at least 50% graduate students may apply for GSG club funding provided that the club has not received ASNAU club funding during the present academic year, and is not presently applying for ASNAU club funding.

Section 11.02 GSG Travel Awards

- (a) The body of referees for GSG Travel Awards shall consist of NAU graduate students.
- (b) Criteria will be developed by this body and released to the graduate student body by the appropriate GSG Officer.
- (c) Students will apply for GSG Travel Awards according to established criteria and by an established deadline.

Article XII. Article IX Financial Awards

Section 12.01 Qualifications for Awarding GSG Representative Financial Awards

- (a) The awarding of fall and spring GSG Representative financial awards shall be based upon the following three (3) requirements:
 - (i) 1.1.1 Attendance at least three quarters of the GSG meetings within the given semester. One quarter (25%) of the semester financial award will be based on this requirement. To receive the 25%, a Representative must attend at least three-quarters of the GSG meetings held during the semester. If a Representative fails to attend a minimum of three-quarters of the GSG meetings in the semester, he or she shall forfeit this 25% of the semester financial award.
 - (ii) Active participation on two (2) or more GSG internal and/or University-wide external committees. Participation on GSG internal and/or University-wide external committees shall include attendance and other criteria determined by the committee chairperson and/or GSG Officers. One-quarter (25%) of the semester financial award will be based on this requirement.
 - (iii) Fulfillment of their appointed duties in accordance to Article I of the GSG Bylaws. The final one-quarter (50%) of the semester financial award will be based on this requirement. GSG officers, with input from committee chairs, will determine if this aspect has been fulfilled.

- (b) The GSG Executive Board may vote to reward a full or partial financial award to Representatives who are not in compliance with Section 1.A if an Officer requests a vote.
- (c) Representatives may appeal in writing to a committee consisting of two members of the GSG Executive Committee, advisors, and at least two representatives to receive a full or partial financial award in extenuating circumstances. The decision of the Executive Committee regarding such an appeal is final.
- (d) If a Representative resigns or is recalled mid-year, or enters the position mid-year, they will be awarded a pro-rated financial award determined by the GSG Executive Board for time served, providing they are in compliance with Section 1 for the time served.

Section 12.02 Monitoring of GSG Representative Participation

- (a) It shall be the duty of the President to monitor GSG Representative participation during every semester. The Chief of Staff shall be responsible for submitting the names of those Representatives that will and those that will not be receiving a full financial award for each semester to the GSG advisor and account manager.

Section 12.03 Monitoring of GSG Officer Participation

- (a) It shall be the duty of the Executive Board to monitor GSG Officer participation during each semester. It shall be the duty of the Chief of Staff to submit the names of those Officers that will not be receiving a full financial award for that semester to the individual managing GSG accounts. GSG officers are required to give a report of their progress in current projects and tasks at each bi-weekly meeting.

Section 12.04 Withholding of GSG Officer Financial Awards

- (a) Any Officer not in compliance with Section 3 of Article V shall be considered for a pro-rated financial award by the other members of the GSG Executive Board. The GSG Executive Board shall consider an Officer's participation on GSG Committees and with GSG related business. Then, the Officer shall receive their pro-rated financial award, if he or she obtains a majority vote of approval from the GSG Executive Board.
- (b) If an officer is impeached, resigns, or is recalled mid-year or if they enter the position mid-year, they will be awarded a pro-rated financial award for time served, providing they are in compliance with Section 3 for the time served.

Section 12.05 Section 5 Financial Award and Workload Review

- (a) The outgoing Voting Membership, prior to the election of new representatives and officers, shall set financial awards for the incoming representatives and officers. Financial Award levels for respective positions shall be confirmed by a majority vote of the Voting Membership.
- (b) At least one meeting prior to the meeting at which representative and officer financial awards are set, the Voting Membership shall discuss the workload and responsibilities of GSG representatives and officers. This review will serve as the basis for determining the officer and representative financial awards for the following year. The review may also serve as the basis of redefining the responsibilities of representatives and respective GSG officers.

Article XIII. Additional Administrative and Budgetary Powers of the Voting Membership

Section 13.01 Budget Ratification

- (a) The Voting Membership shall be responsible for ratifying the GSG budget.
- (b) It shall pass by a simple majority vote, and any changes thereto shall be carried out in an identical fashion.