

Graduate Student Government

Bylaws

Effective: August 2022 - present

Article I: Name and Purpose

This document pertains to the Graduate Student Government at Northern Arizona University.

Section 1: Name

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

Section 2: 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.

Section 3: Transparency

- a. The GSG will attempt to be a fully transparent governing body, making all operations publicly accessible, to the extent possible.

Article II: Membership

Membership in general is open to currently enrolled graduate students in good standing.

Section 1: Elected Representatives

- a. Any graduate student currently enrolled and in good standing with a constituent unit may become a candidate for election to the Representative 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.

- ii. Non-degree seeking graduate students, including those enrolled but awaiting admission into a particular college, may seek representation as an at-large Representative.
- b. There will be at least one (1) representative per college from the Flagstaff Mountain Campus and 1 representative representing online and statewide programs. In the event that no student from a college or colleges run in the annual election, the new President and Chief of Staff will reach out to the college(s) dean and staff for an appointment of one (1) student to represent their college within the GSG
- c. For colleges that exceed 750 students, another representative may be elected at a rate of one additional representative per 750 students above the original 750.

Section 2: Executive Board

- a. The GSG President, Vice-Presidents of Legislative Affairs and University Affairs, and Chief of Staff comprise the Executive Board. The President and Vice Presidents are elected by the student body. The Chief of Staff is chosen by the entire body of the GSG and serves at the pleasure of the President and Faculty Advisor.
- b. Eligibility for election to the Executive Board is limited to those graduate students with at least six months of service in an elected or appointed position with the GSG.

Section 3: Appointed Members

- a. The voting members of the GSG may, at their discretion, appoint volunteers to assist in carrying out the duties of any elected or appointed member, or to fulfill other functions. The GSG may choose to recognize this service with financial compensation, where possible.
- b. Appointed assistants for elected representatives may vote by proxy, may represent GSG at events, and may be selected to fill any vacancies that arise during their term.

Article III: Elections

All voting positions except the Chief of Staff are elected by their constituency.

Section 1: Timing

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

Section 2: Determination of Representation

- a. At least six weeks prior to the elections, the Elections Director (defined below) of the GSG will examine the Fall 21-day census numbers from the current academic year by College. This list will then be used to determine the number of seats to be filled for each constituent unit.
- b. Any seats not filled by the constituent units through administrative procedures will remain vacant until a Representative is elected by the constituent voting members.

Section 3: Procedures

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

Article IV: Vacancies

In-term vacancies may be filled through action by the GSG voting members.

Section 1: Definition

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

Section 2: Procedure

- a. When a Representative position becomes vacant, the President will solicit statements of candidacy that will be sent to the GSG voting members. The GSG voting members will then appoint by a majority vote one of the candidates to fill that position.
- b. If a constituent unit seat (i.e. one not elected but appointed by a constituent unit) 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
- c. that offer a statement of candidacy and are appointed by the GSG voting members. The President will solicit for candidates from the original constituency.

Section 3: 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 will become the GSG Representative for that constituent unit. The remaining candidates will be ranked by the number of votes they each received, and will be designated first alternate, second alternate, etc.

- b. When a GSG Representative position becomes vacant, the position will 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 will 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

Elected and appointed Representatives share common responsibilities.

Section 1: 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 one committee and no more than two 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. If such an event cannot be made to happen, or the Representative cannot attend said event, alternative arrangements must be made 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. Create and/or maintain transition documents to be submitted to the President in May, at the end of their term.

Section 2: Online and Statewide Program Representatives will:

- a. Attend at least three-quarters of meetings of the GSG in person and/or via teleconference.
- 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. If such an event cannot be made to happen, or the Representative cannot attend said event, alternative arrangements must be made 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/or maintain transition documents to be submitted to the President in May, at the end of their term.

Section 3: The Diversity Representative has responsibilities in addition those listed above for general representatives, which include:

- a. Informing their constituents and GSG of upcoming diversity and advocacy events at NAU.
- b. Hosting and being present at a diversity-based 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 to present concerns to the GSG.
- d. Maintain relationships with Diversity Commissions and other related organizations to inform and update the GSG.
- e. Maintain a GSG web presence dedicated to information about diversity services and events at NAU. [Note: The GSG does not maintain a listserv.]

Article VI: Officers and Officer Responsibilities

Officers, except for Chief of Staff, are elected in the general election.

Section 1: President

- a. The President presides over the GSG in accordance with the expressed will of the graduate students and serves 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 responsibilities 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 members.
- 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. Being available for a minimum of two office hours a week during regular hours of operation.
- viii. Creating and/or 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 2: Vice President of University Affairs

- a. The Vice President of University Affairs presides over the GSG in the President's absence.
- b. Their responsibilities 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. Assigning Representatives to graduate student organizations and clubs and monitoring activity.
 - v. Assuming the office of President in the event that the President does not complete his or her term.
 - vi. Presiding over the GSG when no President is elected in the regular elections, until a special election is held and a President installed.
 - vii. Submitting a regular report of activities and accomplishments during each GSG meeting.
 - viii. Being available for a minimum of one office hour a week during regular hours of operation.
 - ix. Creating and/or maintaining transition documents to be submitted to the President in May of their term.

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 responsibilities 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. Being available for a minimum of one (1) office hour a week during regular hours of operation.
 - viii. Creating and/or maintaining transition documents to be submitted in to the President in May of their term.

Section 4: Chief of Staff

- a. The Chief of Staff is selected from the voting members and serves at the pleasure of the President and Faculty Adviser.
- b. Their responsibilities include, but are not limited to:
 - i. Overseeing day-to-day administrative operations of GSG.
 - ii. Monitoring the GSG email account and forwarding emails as appropriate.
 - iii. Serving as a voting officer of GSG.
 - iv. Providing 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 members.
 - 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 compensation, should the standard biweekly compensation not be provided.
- x. Meeting with each newly elected Representative within one 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 members in the Fall semester.
- xiii. Managing the 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. Being available for a minimum of two office hours a week during regular hours of operation.
- xvii. Being responsible for soliciting text, photos, and other content from GSG members for the Graduate College GSG webpage.

Section 5: 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 members. 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 members.
- 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 will last for a minimum of one week and will 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 will be held of the remaining candidates.

Article VII: Meetings

Section 1: Meeting Procedures

- a. Quorum for the purpose of meetings of the GSG will be defined as a simple majority (more than 50%) of the voting members of the GSG.
- b. If a quorum is present then the affirmative vote of a majority of the 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 their place. Proxy votes will be given to the Chief of Staff at or before the GSG meeting, and will be kept in the file with the minutes of the meeting. Proxy votes may be forwarded to the GSG Chief of Staff via email.
- 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 will be considered to be in attendance.

Section 2: 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 should be submitted to the GSG voting members 48 hours before the resolution is brought to a vote.
- e. Resolutions that comply to this section will be brought to a vote by the GSG voting members. 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 3: Voting by Email

- a. When the GSG is not in session, votes may be called for by email to address pressing GSG business according to the following rules:
 - i. Only members of the Executive Board may put an issue to email vote.
 - ii. 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 provided in the vote request email.
 - iii. Voting may be extended by 24 hours if quorum is not achieved.

- iv. Quorum for voting by email is defined as a majority (more than 50%) of the voting members 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 regular GSG meeting.

Article VIII: Board of Directors

Any interested graduate student in good standing may be a board member (Director). Board members must be approved by the GSG voting members, and do not have voting privileges.

Section 1: Director of Elections

- a. Director of Elections assumes their duties upon appointment by the GSG Officers and the majority approval of the Representatives. GSG candidates for any position are ineligible to serve as Director of Elections.
- b. The Director of Elections reports directly to the VP of University Affairs.
- c. Their duties 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.
- d. GSG Officers have the authority to terminate the person from this position if they can provide documented evidence of poor performance.

Section 2: Director of Public Relations

- a. Director of Public Relations assumes their duties upon appointment by the GSG Officers and the majority approval of the Representatives.
- b. Director of Public Relations reports directly to the VP of Legislative Affairs.
- c. Their duties 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.
- d. GSG Officers have the authority to terminate the person from this position if they

can provide documented evidence of poor performance.

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.
- b. The Director of Special Events reports directly to the VP of University Affairs.
- c. Their duties 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 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.
- d. GSG Officers have the authority to terminate the person from this position if they can provide documented evidence of poor performance.

Section 4: Director of Travel

- a. Director of Travel assumes their duties upon appointment by the GSG Officers and the majority approval of the Representatives.
- b. Director of Travel reports directly to the Chief of Staff and the VP of University Affairs.
- c. Director of Travel will oversee all day to day operations of the travel programs run by GSG.
- d. Their travel award responsibilities 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.
- e. GSG Officers have the authority to terminate the person from this position if they can provide documented evidence of poor performance.

Section 5: Director of Climate Action

- a. Director of Climate Action assumes their duties upon appointment by the GSG Officers and the majority approval of the Representatives.
- b. Director of Climate Action reports directly to the Chief of Staff and the VP of University Affairs.
- c. Director of Climate Action will coordinate graduate student-oriented climate change solutions.
- d. Their duties include, but are not limited to:
 - i. Working with the School of Earth and Sustainability (SES), the Climate Science & Solutions (CSS) program, the Sustainable Communities (SUS), and other environmentally-focused schools and programs within NAU to unify graduate students efforts toward a carbon-neutral campus
 - ii. Engaging the graduate student community to become involved in activities that promote sustainability and carbon neutrality
 - iii. Finding opportunities for graduate student research and class-based projects that will further NAU's carbon neutrality goals
 - iv. Overseeing GSG involvement with the Environmental Caucus meeting
 - v. Overseeing GSG involvement with the Committee for Sustainability
 - vi. Coordinating with the Flagstaff Sustainability Program, the Center for Ecosystem Science and Society (EcoSS), NAU's Office of Sustainability, Green Jacks, and the Associated Students of NAU
 - vii. Ensuring continuity of this position by training a replacement when appropriate

Article IX: GSG Committees

All GSG Voting Members must serve on at least two established committees.

Section 1: GSG Internal Committees

- a. There will be four standing committees of the GSG.
 - i. Diversity and Student Outreach
 - ii. Travel/Scholarship
 - iii. Poster Symposium and Conference
 - iv. Elections

Section 2: 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 to accommodate GSG diversity initiatives and practices.
 - iii. The Diversity & Student Outreach Committee is chaired by the GSG Diversity Representative
- b. Travel/Scholarship
 - i. Manages and approves travel funding.
 - ii. Works in conjunction with Service Team Travel Specialists and GSG Advisor to ensure seamless process for student funding
 - iii. Helps to form appropriate applications and supplemental documents for GSG Scholarship should funding be available.
 - iv. Gathers scholarship information, judges, and spearheads the judging process for scholarship
 - v. Works on providing GSG with supplemental updates to how funding is spent.
 - vi. The Travel/Scholarship Committee is chaired by the GSG Director of Travel.
- c. Poster Symposium & Conference
 - i. Acts as the main points of contact for all necessary information and functioning for the GSG Poster Symposium and Conference
 - ii. Reviews all participant information to ensure fair and accurate research is being submitted
 - iii. Provides presenting opportunities for graduate students to be involved and showcased within the campus and city community.
 - iv. The Poster Symposium & Conference Committee is chaired by a member of the PS committee from the previous academic year or appointed by the executive team.
- d. Elections
 - i. Provide a dedicated calendar outline of election activities before the Spring semester of the current academic year
 - ii. Collaborate with other GSG members to publicize elections and create

- application form and voting forms to be sent out to the student body
- iii. Oversee and provide updates on the election process
- iv. The Elections committee will be chaired by the Director of Elections

Section 3: Committee Responsibilities

- a. Committees will perform meeting functions in the manner stated in Article VII, Section 1. Additional functions can be created by the committee membership. Additional functions of the committees that are determined to be long-standing requirements will be incorporated into the GSG Bylaws through a bylaw amendment proposal.
- b. The committees will provide at least two 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 will hold at least one meeting per month during the fall and spring academic terms.

Section 4: Committee Membership

- a. Committees will be populated with members for the following academic year during the new member orientation/GSG retreat just prior to the new 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. Any current NAU graduate student can serve on GSG committees, with approval of the existing committee membership.
- c. Any graduate student who has attended at least one prior meeting can provide insight to be considered when voting on committee items, but does not have the ability to cast a vote.

Section 5: Committee Chair

- a. The committee membership will internally elect a Chair at the first committee meeting
- b. It will be duty of the committee chair to:
 - i. Lead and manage the committee.
 - ii. Schedule and run committee meetings.
 - iii. Ensure the committee is fulfilling its functions and responsibilities.
- c. 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 members. Immediately following the removal of a chair, a new chair must be elected.

Section 5: Committee Voting

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

Section 6: 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 or created additional functions of the four standing GSG committees.
- c. Ad-hoc committees will be formed through a simple majority vote of the GSG voting members.

Article X: Removal of Officers or Representatives

Elected Offices and Representatives may be removed via impeachment or a recall. The Chief of Staff serves at the pleasure of the President and Faculty Adviser.

Section 1: 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 2: 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 members of the GSG to impeach the Officer or Representative.
- b. In the case of impeachment of a GSG Officer or Representative, the GSG voting members will elect a Committee Chairperson to oversee the impeachment proceedings.
 - i. The Committee Chairperson will 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 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 will be guided by Article X, Section 10.1 regarding valid causes for the impeachment. If two-thirds of the votes favor the impeachment of the Officer or Representative, said Officer or Representative will be removed from the GSG voting members 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 IV of the Bylaws will 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 3: 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 will hold a referendum among the graduate student body on the question to remove the Officer. This referendum vote will 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 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 4: Removal of a Representative by Recall

- a. Upon petition of twenty percent of the number of graduate students that voted in the election to which the Representative was elected, the GSG will hold a referendum among the graduate students within the Representative's constituent unit on the question to remove the Representative. This referendum vote will 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. In the event that the total ballots fall short of the needed number, the recall effort will fail.
- d. Upon recall, a Representative will be removed from his or her position.

Section 5: Ineligibility of Future Involvement

- a. Any GSG Officer or Representative removed from office by impeachment will 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: Funding Guidelines

Funding decisions are subject to budget constraints and financial reporting requirements.

Section 1: Club Funding

- a. The maximum award for an initial club funding request will be established by the GSG Executive Team and approved by a simple majority of the GSG.
- b. Any recognized club with a membership of at least 50% graduate students may apply for GSG club funding.

Section 2: GSG Travel Awards

- a. The body of referees for GSG Travel Awards will consist of the Executive Board or any voting member(s) appointed by the Executive Board.
- b. Criteria will be developed by this body and released to the graduate student body by the appropriate GSG Officer.
- c. Interested students must apply for GSG Travel Awards according to established criteria and by an established deadline.

Article XII: GSG Membership Financial Compensation

GSG member compensation is managed under the student employment function of the Graduate College.

Section 1: Qualifications for Providing GSG Officer Financial Compensation.

GSG Officer compensation will be provided when the following requirements are met:

- a. Attendance at the regularly scheduled bi-weekly meeting for that pay period.
 - i. If an Officer cannot attend a meeting, they must notify the Chief of Staff in advance, and make arrangements to complete their full 5-hour commitment.
- b. Officers are responsible for fulfilling the University's administration payroll requirements.

Section 2: Qualifications for Providing GSG Representative Financial Compensation.

- a. The bi-weekly payment provided to GSG Representatives and certain Directors will be provided when the following requirements are met:
 - i. Attendance at the regularly scheduled bi-weekly meeting for that pay period.
 1. If a Representative cannot attend a meeting, they must notify the Chief of Staff in advance, and make arrangements to complete their full 2-hour commitment.
 - ii. Each Representative is responsible for fulfilling the University's administration payroll requirements.
 - iii. Active participation on one or more GSG internal and/or University-wide external committees. Participation on GSG internal and/or University-wide external committees will include attendance and other criteria determined by the committee chairperson and/or GSG Officers. Participation on committees counts towards the 2 hours per week commitment and must be logged as hours. One-quarter (25%) of the semester financial award will be based on this requirement.
 - iv. Fulfillment of their appointed duties in accordance with Article V 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. Failure to fulfill these duties may result in the Chief of Staff recommending against

full payment of the compensation.

- b. The GSG Executive Board may vote to reward a full or partial financial compensation to Representatives who are not in compliance with Article V if an Officer requests a vote.
- c. Representatives may appeal in writing to a GSG Executive Committee consisting of two members of the GSG Executive Board, the GSG faculty advisor, 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 or Officer resigns or is recalled mid-year, or enters the position mid-year, they will be awarded a prorated financial compensation determined by the GSG Executive Board for time served, providing they are in compliance with Section 1 for the time served.

Section 3: Monitoring of GSG Representative Participation

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

Section 4: Monitoring of GSG Officer Participation

- a. The Executive Board will monitor GSG Officer participation during each semester. The Chief of Staff is responsible for submitting the names of those Officers that will and those that will not be receiving full financial compensation for that pay period to the GSG advisor and account manager. 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 5: Financial Award and Workload Review

- a. The outgoing voting members, prior to the election of new representatives and officers, will set financial compensation amounts for the incoming representatives and officers. Financial compensation levels for respective positions is set by the Graduate College and communicated to the members via an award letter at the end of each semester.
- b. At least one meeting prior to the meeting at which representative and officer financial awards are set, the voting members will discuss the workload and responsibilities of GSG representatives and officers. This review will serve as the basis for determining the officer and representative financial compensation 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 Members

Section 1: Budget Ratification

- a. The voting members will be responsible for ratifying the GSG budget, but is designed and composed by a faculty member within the Graduate College