



GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

Graduate and Professional Student Association Governing Documents

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CONSTITUTION

ARTICLE I: NAME AND MEMBERSHIP

Section I: Name

The name of this organization shall be the Graduate and Professional Student Association of the University of California, San Diego, herein called the GPSAUCSD.

Section II: Membership

Any person duly registered as a graduate or professional student at the University of California, San Diego (herein referred to as UCSD), and paying the graduate student activity fee, shall be a full member of the GPSAUCSD. Subject to applicable qualifications, all members shall be eligible to hold office in the GPSAUCSD or in any one of its subordinate organizations.

ARTICLE II: PURPOSE

The objective of the GPSAUCSD shall be to represent and advance the interests and objectives of graduate and professional students of UCSD.

ARTICLE III: STATUS

The GPSAUCSD is an unincorporated association of graduate and professional students at UCSD. The GPSAUCSD Council (herein referred to as the Council) is the duly constituted representative assembly of GPSAUCSD. The Council's mandate is to act on behalf of the members of the GPSAUCSD and is derived directly from the graduate and professional student body of UCSD. The GPSAUCSD is constituted as such according to the provisions of the United States Constitution on freedom of speech and association. The GPSAUCSD is an "Authorized Student Government " at UCSD.

ARTICLE IV: GOVERNING DOCUMENTS

This Constitution shall serve as the primary governing document for the GPSAUCSD. The GPSAUCSD shall additionally adopt Bylaws to govern its internal organization. In the event of a conflict or inconsistency between the Constitution and Bylaws, the Constitution shall take precedence. Amendments to the Bylaws shall require a $\frac{2}{3}$ vote of Council representatives present and be presented in written form one meeting in advance of the vote. The Bylaws may be suspended by a $\frac{2}{3}$ vote of Council representatives present at any meeting where a quorum exists. Robert's Rules of Order Newly Revised, as modified by Council's Operational rules, shall govern the



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GPSAUCSD in all cases to which they may apply, and in which they are not inconsistent with this Constitution or the Bylaws.

ARTICLE V: COUNCIL

Section I: Powers and Responsibilities

All legislative and administrative authorities of the GPSAUCSD are vested in the Council and are exercised according to this Constitution and Bylaws. The Council is the sole and final authority of the GPSAUCSD regarding matters including, but not limited to, delegation of authority within the GPSAUCSD and expenditure of GPSAUCSD funds. The general powers and responsibilities of the Council shall include, but not be limited to, the following:

1. The safeguarding of the rights of students to vote in UCSD campus-based referenda, to be granted representation to UCSD governing bodies, to participate in all GPSAUCSD sponsored activities, and to receive a fair hearing on the grievances before any agency of the GPSAUCSD.
2. The safeguarding of the rights of students in their dealings with UCSD and its agents regarding:
 - a. Academic Regulations.
 - b. UCSD employment and workloads in accordance with the laws governing employment in the State of California.
 - c. Social and cultural opportunities.
 - d. Housing and other UCSD services.
3. The official representation of the GPSAUCSD to the University of California system-wide organizations, committees, and the University of California Office of the President.
4. The maintenance of a positive working relationship with other student governments and student organizations within UCSD, the University of California, and other universities.
5. The development, review, and approval of an annual budget for the GPSAUCSD.
6. The sponsorship, organization, and promotion of programming for GPSAUCSD as it deems appropriate.
7. Supervision and direction of conduct, affairs, policies, and properties under the jurisdiction of the GPSAUCSD.
8. Sponsorship, support, and aid to student organizations according to GPSAUCSD's Financial Bylaws.

Section II: Council Representatives



Section IIa: Composition

For the purposes of this Constitution, the term "Department" shall encompass all officially recognized UCSD academic departments and programs that serve as a primary academic home for graduate or professional students, as defined by UCSD's Registrar Fall Quarter third-week enrollment statistics. The Council shall consist of two graduate student representatives from each participating Department. Departments with at least 100 (but less than 200) students shall have three representatives. Departments with 200 or more students shall have four representatives. All of these representatives shall have the right to vote at Council meetings. Departments are encouraged to provide a designated alternate. In the absence of a certified representative at a meeting of the Council, the designated alternate from the same Department may be considered a certified representative for the purposes of that meeting so long as the absent representative has not delegated his or her vote to someone other than the alternate.

Section IIb: Selection

Council representatives shall be registered graduate or professional students who represent their respective Departments. Interdisciplinary students may represent any Department for which they are registered, but no individual may represent more than one Department. Council representatives shall be elected by their respective Department using a process to be determined in writing, and submitted to the GPSAUCSD by each Department. Guidelines for elections shall be set forth in the Election Bylaws. The graduate or professional students within individual Departments shall have autonomy regarding procedures for the election of their respective Council representatives, provided that these procedures are not in conflict with the guidelines in the Election Bylaws. The term of office for Council representatives shall be for one year, beginning and ending on the first day of classes in Fall Quarter. One representative from the Associated Student of UCSD, appointed by the Associated Students of UCSD Council, shall serve as a non-voting member of the Council.

One representative from the Graduate Education and Postdoctoral Affairs (herein referred to as GEPA), appointed by the Dean of Graduate Education and Postdoctoral Affairs, shall serve as a non-voting member of the Council.

Section IIc: Certification

Council representatives may be identified by a letter of certification sent from their Department to the GPSAUCSD President and Chief of Staff. The GPSAUCSD President will establish the validity of the certification and will grant immediate recognition to new representatives that are properly certified. If the validity of the election of a Council representative is contested by a member of the representative's Department,



the Council shall examine the evidence presented by both parties and settle the dispute by a majority vote. The Council has the authority to call for a second election if it deems it necessary.

Section IIId: Proxy Voting

Each certified representative shall be allowed one vote at Council meetings. In the case of an absence from a Council meeting, representatives may delegate another certified representative from their Department as a voting proxy. Delegation of proxy must be done for each meeting and presented to the Council Chair in writing. The Chair cannot serve as a proxy.

Section IIe: Removal of Council Representatives

Representatives may be recalled by a majority vote of their Department under the same rules stated in Article V, Section II(B). Additionally, if the council member has accrued two censures in a quarter and the Judicial Board has conducted a judicial review, a council member may be removed with a simple majority vote at Council meeting. See Judicial Bylaws Article II Section VI.

Section III: Council Meetings

Section IIIa: Regular Council Meetings

The Council must convene at a minimum of fifteen times per academic year. These meetings may be in one of three formats: in person, hybrid, or online provided these formats comply with Robert's Rules.

Section IIIb: Special Council Meetings

Special meetings of the Council may be called by the GPSAUCSD President or when requested by Council representatives from three different Departments. Departmental requests for a special meeting should be routed through the GPSAUCSD office. The GPSAUCSD President must call the special meeting within three working days of the request, or at a later time agreed upon by the Departments requesting the meeting.

Section IIIc: Quorum

A meeting must be attended in person by one or more representatives from at least $\frac{1}{3}$ of the Departments with certified representatives and at least $\frac{1}{4}$ of the total number of certified representative seats for a quorum to be present. The actions taken at that meeting are binding on the GPSAUCSD up until the point at which it



is determined that quorum has not been maintained.

Section IIIId: Council Chair

The Council Chair shall preside over Council meetings, and ensure all Council representatives are afforded a fair opportunity to participate in the deliberative processes of the Council. The GPSAUCSD President shall serve as the Council Chair, or designate any member of the GPSAUCSD to act in this capacity. If the Council Chair is also a voting representative of the Council, they shall be allowed to vote only in the case of a tie.

Section IIIe: Agendas

Council representatives and their Departments must be sent a written announcement and/or agenda of all meetings of the Council at least two days in advance.

Section IIIf: Closed Meetings

Meetings of the Council shall be open to the public unless the Council shall go into closed executive session, such as to handle matters relating to personnel, discipline, or contracts.

Section IIIg: Changes to Time and Place

Council may change the time and/or place of, or cancel, any future meeting by a simple majority at a regularly scheduled meeting. A meeting may also be canceled, postponed, or relocated, for justifiable reasons, by unanimous agreement by the President and Vice-Presidents, no later than two hours prior to the time which the meeting was planned to commence. As early as possible, a notice detailing such changes will be sent to all Council representatives, who may reverse this decision by written objections constituting a quorum. An additional notification of meeting change will be sent out to all representatives at the time the meeting had been previously planned to commence.

Section IIIh: Open Roll Call Voting

An open roll call vote may be initiated by $\frac{1}{3}$ of the Council representatives present at a meeting where a quorum exists. The motion for an open roll call vote shall specify a time limit for voting. If no ending time is specified, the roll shall close immediately prior to the next meeting of the Council. Open roll call votes may be tendered by voice at the Council meeting, or in person at the GPSAUCSD office, or by signed document delivered to the GPSAUCSD office prior to the close of voting. The GPSAUCSD Vice President of Academic Affairs shall notify all representatives of any open roll call votes by the same



means utilized to distribute agendas for Council meetings.

ARTICLE VI: OFFICERS

All officers of the GPSAUCSD have their authority to act as such delegated by the Council, and shall be ex-officio non-voting members of the Council. An officer may also serve in the capacity as a Council representative if they are elected by their Department in the process stated in Article V, Section II(B), and in such case they shall be allowed to vote in their capacity as a Council representative. The officers shall be graduate or professional students in good academic standing as defined by GEPA. Officers who during their tenure become ineligible to serve shall be required to step down. The duties and responsibility of officers are defined in the Elected and Appointed Officer Bylaws. The stipends of officers of the GPSAUCSD shall be determined when the proposed fiscal budget is approved according to the Financial Bylaws. Stipends shall be paid in twelve equal monthly installments. If an officer does not serve a full one calendar year term, payments shall be prorated based on time served.

Section I: Elected Officers

The elected officers of the GPSAUCSD shall be the President, Vice President of Academic Affairs, Vice President of Campus Affairs, Vice President of External Affairs, Vice President of Financial Affairs, Vice President of Social Affairs, and Vice President of Diversity, Service, Equity and Inclusion Affairs. The GPSAUCSD President shall oversee the direction of GPSAUCSD and ensure the execution of GPSAUCSD responsibilities and commitments. They shall interact with UCSD graduate and professional students, faculty, and staff in order to keep lines of communication open, and to ensure that issues of significant concern to graduate and professional students are brought to the attention of the GPSAUCSD and other appropriate organizations or individuals. The procedure for electing officers, including rules for the order of election and nomination for multiple offices, shall be set forth in the Election Bylaws. The term of elected officers shall end on June 30th, at which time newly elected officers shall be installed. In the event of removal or resignation of an elected officer, the position shall be filled by special election for the remainder of the original term. In exceptional cases, if the Council so decides by a majority vote prior to opening nominations, the position may be filled for a specific shorter term and another special election scheduled at the end of that term.

Section II: Appointed Officers

The Council may choose to appoint officers to other positions, as set forth in the Elected and Appointed Officer Bylaws. When a nomination for an appointed officer is presented



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to the Council, the Council shall consider the question, "Will the Council confirm this nomination?" The Council may, by a majority vote, determine that a particular nomination shall be considered in a closed executive session. In the event of removal or resignation of an appointed officer, the position shall be filled by the appointment process specified by the Elected and Appointed Officer Bylaws.

Section III: Executive Committee

The GPSAUCSD Executive Committee shall consist of all elected and appointed officers of the GPSAUCSD. The Executive Committee shall be chaired by the GPSAUCSD President, or his or her designee. The meetings of the GPSAUCSD Executive Committee shall be held at least once between the regular meetings of the Council.

Section IV: Discipline of Officers

Officers guilty of misconduct or neglect of duty in office are subject to the following disciplinary actions by the Council: censure or removal from office. A fair disciplinary process, as described by the GPSAUCSD's Judicial Bylaws, shall be required.

ARTICLE VII: BALLOTING AND CAMPUS-BASED STUDENT FEES

The graduate and professional student body shall be polled by electronic ballot using the UCSD online student-records system (or a comparable electronic alternative) or by mail ballot (at the discretion of the Executive Committee) regarding matters having an impact on the graduate student activity fee or other campus-based student fees.

Ballots will normally be sent to students through campus mail. Any student has the right to have his/her ballot mailed to his/her place of residence, upon request. In the case of mail ballots, students should request registration forms for "absentee" ballots from their Department graduate coordinator, their Council representatives or the GPSAUCSD office. The lists of eligible graduate and professional students shall be provided by the Student Affairs Offices of the respective Departments or the GEPA.

Again, prior to a GPSAUCSD Council vote to place a fee referendum on the ballot, GPSAUCSD will consider how closely the fee proposer has adhered to the following recommended timeline:

1. At least six months prior to the referendum vote, fee proposers should discuss and develop the language of their proposed fee, and solicit initial support from all stakeholders.
 - a. A rough draft of language should be developed and distributed to all stakeholders.



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2. During the four to six month time period before the referendum vote, fee proposers should collaborate with all student governments whose student populations will be affected by the proposed fee on the final language of the referendum.
 - a. Any surveys, meetings, charettes, or similar activities aimed at gathering student feedback on activities, services, facilities, or more that will be covered by the fee ought to be clearly communicated and labeled as feedback sessions at least in part regarding a fee referendum.
3. At least four months prior to the referendum vote, fee proposers will present the final proposed language of the referendum to the GPSAUCSD Council.
 - a. For the next month, fee proposers should collaborate with GPSAUCSD Council to finalize all referendum language.
4. No sooner than one month after initially presenting the final referendum language to GPSAUCSD Council and having seriously considered all relevant feedback, fee proposers will bring the final referendum language before GPSAUCSD Council for approval using the voting procedures outlined below.

Finally, prior to a GPSAUCSD Council vote to place a referendum on the ballot, all fee proposers must:

1. Provide the GPSAUCSD Council with impact reports, student surveys, and all other data collected in regard to the proposed fee referendum.
 - a. Prior to the vote on the final referendum language, GPSAUCSD Council will make time for discussion about any provided materials, or lack thereof, to assess the impact of the fee and what the graduate and professional students at UCSD think about the proposed fee referendum.
2. Present the final proposed referendum language to GPSAUCSD Council at least two weeks before GPSAUCSD Council will vote on the referendum language only if the preferred one month waiting period outlined above cannot be adhered to.
 - a. Written explanation to the GPSAUCSD President must be given to communicate why the preferred one month waiting period is not feasible.
3. Provide final referendum language to the GPSAUCSD Council three working days before the GPSAUCSD Council meeting when the referendum language is scheduled to be voted on.

To establish, increase, reduce, or eliminate any campus-based graduate and professional student fee through the process of a student fee referendum that is (a) only applicable to graduate and professional students or (b) that allows the graduate and professional student population to vote separately from the undergraduate student population, the Council must, with quorum and by a $\frac{2}{3}$ vote of the representatives present, place a fee referendum on the ballot for graduate and professional students to



vote on.

If the change in the campus-based student fee would affect both undergraduate and graduate and professional students and the voting populations (undergraduate students and graduate and professional students) are voting as one bloc in the fee referendum vote, the Council, with quorum and by a $\frac{3}{4}$ vote of representatives present, and the Associated Students, under their own bylaws, must both agree to place a fee referendum on the ballot for undergraduate, graduate, and professional students to vote on.

Before placing a facility-fee referendum on the ballot, the involved student government(s) must approve a facility board charter conforming to the following requirements:

The sole purpose of the facility board must be to oversee the facility, with jurisdiction including annual review and approval of the operating budget, space allocation, rent assessments, custodial standards, capital improvements, maintenance and renovation, purchase of equipment, and hours of operation.

1. Students as a proportion of facility board voting members must be no less than student fees as a proportion of total facility funding, excluding generated revenue.
2. If more than half of facility funding (excluding generated revenue) will come from student fees, then the facility board must be chaired by a student, and the student members of the facility board shall be involved in the selection and regular review of key administrative personnel for the facility.

If a facility board already exists for the facility, it must be reconstituted to conform to the above requirements. For a referendum that establishes or increases a campus-based student fee, the following information must be included in the ballot language:

1. The purpose of the fee. For facility fees, the services and amenities that will be provided in the new facility must be listed, as well as the planned location and approximate gross square footage of the facility. For activity fees, the type(s) of activities supported by the fee must be listed as specifically as possible, as well as which campus department(s) will receive and allocate the funds.
2. The body that will oversee the fee. For facility fees, a facility board (described earlier) must be designated, and a reference to the facility board charter included. For activity fees, the involved student government(s) shall have oversight of the fee, and must annually review and approve the operating budget.



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3. For facility fees, the dollar amount per quarter for debt repayment, and the dollar amount per quarter for maintenance and operation. The debt-retirement period must be specified in years or months.
4. The total dollar amount per quarter of the fee. For facility fees, this is equal to the sum of the amounts described above for debt repayment and for maintenance and operation.
5. When the fee will begin to be collected.

For a referendum that establishes or increases a campus-based student fee, the following sentences must appear in the ballot language:

1. “This fee will be included in the determination of financial aid.”
2. “Annual budget reports will be made public and provided to all UCSD student governments.”
3. “Modifications to this fee may not be made without a subsequent student referendum held in accordance with the appropriate student governmental and University policies,
4. unless other means are explicitly provided in this ballot language.”

For a referendum that establishes or increases a facility fee, the following sentences must appear in the ballot language:

1. “No additional debt may be levied against this fee, nor may an increase of the debt- retirement period be made, without a subsequent student referendum held in accordance with the appropriate student governmental and University policies.”
2. “After the debt-retirement period specified herein, the debt-repayment portion of the fee, also specified herein, shall not be collected.”
3. “A Building Advisory Committee (BAC) shall oversee the planning, design, and construction of the facility, shall have students as a proportion of voting members no less than student fees as a proportion of total facility funding, and shall have a student co- chair elected by the student membership of the BAC.”
4. “Other funds that become available after the referendum may be applied to the reduction of this fee by decision of the facility board.”

For any fee referendum to be approved, a majority of votes cast in the fee referendum must approve the change in the campus-based student fee. Additionally, the number of students casting ballots must equal or exceed 20% of the registered students affected by the fee at the time the election is held. Counting of ballots shall be supervised by a committee composed of the Assistant Dean of Student Affairs for GEPA, or their appointee; and four members of the GPSAUCSD selected by the Council. Graduate or professional students who are



currently running for an office cannot be appointed to the committee.

ARTICLE VIII: AMENDMENTS TO THE CONSTITUTION

This Constitution may be amended by a $\frac{2}{3}$ vote of Council representatives present at two consecutive Council meetings provided that all Council representatives have been sent the text of the proposed amendment at least five working days prior to the first meeting.



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ELECTED AND APPOINTED OFFICER BYLAWS

ARTICLE I: STATEMENT OF PURPOSE

The purpose of these Bylaws is to define responsibilities of the elected officers of the Graduate Student Association of the University of California, San Diego (GPSAUCSD) and the positions and responsibilities of appointed officers of GPSAUCSD.

ARTICLE II: ELECTED OFFICERS

In the event that the GPSAUCSD President is unable to fulfill their duties or the office is vacant, these duties will be assumed on an interim basis, based on the following order of succession:

- Vice President of Academic Affairs
- Vice President of Campus Affairs
- Vice President of External Affairs
- Vice President of Financial Affairs
- Vice President of Social Affairs
- Vice President of Equity, Diversity, and Inclusion
- Chief of Staff

The Chair of the Judicial Committee is excluded from the succession order if the chair is an elected or appointed officer.

ARTICLE III: APPOINTED OFFICERS

Section I: Creation of Appointed Positions

The GPSAUCSD Council shall have the power to create positions by a majority vote at two consecutive regularly scheduled Council meetings. These positions may serve any purpose defined by the Council not in conflict with the constitutionally stated purpose of the GPSAUCSD. The positions and job expectations shall be amended into these bylaws.

Section II: Definition of Job Expectations

When the Council creates an appointed officer position, it shall define job expectations for the position. It shall define what is expected of the appointed officer on a quarterly basis, and define during which quarters the job shall be filled and supported.

Section III: Performance Review Process



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At the last Executive Committee meeting of each quarter, the appointed officers shall report on their activities of the previous quarter. The Executive Committee shall subsequently meet in a closed session to consider, for each appointed officer the question, "Has this officer fulfilled the job responsibilities outlined in these Bylaws?" If the Executive Committee decides, by a majority vote, that the job expectations have been satisfactorily met by the officer, they shall reappoint that person to another quarter in the position unless it is the end of the Spring Quarter. Otherwise, the position shall be open and another eligible student may be appointed through the standard appointment process.

Section IV: Appeal

An officer who is not renewed in an appointed position may appeal the decision of the Executive Committee to the Council, who may overturn the decision and continue the appointment with a $\frac{2}{3}$ vote.

Section V: Reporting

Each appointed officer shall report to the nominating officer for that position (as defined in these Bylaws). The appointed officer is expected to work with the nominating officer to achieve the goals of the Council.

Section VI: Appointing Responsibilities

The President shall appoint the following appointed officers:

1. Chief of Staff
2. Social Media Coordinator

The Vice President of Academic Affairs shall appoint the following officers:

1. Professional Development Coordinator
2. Academic & Professional Development Committee Chair

The Vice President of Campus Affairs shall appoint the following officers:

1. Associate Vice President (AVP) of Campus Affairs
2. Student Health & Well-being Liaison
3. Climate Action Policy Coordinator
4. Graduate Family Housing Advisory Committee Co-Chair

The Vice President of External Affairs shall appoint the following officers:

1. Legislative Liaison for Local Affairs
2. Legislative Liaison for State Affairs
3. Legislative Liaison for National Affairs



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4. Civic Engagement Liaison
5. Legislative Action Committee Chair

The Vice President of Financial Affairs shall appoint the following officers:

1. Travel Grant Coordinator
2. Finance Committee Chair

The Vice President of Social Affairs shall appoint the following officers:

1. AVP of Social Affairs
2. Cultural Events Coordinator
3. Three Social Events Coordinators

The Vice President of Equity, Diversity, and Inclusion shall appoint the following officers:

1. Community Outreach Coordinator
2. Diversity Action Committee Chair
3. Basic Needs Committee Chair
4. Basic Needs Committee Representative

The Chief of Staff will appoint the following officer:

1. Council Parliamentarian
2. Director of Engagement

The Parliamentarian will appoint the following officers:

1. Judicial Board Chair
2. 4 Additional Judicial Board Representatives

ARTICLE IV: Compensation

Officers shall be considered agents of the GPSAUCSD. They may be stipended in accordance with the annual budget. A position created after the annual budget has been approved by Council will not be compensated until allocated in the annual budget, or until an alternate source of funding is allocated by Council. No funding source shall be allocated to provide compensation retroactively, nor shall any officer be financially compensated for any other GPSAUCSD position which they may concurrently hold.

ARTICLE V: OFFICER RESPONSIBILITIES

Section I: Duties of All Officers

Each elected officer shall perform the following duties:



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1. Keep detailed, accurate, up to date records of expenditures for any item in the annual budget under that officer's purview.
2. Report overspending of expenditures for any item in the annual budget under that officer's purview to the President, Vice President of Financial Affairs and the chair of the Finance Committee as soon as possible.
3. Appoint representatives to committees as described in the Chief of Staff's Official Committee List and GPSAUCSD Committee Bylaws. If a position is open, it should be publicized by the appointing officer. If it is a campus committee, the appointing officer needs to notify the committee chair once a position is filled.
4. Serve as the vice-chair on their respective standing advisory committees, and appoint representatives to those committees, subject to Council approval.
5. Oversee budgets and responsibilities for all Appointed Officers who are nominated by that officer.
6. Report quarterly on the officer's accomplishments and agenda, including budget expenditures for any item in the annual budget under that officer's purview.
7. Complete and submit a detailed quarterly expenditure report with line items broken down into all relevant categories for any item in the annual budget under that officer's purview, where applicable, to the Vice President of Financial Affairs and Finance Committee.
8. Review, and be familiar with, the GPSAUCSD Student Code of Conduct.
9. When reasonable, maintain an attendance record for all events using GPSAUCSD monies, under that officer's purview, that includes both the total event attendance and the number of UCSD graduate students in attendance.

Section II: Duties of Specific Elected Officers

The President shall, in addition to constitutional responsibilities:

1. Oversee, maintain, and report to Council on the duties and powers delegated by Council to members of the Executive Committee and in the case of absence or inability of other officers, to ensure the execution of these duties.
2. Assemble a quarterly report on the activities of the GPSAUCSD elected and appointed officers for delivery to the Council at the last meeting of each quarter.
3. Keep detailed, accurate, up to date records of expenditures incurred from the General Discretionary Fund.
4. In the absence of or the inability to carry out the duties of Chief of Staff, the GPSAUCSD President will assume these duties.
5. Meet regularly with the UCSD Chancellor, Vice Chancellor for Student Affairs, Assistant Vice Chancellor for Student Life, and other relevant campus leaders.
6. Quarterly report back to Council on the state of campus climate.

The Vice President of Academic Affairs shall:

1. Serve as a GPSAUCSD representative to the UCSD Academic Senate Graduate



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Council.

2. Serve as a GPSAUCSD representative to the UCSD Academic Senate Representative Assembly.
3. Service as a GPSAUCSD representative to the UCSD Educational Policy Committee.
4. Maintain, develop, and oversee professional development resources for graduate and professional students:
 - a. Continue GPSAUCSD's collaboration with and sponsorship of grAdvantage
 - b. Coordinate quarterly Career Night events in coordination with campus partners
 - c. Host Drinks and Diss for travel grant recipients.
5. Oversee the planning of the Interdisciplinary Research Awards and the Chancellor's Dissertation Medal programs.
6. Quarterly report back to Council on the state of academic affairs on campus.
7. Meet at least once per quarter with the Executive Vice Chancellor for Academic Affairs Convene the Academic and Professional Development Committee .

The Vice President of Campus Affairs shall:

1. Oversee the execution of the GPSAUCSD Graduate Student Community Awards programs Reception in the Spring Quarter.
2. Meet at least once per quarter with the Assistant Vice Chancellor for Student Life Affairs and report back to Council on the state of student affairs on campus.
3. Advocate on behalf of graduate and professional students in regards to campus life issues.
4. Appoint and advise representatives to focus on committees including transportation and housing.
5. Oversee graduate and professional student life shared spaces such as the Graduate Student Lounge.
6. Serve as an alternate on the Grad Life Steering Committee.

The Vice President of External Affairs shall:

1. Promote the interests of GPSAUCSD to the Regents of the University of California and the University of California Office of the President (UCOP).
2. Work with the Student Regents, UC Board of Regents, UC Office of the President (UCOP), External Branches of other UC system GPSAUCSDs, and UC Graduate & Professional Council (UCGPC) as necessary to promote goals identified as beneficial by Council.
3. Inform the GPSAUCSD of system-wide student action to lobby the UC Board of Regents and UCOP.
4. Keep GPSAUCSD apprised of system-wide developments of importance to the GPSAUCSD.



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5. See that the GPSAUCSD's interests are effectively represented to the State of California, state government agencies, and civic groups focused on matters of state importance.
6. Convene the Legislative Advocacy Committee.
7. Keep detailed, accurate, up to date records of expenditures incurred from the UC Travel Budget.

The Vice President of Financial Affairs shall:

1. Convene the Finance Committee.
2. Review the Financial Bylaws with the Finance Committee, at least once a year. Perform any duties listed therein.
3. Maintain a clear set of finance guidelines which shall be posted on the GPSAUCSD website.
4. Inform the Council of the status of the GPSAUCSD's finances and provide evaluations of the budgetary impact of money requests.
5. Implement the budgetary decisions of the Council.
6. In conjunction with the GPSAUCSD fund manager and the Finance Committee, maintain the GPSAUCSD financial records. In particular, oversee the recording of the financial allocations of the year.
7. Oversee any fund-raising activities conducted by the GPSAUCSD.
8. By the end of the Spring Quarter of the current year, settle down the GPSA budget for the next academic year.
9. Serve as a GPSAUCSD representative to the UCSD Student Fee Advisory Committee or appoint, subject to Council approval, a replacement.
10. Serve as GPSAUCSD representative to the UCSD Sports Facilities Advisory Board or its equivalent or appoint, subject to Council approval, a replacement.
11. Serve as GPSAUCSD representative to the UCSD Campus Budget Committee or its equivalent or appoint, subject to Council approval, a replacement.
12. Serve as the Travel Grant Coordinator and/or Finance Committee Chair, if the position is/are vacant.

The Vice President of Social Affairs shall:

1. Manage the GPSAUCSD social portfolio.
2. Organize large-scale events that encourage interdepartmental interaction, including supervising four quarterly festivals.
3. Advise Council Representatives in planning intradepartmental and interdepartmental social events.
4. Oversee the planning of the Graduate and Professional Student Appreciation Week social activities.
5. Shall keep detailed, accurate, up to date records of expenditures incurred from the GPSAUCSD event funds.



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6. Coordinate with UC University Centers event managers to organize and promote graduate student events in university center spaces.
7. Manage the creation and distribution of GPSAUCSD promotional materials for all social events, in collaboration with the Social Media Coordinator.

The Vice President of Equity, Diversity, and Inclusion shall:

1. Coordinate programs and initiatives promoting growth of historically underrepresented populations among campus groups and student organizations, including the development and implementation of a strategic plan to increase diversity among the UCSD graduate and professional student population.
2. Serve in an ex-officio capacity to Graduate Family Housing Advisory Committee.
3. Serve in a capacity on committees that address the various EDI issues that permeate all aspects of graduate life
4. Appoint representatives to the basic needs committeeX
5. Coordinate with the Vice President of External Affairs in promoting diversity through UCGPC initiatives, resolutions, and/or lobbying.
6. Plan or support and promote one diversity event each quarter in collaboration with one of the campus community centers and/or campus co-ops and the GPSAUCSD Community Outreach Coordinator; during the summer, coordinate with the Vice President of Campus Affairs and the Vice President of Social Affairs to plan an orientation diversity based event.
7. Meet at least once per quarter with the Vice Chancellor for Equity, Diversity and Inclusion.
- 8.
9. Convene the Diversity Advisory Committee.

Section III: Duties of Specific Appointed Officers

The Chief of Staff shall:

1. Publicize open Council representative and committee positions and maintain contact with graduate coordinators for each Department to ensure that each Department is represented on the Council.
2. Keep detailed and up-to-date records of committee appointments and reports from committees.
3. Make all necessary appointments to committees that do not have a specified appointing officer. Assist in appointments to which Council nominates.
4. Maintain and certify digital copies of the official governing documents, initiate and oversee updates to these documents as needed, and ensure their proper and timely distribution.
 - a. To achieve this the Chief of Staff will serve as chair of the Governing Documents Maintenance committee.



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The Social Media Coordinator shall:

1. Promote the GPSAUCSD brand, manage marketing strategies for GPSAUCSD, and establish and maintain an effective relationship between the Council and the general graduate and professional student body.

The Professional Development Coordinator shall:

1. Plan and host quarterly grAdvantage Career Nights.
2. Attend grAdvantage Committee meetings.
3. Act as a liaison with GEPA with respect to professional development resources.
4. Act as liaison with Alumni Association and UCSD Career Center.
5. Assist the Vice President of Academic Affairs in planning and putting on GPSAUCSD awards events, such as Interdisciplinary Research Awards and Chancellor's Dissertation Medal
6. Serve as ex-officio on the Academic and Professional Development Committee

The Academic & Professional Development Committee Chair shall:

1. Chair the Academic & Professional Development Committee
 - a. Coordinate regular meetings of the group
2. Assist the Vice President of Academic Affairs in planning and putting on GPSA awards events, such as as Interdisciplinary Research Awards and Chancellor's Dissertation Medal
3. In conjunction with the Vice President of Academic Affairs, create GPSA's academic advocacy agenda and priorities
4. Advise the Vice President of Academic Affairs on all matters related to academic and professional development

The Associate Vice President of Campus Affairs shall:

1. Handle committee appointment requests.
2. Ensure that all GPSAUCSD representatives appointed to committees under the purview of VP Campus Affairs are attending and serve on committees in lieu of representatives in the case of an precommunicated absence.
3. Serve in open positions under the purview of the VP of Campus Affairs until the role has been filled.

The Student Health and Well-being Liaison shall:

1. Host a quarterly town hall among graduate and professional students on student health and well-being issues
2. Collect graduate and professional student feedback on student health and wellness.
3. Write a section in the Vice President of Campus Affairs Officer report every quarter, and at least once a year on the GPSAUCSD website.
4. Coordinate with appointed graduate students on university committees that



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serve as oversight or advisory bodies on topics such as student health insurance, well-being, and mental health.

5. Serve as the initial point of contact between the GPSAUCSD and the UCSD Student Health and Wellbeing Cluster.
6. Attend Student Affairs Advisory Committee meetings and meet quarterly with the Vice President of Campus Affairs.
7. Keep detailed, accurate, up to date records of committee meetings.

The Climate Action Policy Coordinator shall:

1. Chair all CAP committee meetings
2. Advocate for climate justice and leads GPSAUCSD's efforts towards a more sustainable campus
3. Serve as the main point of contact between the GPSAUCSD and CAP
4. Meet with the Vice President of Campus Affairs once per quarter to discuss and establish new initiatives, goals, etc. relating to climate policy

The Graduate Family Housing Advisory Committee Co-Chair shall:

1. Co-Chair the Graduate Family Housing Advisory Committee and advocates for graduate students on student housing issues
2. Meet with the Vice President of Campus Affairs once per quarter to discuss and establish new initiatives, goals, etc. relating to graduate and professional student housing services

The Legislative Liaison for Local Affairs shall:

1. Develop legislative proposals and platforms beneficial to GPSAUCSD in collaboration with the Vice President of External Affairs and the Council.
2. Represent GPSAUCSD in meetings, events, and phone calls at the local level (ie. county officials, the Office of the mayor, and other government agencies and civic groups focused on matters of San Diego County importance).
3. Keep regular contact with local representatives and manage logistics for meetings.
4. Inform state legislators of the benefit and need to support graduate education at UCSD.
5. Serve as an ex-officio member of the Legislative Advocacy Committee.
6. Participate in UC Graduate and Professional Council (UCGPC) meetings and activities, where appropriate.
7. Collaborate with the Vice President of External Affairs on any additional agreed upon duties and responsibilities.

The Legislative Liaison for State Affairs shall:

1. Develop legislative proposals and platforms beneficial to GPSAUCSD in collaboration with the Vice President of External Affairs and the Council.



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2. Represent GPSAUCSD in meetings, events, and phone calls at the state level (ie. the California Legislature, the Office of the Governor, and other government agencies and civic groups focused on matters of state importance).
3. Keep regular contact with state representatives and manage logistics for meetings.
4. Inform state legislators of the benefit and need to support graduate education at UCSD.
5. Serve as an ex-officio member of the Legislative Advocacy Committee.
6. Participate in UC Graduate and Professional Council (UCGPC) meetings and activities, where appropriate.
7. Collaborate with the Vice President of External Affairs on any additional agreed upon duties and responsibilities.

The Legislative Liaison for National Affairs shall:

1. Develop legislative proposals and platforms beneficial to GPSAUCSD in collaboration with the Vice President of External Affairs and the Council.
2. Inform national legislators of the benefit and need to support graduate education at UCSD.
3. See that the GPSAUCSD's interests are effectively represented to the U.S. Congress, federal government agencies, and civic groups focused on matters of national importance.
4. Keep regular contact with national representatives and manage logistics for meetings.
5. Maintain GPSAUCSD relations with the National Association of Graduate and Professional Students (NAGPS) and Student Advocates for Graduate Education (SAGE).
6. Serve as an ex-officio member of the Legislative Advocacy Committee.
7. Collaborate with the Vice President of External Affairs on any additional agreed upon duties and responsibilities.

The Civic Engagement Liaison shall:

1. Coordinate activities of the External Office with the graduate and professional student body
2. Help to promote GPSAUCSD proposals to the graduate and professional student body
3. Gauge civic interests amongst graduate and professional students

The Travel Grant Coordinator shall:

1. Oversee the execution of the Travel Grants Program, on behalf of the GPSAUCSD.
2. Assist the GPSA President, Vice President of Financial Affairs, and Vice President of Academic Affairs in coordinating funding with the University fund manager,



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GEPA, Vice Chancellor for Student Affairs, and the Office of the Chancellor, and any other identified funding sources.

3. Hold four rounds of travel grant applications each year, one per quarter.
4. Maintain and understand the selection system, eligibility requirements, award policies, and reimbursement information.
5. Send all necessary notifications to applicants and be the GPSA official point of contact for travel grant information.
6. Report to Council quarterly on the status and usage of the Travel Grants Program.
7. Assist Vice President of Academic Affairs with planning and hosting “Drinks and Dissertations”
8. Maintain and update Travel Grant standard operating procedures for GPSA

The Finance Committee Chair shall:

1. Share the same basic responsibilities as all other finance committee members
2. Facilitate the VP Finance with monitoring the biweekly GPSA Finance committee meeting
3. Facilitate VP Finance with the financial initiatives suggested by the finance committee or by the Council
4. Recommend on the GPSA budget before presenting to the Council

The Associate Vice President of Social Affairs shall:

1. Assist the VP of Social Affairs in conceptualizing and organizing large-scale events.
2. Solicit student volunteers for interdepartmental social events from both the general graduate and professional student body and within the GPSAUCSD Council.
3. Shall keep detailed, accurate, up to date records of expenditures incurred from the GPSAUCSD event funds.
4. Assist the VP of Social Affairs in coordinating with UC University Centers event managers to organize and promote graduate student events in university center spaces.

The Cultural Events Coordinator shall:

1. Organizing one to two events in the school year to elevate and appreciate a culture(s) for the large graduate and professional student population. Shall keep detailed, accurate, up to date records of expenditures incurred from the Cultural Events Fund.
2. Serve as an ex-officio member of the Campus Planning Committee.

The Social Events Coordinator(s) shall:

1. Aid in hosting one large scale event for each of the following quarters: Fall,



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Winter, Spring.

2. Organize at least 1-3 social events per quarter.
3. Work to publicize GPSAUCSD social events and to promote new departments taking part.
4. Shall keep detailed, accurate, up to date records of expenditures incurred from the Social Events Fund.
5. Serve as an ex-officio member of the Campus Planning Committee.

The Community Outreach Coordinator shall:

1. Plan or support and promote one service oriented event per quarter. The event should contribute to fostering relationships between UCSD graduate/professional students and the greater San Diego community.
2. Serve as an ex-officio member of the Diversity Advisory Committee.
3. Oversee collaborations with the greater San Diego community, specifically those who belong to historically underrepresented and under-resourced communities in academia.

The Basic Needs Committee Chair shall:

1. Attend all Basic Needs Committee meetings as a GPSAUCSD graduate and professional student representative
2. Oversee Basic Needs initiatives throughout the UC San Diego graduate and professional student community
3. Collaborate with the Basic Needs Committee to provide basic need supports for all graduate and professional students
4. Serve as the main point of contact between the GPSAUCSD and the Basic Needs office
5. Meet with the Vice President of Equity, Diversity, and Inclusion Campus Affairs once per quarter to discuss and establish new initiatives, goals, etc. relating to basic needs

The Basic Needs Committee Representative shall:

1. Collaborate with the Basic Needs Committee and Co-Chair to provide basic need supports for all graduate and professional students
2. Serve as one of the main points of contact between the GPSAUCSD and the Basic Needs office
3. Meet with the Vice President of Equity, Diversity, and Inclusion and the Basic Needs Committee Chair once per quarter to discuss and establish new initiatives, goals, etc. relating to basic needs

The Diversity Action Committee Chair shall:

1. Serve as the lead of the Diversity Advisory Committee
2. Lead discussions and pertinent conversations that can be taken in relation to EDI



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initiatives on campus

3. Lead logistics on creation of at least one service oriented event per quarter in tandem with the VP EDI and Community Outreach Coordinator

The Council Parliamentarian, shall:

1. Promote the clarity, efficiency, and decorum of Council meetings by keeping each section of the agenda within the time limits written in the agenda and alerting the President when a motion to extend time is required
2. Ensure the democratic participation and freedom of discourse of Council meetings.
3. Assist the Chief of Staff with the upkeep of Council's Operational Rules, that contain enforceable rules by which Council meetings are to operate.
 - a. Maintain non-enforceable, official notes on the proceedings and operation of Council meetings, including precedents, issues, and deviations from Robert's Rules.
4. Clarify, explain, and enforce the proper operation of Council meetings, as defined by Council's Operational Rules.
5. Be well versed in the Governing Documents of GPSAUCSD, Robert's Rules of Order, Newly Revised, and the operation of Council meetings, including Council's Operational Rules.
 - a. Suggest improvements to Council meeting procedures and corresponding modifications to Council's Operational Rules, pending approval by Council.
 - b. Participate in the training of GPSAUCSD Representatives.
6. Appoint a Judicial Board Chair and 4 additional Judicial Board Members.
7. Serve as Clerk on the Judicial Board.
8. Act as Vice-Chair of the Governing Documents Maintenance Committee.

The Director of Engagement shall:

1. Coordinate with other officers the advertisement of upcoming events and opportunities in the form of a monthly newsletter which shall be distributed in the first week of every month.
2. Oversee the management of the GPSAUCSD office, website, and email accounts.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by a $\frac{2}{3}$ vote of those present at a regularly scheduled Council meeting after the amendments have been proposed at the previous regular meeting.



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JUDICIAL BYLAWS

ARTICLE I: SCOPE AND STATEMENT OF PURPOSE

Section I: Purpose

The purpose of these bylaws is to define the procedures for removal, with cause, of officers, Council representatives, and appointed committee representatives of the Graduate & Professional Student Association of the University of California, San Diego (GPSAUCSD) and ensure that the proceedings are fair and balanced. These bylaws also define the purpose and scope of the Judicial Board.

Section II: Scope of Personnel

These bylaws define policies and procedures for the removal of individuals who fulfill the following roles for GPSAUCSD:

1. Committee Members
2. Appointed Officers
3. Elected Officers
4. Council Members

Some individuals may hold more than one of these positions for GPSAUCSD. In this case, based on recommendations made by the Judicial Board, Council may choose to remove them from a single position or multiple positions. Should Council choose to pursue removal of an individual from multiple positions at once, it must follow the removal procedures for the highest numbered appointment on the above list from which the individual is being removed.

In cases where Council determines that violations of UCSD policy or illegal activity have occurred, or are outside the jurisdiction of Council, it may opt to contact the relevant enforcement entities in addition to or instead of internal processing.

In the event of misconduct, outlined in the [University Standards of Conduct](#) and the [Office for the Prevention of Harassment and Discrimination Policies](#), mandated reporters should immediately report to all bodies to which they are obligated. However, actions taken on behalf of the GPSAUCSD Council should only happen after the Judicial Board review and recommendation.



Section III: Scope of Complaints

These bylaws outline the processes for judicial deliberations. Issues arising within GPSAUCSD regarding the Governing Documents may be submitted as complaints, including but not limited to:

1. Failure of responsibilities
2. Interpersonal disputes that delay or impede completion of tasks
3. Interpretation of bylaws
4. Elections grievances

Complaints may be submitted by any member of the GPSAUCSD, as defined in the Constitution, and should reference the specific bylaws in contention, to be directed to the Judicial Board for review and deliberation.

The Judicial Board will hear issues relating to GPSAUCSD Constitution, Bylaws, Code of Conduct, or permanent GPSAUCSD Committee charges. Any complaints submitted beyond this scope may be referred to other relevant bodies within or external to the GPSAUCSD.

ARTICLE II: SANCTIONING

Section I: Procedures for Judicial Deliberation Including Removal of Any Position

If a report resulting from any Judicial Board review process has been submitted to Council with recommendations, the presentation of this report must be listed in the agenda for that meeting as “Report from the Judicial Board”. The presentation of the report and any evidence, subsequent deliberation and vote will be done in closed session. If any party of the complaint is not a member of Council, they may be permitted to be present during a closed session. The complainant and respondent may both give three minute statements after the Judicial Board has presented the case to Council. Council may ask that all parties in the case leave the meeting during part of the deliberation and Council vote.

Council may adopt and implement the recommendations of the report of the Judicial Board by a simple majority vote. Public meeting minutes will only note the results of the deliberations (whether to censure or remove any individual from their position) and vote count. Full closed meeting minutes, including the Judicial Board report itself, should be kept as a record for Council only.

If the removal procedures take place in a special meeting of Council, the special meeting cannot be held within 3 days of any other meeting and the agenda must be sent to



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Council no less than a week before. All other requirements for calling a special meeting and performing a removal must also be followed.

Section II: Censure

A motion to censure may be made against any member of Council, Elected or Appointed officer, or Committee member, following an investigation by the Judicial Board, for an infraction which is not sufficient by itself to warrant a removal. Censures must meet the following conditions:

1. Censure is applied by a majority vote of Council.
2. Only one censure may be applied to an individual in one meeting.
3. Only one censure may be applied for one infraction.

If an individual has accrued two censures within a quarter, the Judicial Board must conduct a judicial review to assess whether removal should be pursued.

Section III: Infractions that Warrant the Recommendation of Removal of any GPSAUCSD Member

The Judicial Board may recommend removal for any GPSAUCSD member under the following criteria:

1. Misuse of Funds
2. Failure to perform duties
3. Improper or unethical use of authority
4. Willful violation of GPSAUCSD rules, policies, or procedures
 - a. This may include a respondent's refusal to participate in a Judicial Board Misconduct Review but this should be assessed on a case by case basis
 - b. This includes retaliating against the members of the Judicial Board. Retaliation is defined as an adverse action made against a person based on their participation on the Judicial Board. An adverse action is conduct that would discourage a reasonable person from serving on the Judicial Board.
5. Willfully tampering with or destroying evidence related to an ongoing Judicial Board Misconduct Review

Section IV: Removal of Committee Members

Committee members may be removed by Council at a meeting with a $\frac{2}{3}$ majority vote. The committee member and appointing officer, if existing, will be notified in writing of the pending removal no less than one school week prior to the meeting. During the



removal deliberation, the committee member and appointing officer will be allowed to voice their opinions, as well as any other person voicing a complaint.

Section V: Removal of Appointed Officers

Appointed officers may be removed by Council at a meeting with a $\frac{2}{3}$ majority vote.

The appointed and appointing officer will be notified in writing of the pending removal at least one academic week prior to the meeting.

During the removal deliberations, the appointed and appointing officer will be allowed to voice their opinions, as well any other person voicing a complaint about the committee member.

Section VI: Removal of Elected Officers

If the elected officer is recommended for removal by the Judicial Board following a judicial review, the individual may be removed with a single $\frac{2}{3}$ majority vote during a regularly scheduled Council meeting. The removal must be included in the agenda of the meeting. If the Judicial Board is recommending removal, they must notify the elected officer of this decision at least one school week prior to the Council meeting in which the Judicial Board recommendation is presented and no later than one business day after the Judicial Board has made this decision. During the Council meeting in which the Judicial Board recommendation is presented, the elected officer being recommended for removal is allowed to present their own case.

Section VII: Removal of Council Members

Council members are appointed by their department and may not be removed by GPSAUCSD unless the council member has accrued two censures in a quarter and the Judicial Board has conducted a judicial review. A council member may be removed with a simple majority vote at Council meeting. Additionally, GPSAUCSD Council may, with a $\frac{2}{3}$ majority vote and a recommendation by the Judicial Board, request that the appointing department recall their representative.

ARTICLE III: JUDICIAL BOARD BYLAWS - REPLACES “ACADEMIC JUDICIAL COMMITTEE BYLAWS”

Section I: Purpose

The purpose of this article is to outline the powers and responsibilities of the Judicial Board. The Judicial Board is charged with serving as the investigative and deliberative



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body regarding issues arising within the GPSAUCSD related to the Governing Documents. The Judicial Board may recommend actions to Council, but has no direct authority except in an investigative capacity. The members of the Judicial Board will act collectively to act on all GPSAUCSD judicial matters.

No later than the fifth council meeting of the academic year, Judicial Board members must present a review of the [GPSA Code of Conduct](#), [Best Practices](#), and the GPSAUCSD Constitution.

All GPSAUCSD Executive Committee members must receive training during their summer training on the Judicial Board purpose, process, and purview.

At the end of each academic year, the Judicial Board must work with Governing Docs to review and propose amendments to the GPSAUCSD Code of Conduct.

Section II: Membership

The Judicial Board must be appointed by the Parliamentarian at the beginning of the academic year, no later than the third GPSAUCSD council meeting.

The rules governing membership of the Judicial Board shall consist of the following:

1. The five (5) voting board members shall be appointed and approved by Council.
 - a. GPSA Administration is permitted to act as non-voting members.
2. Council shall attempt to appoint members who represent a diversity of programs and departments within the graduate student population.
3. Members of the Executive Committee are not eligible for appointment to the Judicial Board.
4. The standard term of appointment shall be from the fourth Council meeting of the academic year through the fourth Council meeting of the subsequent year, though appointments may be made throughout the year as necessary.
5. The board members shall elect a Chair from the membership of the Judicial Board during the first meeting of the academic year, according to the procedure outlined in these bylaws, subject to approval by Council.
6. The GPSAUCSD Parliamentarian shall act as Clerk for the Judicial Board and shall be referred to as such for the remainder of the Judicial Bylaws.

Section III: Powers and Responsibilities

The Judicial Board will have the following powers and responsibilities:

1. The Judicial Board shall meet with the GPSAUCSD Administration and Parliamentarian at least once in Fall quarter, following any new appointments, to review the Judicial Bylaws and the role and responsibilities of the Judicial Board.



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2. Quorum for full Judicial Board meetings shall consist of the Chair and at least 2 other committee members.
3. Members are disqualified to sit on any case in which they are named as a witness, complainant, respondent, or presents a conflict of interest..
4. All members of the Judicial Board must declare prior to each case that they have no conflicts of interest beyond those outlined in Section 3, Subsection 3.
 - a. A majority of members may vote to formally recuse a member from a case. Justification for the recusal should be presented in the final report.
5. The Chair of the Judicial Board shall be a member appointed to the committee, elected by a simple majority of the committee members.
 - a. Any member may be nominated by another Judicial Board member, or themselves for the position of Chair.
 - b. Each nominee who accepts may give a brief statement on their qualifications and goals for the position. During this time committee members may ask questions of the candidates.
 - c. All voting committee members will cast their votes in a closed ballot for any candidate or “none”, to be tallied by the Clerk.
6. The Chair will only vote on Judicial Board decisions in the case of a tie.
7. The Judicial Board shall review all complaints submitted and make recommendations to Council based on their investigations.

Section IV: Complaints

The process for submitting formal complaints shall be as follows:

1. All formal complaints of misconduct or breach of bylaws shall be directed to the complaint form on the GPSAUCSD website.
2. All complaints should include, at minimum: the complainant’s name and contact information; the appropriate respondent/s or committee; the specific bylaws in contention; the time, date, and place of the violations, and; any supporting evidence or documentation.
 - a. If any required information is not provided, the Clerk will request the missing information from the Complainant before proceeding
 - b. If the Judicial Board decides a complaint does not fall under the scope of complaints, as outlined in Article I Section 3, then the Clerk should work with the complainant to see if there is an appropriate body within or outside of the GPSAUCSD to which the issue can be directed. The GPSAUCSD Administration may assist in connecting individuals with relevant bodies on campus.
3. After confirming and compiling all the required information, the Clerk will forward the complaint and all additional documents to the Judicial Board Chair.
4. If an accusation is made against a committee or Council, rather than an individual or individuals, the Judicial Board will not be able to make formal



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recommendations of censure or removal, but should instead report on failures to follow bylaws, or inconsistencies in bylaws that need to be remedied.

5. Within one academic day of confirming the complaint, the Clerk will notify the accused party of the complaint, including a summary of the complaint and bylaws in contention.
 - a. If the accused party is a committee, the Clerk will notify the committee chair.
 - b. If the accused party is the GPSAUCSD Council, the Clerk will notify the GPSAUCSD President and all Council Representatives.
 - c. After the accused party has been notified of a complaint they are no longer allowed to delete any official communication that may be relevant to the complaint.
 - i. If the accused party is found to have tampered with or destroyed evidence relevant to the complaint this is grounds for an additional Judicial Board Misconduct Review and will be elevated to Student Conduct as necessary.

Section V: Withdrawal of a Complaint

The complainant may withdraw a grievance by notifying the Clerk in writing. Grievances may be withdrawn any time before or during the formal hearing.

Section VI: Misconduct Review

The Judicial Board process for investigation of formal complaints shall be as follows:

1. Upon receiving the complaint from the Clerk, the Chair will share the submitted complaint and accompanying evidence with the entire Judicial Board.
2. Any complaint may be dismissed as outside the scope of the Judicial Board or for another reason without further investigation by unanimous agreement of the Judicial Board members within 3 academic days of receiving the complaint.
 - a. Each member must submit a written statement explaining their reasoning, to be recorded by the Clerk and shared to the complainant and accused.
3. A request for a preliminary injunction may be submitted to the Clerk by the complainant at the time of the initial complaint.
 - a. A preliminary injunction, if issued, prevents the accused party from pursuing a course of conduct until after the Judicial Board deliberation. If the accused is an officer of GPSAUCSD, this may include a temporary suspension of their role and/or responsibilities.
 - i. A preliminary injunction will only be issued if the Judicial Board determines there is a clear and imminent threat that one or more



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- individuals, or the GPSAUCSD as a whole, will be harmed if the activities or responsibilities of the accused are not suspended.
- b. The Judicial Board members, in consultation with the GPSAUCSD Administration, shall determine by a majority vote whether or not a preliminary injunction is necessary within two academic days of receiving the complaint.
 - i. Votes do not need to be tallied in-person, in which case the Judicial Board Chair shall confirm the vote of each board member in writing.
 - c. If a preliminary injunction is issued, the Clerk and the GPSAUCSD Administration will notify all parties involved and will work with the appropriate University constituents to implement the preliminary injunction. The preliminary injunction shall have no impact on the recommendations made by the Judicial Board.
4. The Judicial Board Chair, as early as possible after receiving the complaint from the Clerk, shall notify both parties of the general timeline and process described in the rest of this Section VI.
 5. Within 2 weeks after the Judicial Board Chair has received the report from the Parliamentarian, both parties may submit evidence pertinent to the case. Within 24 hours of the scheduled hearing, the Judicial Board Chair will make all submitted evidence available to both parties.
 - a. Evidence may be redacted in compliance with local regulations.
 - b. The Judicial Board may also invite additional witnesses provided that this is completed at least 48 hours before the scheduled hearing.
 - c. The complainant must provide the Clerk and Judicial Board Chair with a comprehensive list of all the evidence and witnesses to be presented at the hearing at least 48 hours before the scheduled hearing.
 - i. The respondent may waive this right.
 - d. The respondent must provide the Clerk and Judicial Board Chair with a comprehensive list of all evidence and witnesses to be presented at the hearing at least 48 hours before the scheduled hearing.
 - i. The complainant may waive this right.
 - e. Evidence may be submitted via email
 - f. No additional evidence may be submitted prior to the hearing by either the complainant or the respondent after all evidence has been made available to all parties.
 6. If deemed necessary by the Judicial Board a hearing shall be scheduled no later than 3 academic weeks after receiving the complaint. All scheduling will be conducted by the Clerk via email and/or a scheduling platform (ie When2Meet).
 - a. If the respondent fails to appear at the hearing, then the case will be decided based upon the evidence presented at the hearing.



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- i. If the complainant fails to appear at the formal hearing, then the case will be dismissed.

The Judicial Board process for deliberation of and response to formal complaints shall be as follows:

1. Order of Presentation: times are approximate and may be extended as necessary.
 - a. Judicial Board Chair introduces case and presents the Judicial Board's investigation thus far (15 min)
 - b. Complainant presents case, including witnesses (7 min)
 - i. Members of the Judicial Board may then question the complainant and witnesses (7 min).
 - c. Accused presents case, including witnesses (7 min)
 - i. Members of the Judicial Board may then question the accused and witnesses (7 min)
 - d. Judicial Board presents additional witnesses (7 min)
 - e. Closing statements by the complainant (3 min)
 - f. Closing statements by the accused (3 min)
 - g. Judicial Board Chair adjourns hearing and the Judicial Board goes into closed deliberations (no more than 45 min)
- 2.
3. Following the hearing, the Judicial Board shall decide to do one of the following:
 - a. Disregard the complaint
 - b. Recommend censure of the individual or individuals to Council
 - c. Recommend removal of an individual or individuals to Council
4. Following deliberation by the Judicial Board, a report shall be prepared and any recommendations shall be submitted to Council.
 - a. The report and any recommendations shall be agreed upon by a simple majority of the Judicial Board members.
 - b. The report should include a description of the complaint, the Judicial Board's decision pursuant to Section 3.6, reasoning underlying the recommendations, and a brief explanation of any disagreement among board members that may have caused dissenting opinions.
 - i. The report shall be signed by the Judicial Board as a whole.
 - c. The Judicial Board may also make comments on any of the existing bylaws relevant to their decision, including their perceived strengths or weaknesses, and recommendations on changes to the bylaws.
 - d. For any case where there exists a related, prior Judicial Board decision, the Judicial Board may present the facts of that case and its relationship to their current deliberations.
 - i. Council may choose to amend the report to redact any identifying information before it is approved, if they determine the information may be harmful to an individual in the future.



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- ii. Council may approve an extension to the time allocated to any stage of this process, on request of the Judicial Board, by a majority vote at any Council Meeting prior to the deadline for a decision on the complaint.
- e. The report and any action taken by Council will be published on the GPSAUCSD website for 30 days. Evidence, with sensitive personal information redacted, the Judicial Board report, and any action taken by Council will be held by GPSAUCSD Administration in perpetuity.

Section VII: Issues arising from Elections

Complaints may be submitted to the Judicial Board regarding issues arising from elections procedures. If the complaint regards the eligibility of an individual for an elected position, or the fairness and openness of an election, the Judicial Board may recommend:

1. A delay of the election of one or more positions.
2. The disqualification of a candidate.
3. The removal of an elected individual and subsequent special election.

If the complaint is submitted within 1 week before the election in question, the Judicial Board, by majority vote, may request that Council delay the election to provide enough time for a judicial review to be conducted.

Section VIII: Appeals

An appeal to a decision by Council may be submitted by the party ruled against, if that party can demonstrate that the Judicial Bylaws were not followed in some way. That party must also demonstrate that a different outcome was likely to have occurred if the bylaw(s) had been followed. Council, by a $\frac{2}{3}$ majority vote, may choose to refer the appeal to the Judicial Board for a reevaluation of the complaint.

ARTICLE IV: AMENDMENTS TO THE BYLAWS

These Bylaws shall take effect after being approved by a $\frac{2}{3}$ vote of those present at two consecutive GPSAUCSD Council meetings provided that all members of the Council have been sent the text of the Bylaws at least five working days prior to the first meeting. These Bylaws may be amended by a $\frac{2}{3}$ vote of those present at a regularly scheduled Council meeting after the amendments have been proposed at the previous regular meeting. These bylaws may not be amended while a misconduct trial is being conducted.



ELECTION BYLAWS

ARTICLE I: STATEMENT OF PURPOSE

The purpose of these Bylaws is to define procedures for the annual election of GPSAUCSD officers, special election of GPSAUCSD officers, and the eligibility and guidelines for election of Council representatives by Departments.

ARTICLE II: ANNUAL ELECTION OF OFFICERS

Section I: Date of Election

Annual election of officers shall occur at the first regularly scheduled Council meeting of the Spring Quarter. Positions are elect-in-training during Spring Quarter; newly elected positions shall take office on July 1.

Section II: Announcement of Annual Election

All Council representatives and Department graduate coordinators shall be notified of the date, time, and location of the election at least four weeks in advance. A notice containing this information shall also be published in any electronic media generally utilized for graduate and professional student communication. The Election Committee will host a candidate mixer at the time nominations open. GPSAUCSD executives will present on the duties and responsibilities of their respective positions before this event.

Section III: Nomination of Candidates for Elective Offices

Nominations for elective offices shall be opened and publicized no later than four weeks prior to the election. Candidates for elective office must be nominated by a Council representative, current officer, or may nominate themselves. Nominations must be submitted through the application on the GPSAUCSD website and candidates must accept their nomination prior to the start of the election.

The application shall include which position the candidate is being nominated for, if the person submitting the application is nominating themselves or someone else, and when the election will take place.

Candidates may be nominated for more than a single office, however, once elected to an office their name shall be removed from consideration for any subsequent office.



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Candidates may also seek letters of endorsement from a current GPSA representative or GPSA Executive Committee member. Letters of Endorsement must be submitted to the Elections Committee no later than one week before the election for approval by the Elections Committee. Endorsements may not exceed one page, must be Georgia and at least 12-pt font with at least 1-inch margins on all sides.

GPSA Executive Committee members may not submit letters of endorsement for candidates running for positions they currently occupy.

All letters of endorsement will be made available to the Council prior to the election. Council representatives are responsible for disseminating letters of endorsement approved by the Election Committee to their departments at that time.

Nominations for an elective office shall remain open until immediately prior to the Council entering closed session to vote for that office. Current nomination lists shall be sent to the candidates, council representatives, department graduate coordinators, and published in any electronic media generally used for graduate and professional student communication no later than one week prior to the election.

Notices to candidates shall indicate that nominations shall remain open until the Council vote and must explicitly tell the candidates which position(s) they have been nominated for and what they must do to prepare for the election (i.e. write a statement and accept their nomination if they have not yet done so) no later than one week prior to the election.

Section IV: Campaign Platforms

Candidates may, but are not required to, provide the Elections Committee with a statement of their campaign platform no later than one working day prior to the election (e.g. if the elections are held on a Monday, campaign platforms must be submitted by the end of the Friday before the elections). Statements may not exceed one page, must be Georgia, at least 12-pt font with at least 1-inch margins on all sides, and include a headshot of the candidate.

These statements will be made available to the Council prior to the election. Council representatives are responsible for disseminating platforms approved by the Election Committee to their departments at that time.



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All campaign advertisements must be disseminated to Council representatives as determined by the Election Committee, and candidates are responsible for dissemination. The Election Committee shall ensure that candidates are not over- or under-represented by campaign advertisements.

No GPSAUCSD resources or materials may be used for candidate campaigning.

Section V: Voting Procedure

Voting will proceed as follows:

1. Officers will be elected in the following order:
 - a. President
 - b. Vice President of Academic Affairs
 - c. Vice President of Campus Affairs
 - d. Vice President of External Affairs
 - e. Vice President of Financial Affairs
 - f. Vice President of Social Affairs
 - g. Vice President of Equity, Diversity and Inclusion Affairs
2. If an elected office has no nominated candidates, the Council may postpone the election for that office until the end of the elections of other offices. If there are still vacant offices, the elections due that office will be automatically postponed until the next regularly scheduled Council meeting.
3. A candidate for office need not be present at the election, but they must accept their nomination either in person at a regularly scheduled Council meeting, or in writing to the Elections Committee.
4. Council members present at the start of elections may leave a written vote submission for any election for which they will be absent for voting.
 - a. This submission must be given to an Election Committee member before leaving, and will be nullified in the event of a successive election for that position.
 - b. While a written submission is active, any proxy for the absent Council member will be invalid, nor may an alternate representative vote in their place.
5. Candidates for all outstanding positions, whether current Executive Committee members or current Council members, will be asked to leave the room during the Council vote. Candidates who are also Council representatives shall be permitted to cast votes in writing prior to the vote.
 - a. Members of the Election Committee, if they are Council representatives, may vote in the elections but may not speak for or against any candidate.
6. During voting, the Council session shall be closed to anyone who is not a Council representative or current officer.
7. Officers shall be elected by a secret ballot majority vote of Council representatives present at the election meeting, provided quorum is met. Ballot



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slips will be counted pre-voting to ensure proper vote counts during each election.

- a. Positive vote for a candidate will be the candidate's name. If the vote is "None"/"No," this indicates a vote for no candidate and to leave the office open. In the event there are more "No" votes than positive votes, the position will remain open.
- b. Successive votes shall be taken until one candidate receives a majority. In successive votes for positions with three or more eligible candidates, the candidate receiving the fewest votes shall be eliminated before the next voting round.
- c. If there are two remaining candidates and neither achieves a majority after one vote, the Elections Committee may decide to return to Council deliberations before the subsequent vote. This process continues until a single candidate achieves majority, or the Elections Committee proposes and Council confirms that the election for that position be postponed. In this case the position will be considered vacant, nominations reopened, and the election proceeds to the next position.
- d. A vote for an abstention or a name who is not a valid candidate shall be added to the vote count as an abstention.
- e. Winning an election requires a simple majority of present voting members, including approved proxy and written submissions. In the event of successive voting rounds when a candidate is removed, written submissions will no longer be counted for its vote or towards the present majority.

Section VI: Election Procedure

Elections will follow the following procedure:

1. Elections shall be run by the Election Committee.
 - a. At least two Election Committee members must be present in order for Elections to proceed, and those members must have been approved by Council at a previous regularly scheduled meeting.
 - b. One member of the Election Committee shall serve as the chair during the entire election procedure. Other members of the Election Committee shall serve as operators of election procedure.
2. Elections shall have the following procedure for each elected officer. Procedures may be altered by the Election Committee up until the meeting agenda is sent to Council, and all times may be extended/shortened by Council during the meeting:
 - a. Final call for nominations, with the reminder that nominations can be submitted anytime up to the vote.



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- b. Election-specific public endorsements may be read aloud for a total of 3 minutes per letter of endorsement.
 - i. No questions will be fielded during this time.
 - ii. All speakers in this session must submit any endorsements to the Elections Committee no later than one week before the election for approval.
 - iii. The order of speakers endorsing candidates will be rotated as determined by the Elections Committee to most balance candidate support.
 - iv. Candidates may seek as many letters of endorsement as they wish, however a maximum of 3 per candidate may be read aloud during elections.
- c. Each candidate will be allowed 3 minutes to speak on their platform for office.
 - i. During this time no questions will be fielded.
- d. Candidates will then answer questions for a total of 10 minutes.
 - i. Each question and answer will be limited to 1 minute each
 - ii. Questions can be directed to individual candidates or all candidates.
 - iii. Candidates should take turns answering questions such that no candidate answers significantly more questions than the others, and order of candidate response will be rotated by the Election Committee.
- e. If the position is contested, Council will proceed to deliberate in open session, followed by closed session. If the position is uncontested, Council will proceed directly to closed deliberations. During deliberations:
 - i. Open and closed session debate will be limited to 10 minutes each, with individual speaker times of 1 minute each.
 - ii. Candidates may not participate, except to answer clarifying questions asked by the chair. Discussion time for each candidate will be balanced as reasonably as possible by the chair.
 - iii. GPSAUCSD resources and materials cannot be used to favor one candidate over another.
 - iv. GPSAUCSD executives may not use privileged information to favor one candidate over another but they may speak as an individual.
 - v. To ensure the fairness and openness of the discussion, the Election Committee may propose to return the election process to a specified earlier stage.
 - 1. Upon Council approval, the election process will then continue starting from the specified point and following the procedures in normal sequence.



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2. If nominations are closed, then they may be reopened at this time.
 - f. Candidates will then each have three minutes for concluding remarks, in reverse order of platform presentation.
 - g. Council will then continue deliberation in closed session during which the candidates will be asked to leave the room.
 - i. Closed debate will be limited to 5 minutes, with each speaker time limited to 30 seconds.
 - ii. Closed session deliberations will be immediately followed by voting done via secret ballot, and ballots counted by the Election Committee.
 - h. Candidates will be asked to return to Council.
 - i. The Election Committee will immediately inform the GPSAUCSD President of the voting results, whereupon the GPSAUCSD President will announce the winner.
 - i. Vote totals will be added to the meeting minutes and not verbally announced.
3. Ballots, whether physical or digital, shall be kept in a secure location by the Election Committee for 30 days after elections, after which they must be securely destroyed or deleted.
4. Council representatives or candidates may make a motion for a recount prior to approval of the meeting minutes containing the election results at the next Council meeting.
 - a. The motion must be seconded and takes a majority vote to adopt.
 - b. If adopted, the recount will take place immediately and in open session.
 - c. Votes will be recounted by the Election Committee.

ARTICLE III: SPECIAL ELECTION OF OFFICERS

Section I: Special Election Date

A special election for any vacant elective office shall be held no later than two regular Council meetings after the position becomes vacant. If a vacancy occurs more than two weeks prior to the next regularly scheduled Council meeting, the President shall have the option to appoint an eligible student on an interim basis until the next regularly scheduled Council meeting, on which a special election for that office shall take place.

Section II: Announcement of Special Elections

All Council representatives and Department graduate coordinators shall be notified of the date, time, and location of the Special Election meeting at least two weeks in advance.



Section III: Nominations

Special Election nominations for vacant elective offices shall be open no later than the regularly scheduled Council meeting prior to the election. Nominations shall remain open until immediately prior to the Council vote for that office.

Section IV: Voting Procedure

Voting Procedure shall follow the same format as the annual election procedure outline in Election Bylaws Article II, Sections V and VI.

Section V: Installation, Rights and Responsibilities

Officers elected by Special Election shall be installed into office immediately following the election. Officers elected by Special Election shall be accorded the full rights and responsibilities due the office including membership on the Executive Committee and a prorated stipend.

ARTICLE IV: ELECTION OF COUNCIL REPRESENTATIVES

Section I: Eligibility

Candidates for Council representative shall be registered graduate or professional students in good academic standing as defined by the Office of Graduate Studies.

Section II: Eligible Departments

For the purposes of these Bylaws, the term "Department" shall encompass all officially recognized UCSD academic departments and programs that serve as a primary academic home for graduate or professional students, as defined by UCSD's Registrar Fall Quarter third week enrollment statistics.

Section III: Number of Department Representatives

The number of representatives on the Council for each Department shall be determined based on UCSD's Registrar Fall Quarter third-week enrollment statistics, as described in the GPSAUCSD Constitution.

Section IV: Department Elections



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Individual Departments shall have autonomy regarding procedures for election of Council representatives. However, the election of representatives must be open to all eligible graduate or professional students in the Department and notification of the election procedure must be distributed to all graduate or professional students in the Department.

The following list GPSAUCSD's recommended best practices regarding departmental elections:

1. Council representatives should be elected no earlier than 6 months prior to the beginning of their term.
2. Any graduate or professional student enrolled in the Department shall be eligible to vote in the Departmental elections.
3. Nominations should open no later than 2 weeks prior to the election. No later than nominations open, all eligible students within the Department should be notified of the time of the election; their right to nominate candidates, to be nominated, and to vote; and the number of representatives allocated for the Department under the GPSAUCSD Constitution.
4. No later than one week prior to the election, a list of those nominated should be made available to all eligible students within the Department.
5. Each eligible student within the Department may vote for a number of representatives no greater than that allowed by the GPSAUCSD Constitution. Votes may be cast in person, by paper ballot, or by electronic means.
6. Votes may be cast for any eligible student within the Department, whether specifically nominated or not.
7. A candidate may decline nomination or election.
8. Of those who do not decline, the eligible students within the Department having received the most votes at the time of the election shall be elected representatives.

ARTICLE VII: AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by a $\frac{2}{3}$ vote of those present at a regularly scheduled Council meeting after the amendments have been proposed at the previous regular meeting.



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COMMITTEE BYLAWS

ARTICLE I: STATEMENT OF PURPOSE

The purpose of these Bylaws is to define procedures and policies regarding GPSAUCSD's interaction with, formation of, and appointment to various committees.

ARTICLE II: GENERAL DEFINITIONS AND COMPOSITION OF COMMITTEES

Committees perform tasks and may be delegated responsibility by the GPSAUCSD. Every GPSAUCSD council member is required to serve on at least one committee. GPSAUCSD recognizes and interacts with two types of committees: GPSAUCSD Committees and University Committees.

Section I: GPSAUCSD Committees

GPSAUCSD Committees are committees whose purpose is to perform functions regarding GPSAUCSD business as delegated by Council. GPSAUCSD Committees operate as described within the GPSAUCSD Bylaws. Only current graduate and professional students may serve on GPSAUCSD Committees, while further compositional requirements may be added. GPSAUCSD Committees can further be subdivided into three (3) types: Governmental Committees, Standing Committees, and Special Committees.

Section Ia: Governmental Committees

Governmental Committees are the four following committees:

1. Executive Committee
2. Finance Committee
3. Judicial Board
4. Elections Committee

These committees are governed by independent sections in the GPSAUCSD bylaws and constitution that, where applicable, supersede the Committee Bylaws.

Section Ib: Standing Committees



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Standing Committees are the committees that perform delegated tasks for the GPSAUCSD as enumerated in the Committee Bylaws. Standing Committees are formed by an addition to the Standing Committee Bylaws.

Section Ic: Special Committees

Special Committees are committees formed for a specific task by GPSAUCSD Council, whose composition, function, and duration are determined by GPSAUCSD Council as described in the Committee Bylaws.

Section II: University Committees

University Committees are committees, workgroups, or other entities, recognized by UC San Diego that request the participation of one or more graduate or professional students representing a constituency of these students in an advisory or official capacity. The composition of these committees may be determined by an entity outside of GPSAUCSD. GPSAUCSD may appoint members to these University Committees in its capacity to delegate its authority for safeguarding the rights of graduate and professional students and their various constituencies.

ARTICLE III: FORMATION, RECOGNITION, AND APPOINTMENTS OF COMMITTEES

Section I: Forming, Recognizing, and Appointing to a GPSAUCSD Committee

The process of the formation, recognition, and appointment to a GPSAUCSD Committee (*references to “a/the committee” within this section refer exclusively to GPSAUCSD Committees*) is as follows:

1. A GPSAUCSD committee is created and approved via a majority vote of GPSAUCSD Council with any purpose defined by Council.
2. To create a committee Council must create and approve a written Charge for the committee, or delegate the creation of this Charge to an individual or another committee, for subsequent approval by Council. The Charge may not conflict with GPSAUCSD Governing Documents. The Charge includes at minimum:
 - a. A statement of purpose
 - b. Member composition and appointment delegation
 - c. Period of time for which the committee is active
 - d. Any detailed bylaws and/or other instructions Council deems necessary
3. Committee members are selected and approved, if appointed by an officer, by majority vote of Council, including the selection of a chair or co-chairs.



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4. A committee member may discuss issues with or resign a committee at any time, as prescribed by GPSAUCSD Governing Documents, by notifying the chair/co-chairs, the appointing officer, and/or GPSAUCSD Council.
5. The official Charge and members of the committee are to be recorded and maintained by the Chief of Staff.
6. Modifications to the Charge and membership of a committee, both temporary and permanent, may be adjusted at any time by majority vote of the GPSAUCSD Council and recorded with the Chief of Staff.
7. A committee or committee member unable or unwilling to fulfill the tasks or functions set out in the charge must notify Council and/or the appointing officer so that appropriate action may be taken.
8. If a vacancy on a committee is needed to be filled the appointing officer may make an interim appointment to that committee, pursuant to the Charge of that committee, by confirming with the Chief of Staff prior to the interim appointment and informing Council within 2 weeks, for appointment approval if still relevant.
9. A committee may be dissolved when:
 - a. The time specified in the Charge has elapsed
 - b. Council decides to dissolve the committee by majority vote
 - c. The committee itself unanimously decides to disband and notifies Council of this decision.
10. To form a Standing Committee, the Charge for that committee is added to Article IV of the GPSAUCSD Committee Bylaws, as an amendment to the bylaws. Modifying or removing a Charge in Article IV is performed as an amendment to the GPSAUCSD bylaws.

Section II: Forming, Recognizing, and Appointing to a University Committee

The process of the formation, recognition, and appointment to a University Committee (*references to “a/the committee” within this section refer exclusively to University Committees*) is as follows:

1. A University Committee is created by a University entity outside of GPSAUCSD and brought to Council for recognition and appointment of graduate and professional students via approval by a majority vote of the GPSAUCSD Council. This does not preclude GPSAUCSD Council from propositioning an outside entity of the University to form a committee or adjust a charge.
2. To officially recognize a University Committee, a formal Charge must be presented to and approved by a majority vote of GPSAUCSD Council. The proposed Charge must include at minimum:
 - a. Statement of purpose/scope
 - b. Member composition



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- c. Duration of appointment
3. Council then may decide by majority vote to:
 - a. Appoint members to the committee directly
 - b. Select an appointing officer position
 - c. Require the reporting of activities of the committee to Council or an officer of GPSAUCSD.
4. Student committee members are University Committee members officially delegated to represent a constituency of students by GPSAUCSD Council, selected and approved, if appointed by an officer or an outside entity, by majority vote of Council, including the selection of a chair or co-chairs, as proscribed by the presented Charge.
5. A student committee member may discuss issues with or resign a committee at any time, as proscribed by the committee Charge, by notifying the chair/co-chairs, the appointing officer, and/or GPSAUCSD Council.
6. The official Charge, appointing officer position, reporting requirements, and members of the committee are to be recorded and maintained by the Chief of Staff.
7. Modifications to the Charge, standing, and membership on a committee, both temporary and permanent, must be communicated to the GPSAUCSD Council and confirmed with the Chief of Staff.
8. A committee member unable or unwilling to fulfill the tasks or functions set out in the Charge or the requirements of Council must notify Council and/or the appointing officer so that appropriate action may be taken.
9. If a vacancy on a committee is needed to be filled the appointing officer may make an interim appointment to that committee, pursuant to the Charge of that committee and the GPSAUCSD Committee Bylaws, by confirming with the Chief of Staff prior to the interim appointment and informing Council within 2 weeks, for appointment approval, if still relevant. The GPSAUCSD President may perform this duty if there is no appointing officer available.
10. A student committee member need not be a graduate or professional student, except as proscribed by the committee Charge and GPSAUCSD Committee Bylaws.
11. GPSAUCSD Council reserves the right to revoke its support and appointment of a student committee member, whether it be an appointment to a University Committee or GPSAUCSD Committee, at any time pursuant to the GPSAUCSD Judicial Bylaws Article II Section 3.
12. GPSAUCSD Council may revoke its support of a committee by a $\frac{2}{3}$ vote of Council after the proposition has been proposed at a previous meeting, for which the student committee members and the appointing officer, if any, are allowed to be present and voice their positions.
13. The delegation of authority to appoint members of committee, requirements to fill seats, and/or report the activities of committees may be added to



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Article V of the GPSAUCSD Committee Bylaws as an amendment to the bylaws. Modifying or removing committee rules in Article V is performed as an amendment to the GPSAUCSD bylaws.

14. In order to ensure the functioning of or fill an appointment to a committee, GPSAUCSD Council may suspend by $\frac{2}{3}$ vote any and all parts of Article V until the following session of Council convenes.

ARTICLE IV: BYLAWS FOR SPECIFIC STANDING COMMITTEES

The following are Bylaws for GPSAUCSD Standing Committees. The Bylaws for a Standing Committee may also be referred to as the Charge for that committee.

Section I: Current Standing Committees

The current standing committees are:

1. Diversity Advisory Council
2. Legislative Advocacy Committee
3. Social Programming Committee
4. Student Affairs Committee
5. Academic & Professional Development Committee
6. Collective Impact Committee

Section II: Chairs and Vice Chairs of Standing Committees

Each GPSAUCSD Vice President shall serve as the vice-chair of a standing committee acting as an advisory board to their office, as outlined in the elected officer bylaws (hereafter referred to as the “advisory boards”).

1. All Vice Presidents and their appointed officers shall serve as ex-officio non-voting members on their respective advisory boards.
2. The first meeting each academic year of the advisory boards will be scheduled by the respective Vice President after an initial call for nominations and approval of membership by Council.

The chair(s) of each advisory board shall be members of the respective committee elected in accordance with their Charge, and approved by Council. Their responsibilities include, but are not limited to:

1. Scheduling and chairing all committee meetings.
2. Establishing the agenda for the committee, in accordance with their Charge.
3. Coordinating with the associated Vice President and their appointed officers to represent the platform of the committee.



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4. Answering requests by council of the position of the committee on issues under their purview.
5. Tracking attendance of committee members and submitting a quarterly report to the GPSAUCSD Chief of Staff of member activity.

The chair(s) of each advisory board shall be considered agents of the GPSAUCSD. They may be stipended in accordance with the annual budget. A position created after the annual budget has been approved by Council will not be compensated until allocated in the annual budget, or until an alternate source of funding is allocated by Council. No funding source shall be allocated to provide compensation retroactively.

ARTICLE V: SPECIFIC UNIVERSITY COMMITTEES

This article specifies GPSAUCSD's delegation of appointing members to or requirements to fill seats on specific longstanding University Committees in accordance with the Committee Bylaws. These appointments must be updated as necessary to maintain correctness with the official Charges and are considered duties of the Executive Committee.

ARTICLE VI: AMENDMENTS AND RECONCILIATIONS

These Bylaws may be amended by a $\frac{2}{3}$ vote of those present at a regularly scheduled Council meeting after the amendments have been proposed at the previous regular meeting. Bylaws of an existing special committee may be added as a new standing committee to Article IV of the Committee Bylaws by $\frac{2}{3}$ vote of those present without prior proposition. Changes of appointments within the Committee Bylaws should be reconciled with changes to official Charges and reflected within the other GPSAUCSD bylaws.



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FINANCE BYLAWS

ARTICLE I: STATEMENT OF PURPOSE

The purpose of these Bylaws is to define procedures by which financial transactions are conducted and enable the Graduate Student Association of the University of California, San Diego (GPSAUCSD) to conduct business in such a manner so that it may work to the benefit of all graduate and professional students.

ARTICLE II: AUTHORIZATION OF EXPENDITURES

The Council of the GPSAUCSD (Council) reserves the right to control all financial transactions, assets, and liabilities of the GPSAUCSD and the procedures by which such are handled. Council delegates to the Vice President of Financial Affairs (herein referred to as VP Finance) the oversight and authority over all revenues and expenditures for officer's compensation, staff salaries, office operation, and organizational expenses within the approved budget limits for each category. Should the position of the VP Finance become vacant, the President shall act in that capacity.

ARTICLE III: ESTABLISHMENT OF THE FINANCE COMMITTEE

Section I: Purpose

With concurrence of Council, a standing Finance Committee shall be established to serve as an advisory board to the Vice President of Financial Affairs and their appointed officers in all matters related to their duties, and to:

1. Review and submit recommendations to the GPSAUCSD Council for approval of the GPSAUCSD budget and financial requests for monies from the Appropriation Funds.
2. Advise GPSAUCSD Council on all proposed budget amendments.
3. Advise GPSAUCSD Council on matters related to budgetary issues on campus.

Section II: Membership

Section IIa: Voting and Non-Voting Members

The membership will be made up of voting and non-voting members, as follows:

1. The non-voting ex-officio members, who may not be appointed to the committee as voting members, are:
 - a. The Vice President of Financial Affairs.
 - b. All executive officers appointed by the Vice President of Financial Affairs.
 - c. The GPSAUCSD fund manager.



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- d. The GPSAUCSD Administration.
2. The voting members are:
 - a. Six (6) Council representatives appointed to this committee by the Council.
 - i. There shall be no more than 1 representative from each department appointed as a voting member to the committee.
 - b. All representatives appointed by the Vice President of Financial Affairs to committees external to GPSAUCSD.
3. The chair shall cast a vote only in the case of a tie.

Section IIb: Membership Roles and Responsibilities

The members of the Committee have the following roles and responsibilities:

1. Committee members shall serve until the first GPSAUCSD Council meeting of the subsequent Fall Quarter.
2. The Vice President of Financial Affairs shall serve as the vice-chair of the committee, or as the interim chair in their absence.
3. The chair shall be a voting member elected by the voting members of the committee during the first committee meeting of the Fall quarter, according to the procedure outlined in the bylaws, subject to GPSAUCSD council approval.

Section III: Powers and Responsibilities

Section IIIa: The VP Finance

The VP Finance shall have the following powers and responsibilities:

1. Convene the Finance Committee.
2. Review the Financial Bylaws with the Finance Committee, at least once a year. Perform any duties listed therein.
3. Maintain a clear set of finance guidelines procedures which shall be posted on the GPSAUCSD website.
4. On a biweekly basis, inform the Council of the status of the GPSAUCSD's finances and provide evaluations of the budgetary impact of money requests.
5. Implement the budgetary decisions of the Council.
6. In conjunction with the GPSAUCSD fund manager financial staff person and the Finance Committee, maintain the GPSAUCSD financial records. In particular, oversee the recording of the financial allocations of the year.
7. Oversee any fund-raising activities conducted by the GPSAUCSD.
8. By the end of the Spring Quarter of the current year, create the GPSAUCSD budget for the next academic year. Prepare the budget for the next academic year by at the end of the Spring Quarter of the current year the GPSA Council.
9. Serve as a GPSAUCSD representative to the UCSD Student Fee Advisory



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- Committee or appoint, subject to Council approval, a replacement.
10. Serve as GPSAUCSD representative to the UCSD Sports Facilities Advisory Board or its equivalent or appoint, subject to Council approval, a replacement.
 11. Serve as GPSAUCSD representative to the UCSD Campus Budget Committee or its equivalent or appoint, subject to Council approval, a replacement.
 12. Serve as the Travel Grant Coordinator and/or Finance Committee Chair, if the position is/are vacant.

Section IIIb: The Finance Committee

The Finance Committee shall have the following powers and responsibilities:

1. Prepare the budget for the next fiscal year at the end of the current year.
 - a. Establish the maximum amount of funding that any one student group, department, or individual can receive in one fiscal year from the Appropriation Funds.
 - b. Establish and maintain a detailed set of request forms and procedures for each type of funding request.
 - c. Review the GPSAUCSD's financial records and account balances on a quarterly basis.
 - d. Review, audit, and approve all financial reports and budgets submitted to the Council.
 - e. Hold meetings to review the budget and any requests for monies from the Appropriation Funds.
 - i. For requests for monies from the Appropriation Funds, review historical information regarding:
 1. prior allocations to Departments, organizations and/or individuals that are requesting funds; and
 2. similar types of funding that were approved in prior years.
 - f. Periodically review these Bylaws.
 - g. Have knowledge of the GPSAUCSD Constitution, Financial Bylaws, and other related procedures.

Section IV: Meetings

A quorum shall consist of the VP Finance and at least two other voting members or their proxies.

Section IVa: Roles and Responsibilities

The VP Finance shall:

1. notify persons requesting funds as to the time and location of Finance Committee meetings;



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2. review all funding requests prior to the meeting and notify persons requesting funds if their request does not conform to these bylaws;
3. inform the Finance Committee of funding requests, appeals, and budget amendments to be considered at least 24 hours in advance of the Finance Committee meeting;
4. publicly post the time and place of Finance Committee meetings;
5. disclose any conflicts of interest.

The Finance Committee members shall:

1. review all funding requests, appeals, and budget amendments being considered prior to the meeting;
2. attend Finance Committee meetings.
 - a. In the case of absence, members may submit comments by email and/or submit written notification to the VP Finance to designate a proxy, who must also be a Council representative or a GPSAUCSD officer;
3. disclose any conflicts of interest;
4. have the right to postpone a funding request if there is insufficient information to make a determination;
5. review historical records pertaining to previous GPSAUCSD funding for the event, student organization, or department;
6. adjust a request as they see fit. Any amendments made to a request without the consent of the requestor must be presented in writing to the requestor before the request can go before Council for final approval;
7. Vote on Finance Committee matters;
8. consider and vote on any appeals.

Section IVb: Scheduling

The regular meetings of the Finance Committee shall be scheduled every other week during each academic quarter.

A quarterly meeting shall be scheduled to meet with GPSAUCSD representatives to the Student Fee Advisory Committee (SFAC) and Sports Facility Advisory Board (SFAB), in order to discuss the current and projected state of each committee.

Section V: The Chair

The chair for the committee shall be a GPSAUCSD Council member appointed to the committee, elected by the following procedure:

1. Any eligible member may be nominated by another committee member or themselves for the position of chair.
2. Each nominee who accepts may give a brief statement on their qualifications



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and goals for the position. During this time committee members may ask questions of the candidates.

3. All voting committee members will cast their votes in a closed ballot for any candidate or “none”, to be tallied by an ex-officio member of the committee.
4. If a simple majority of voting members present is not reached for any candidate, a run-off ballot dropping the member with the least number of votes will occur.
5. In the event of a tie with only 2 candidates, the ex-officio member tallying votes will cast a vote to break the tie. In the event this does not constitute a simple majority of voting members present, the position will remain open and the vice-chair will act as the interim chair until the next meeting.

If the position of chair is vacant for any reason, the vice-chair will act as the interim chair and an election for chair will be held at the following meeting.

Section VI: Requesting Funds

The persons requesting funds may:

1. Attend the Finance Committee meeting and/or the Council meeting at which the request will be reviewed. Failure of the requester to attend may result in a delay of consideration of the request and a subsequent delay in funding or denial of funds.
2. Reject, prior to approval by the Finance Committee, any amendments made to a request by VP Finance and/or the Finance Committee;
 - a. Any amendments suggested to make a request eligible for funding will be informed by VP Finance to the person requesting before the Finance Committee meetings.
 - b. The Finance Committee will review and question the eligible funding requests during the Finance Committee meetings.
 - c. Any final amendments to the request should be approved by both the Finance Committee and the person requesting before the request being presented to the Council.
3. Request historical records pertaining to previous GPSAUCSD funding for the event, student organization, or department;
4. Not vote on Finance Committee matters;
5. Submit an appeal to the VP Finance.

ARTICLE IV: ALLOCATION PROCEDURES

Allocated funds shall not be expended for programs or purposes that are in violation of state or federal laws, or of the University of California’s Policies and Procedures. The following procedures shall be followed for requests for monies from the Appropriation Funds.



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While the below appropriation funds may be presented on the GPSAUCSD website as one or more applications and budgets, the GPSAUCSD Finance Committee will reserve a minimum of 15% of the total budget for Family Friendly funding requests and a minimum of 15% of the total budget for Diversity funding requests. If the rest (70%) of the total budget for funding requests has been used, the VP Finance will propose a vote to the GPSAUCSD Council about whether or not to release the Diversity and Family Friendly Funds either in part or in their entirety back into the general fund. This shall be decided by a majority vote of GPSAUCSD representatives present.

Section I: Appropriation Funds

Section Ia: Early Request Fund (ERF)

The ERF shall fund events occurring after July 1st and before the second Finance Committee meeting of the next fiscal year. Requests from the ERF must be made after Council approves the budget for the subsequent fiscal year. Requests submitted during the Spring Quarter must be reviewed by the Finance Committee and the Council in the usual manner.

Requests from the ERF submitted after the last Finance Committee meeting of the year will be reviewed by the VP Finance. The Executive Committee will serve the function of Council for Early Request Fund requests when Council is not in session.

Financial cut-off for expenditures against the ERF will be October 10th at noon. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

Monies left in this fund not claimed prior to November 1st will be reallocated to the General Request Fund.

Section Ib: Lounge Improvement Fund (LIF)

Funding for lounge improvements will be provided in a loose rotation and departments that have received funds during the previous fiscal year or are marked as delinquent are not eligible to apply during the current fiscal year. This fund is not limited by the per student funding limit, but does contribute to the total funding per department per year.

Consumable items and improvements to buildings (paint, electrical outlets/fixtures, carpet, and etc.) will not be funded. All permanent hardware, furniture, appliances, et cetera purchased with monies from the LIF remain the property of the GPSAUCSD. In the event of dissolution of a lounge, GPSAUCSD maintains the right to be notified and



request the return of these items. Permanent hardware requests must include a record of the requesting party's prior contact with their department's administration asking for monies to improve the lounge and a record of their response.

The preferential use of LIF is to improve the quality of an existing lounge, not to establish a lounge.

Financial cut-off for expenditures against the LIF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

Section Ic: General Request Fund (GRF)

The GRF shall fund interdepartmental social, cultural, academic, and professional events as well as other activities of interest to graduate or professional students.

Financial cut-off for expenditures against the GRF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

Departments that are marked as delinquent are not eligible to apply during the current fiscal year.

Section Id: Academic and Professional Request Fund (APRF)

The APRF shall fund events of a primarily academic and/or professional nature. Events may be intradepartmental in nature.

Financial cut-off for expenditures against the APRF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

Section Ie: Family Friendly Fund (FFF)

The FFF shall fund events for graduate or professional students and their families.

Financial cut-off for expenditures against the FFF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office



will not be honored.

Section If: Diversity Request Fund (DRF)

The DRF shall fund events to promote diversity on the UCSD campus.

Financial cut-off for expenditures against the DRF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

Section II: Submission of Funding Requests

Requests shall be submitted:

1. to the VP Finance online or in writing using the appropriate form;
2. in advance of Finance Committee meetings by a time established and advertised by the VP Finance;
3. by the last Finance Committee meeting of each fiscal year for all appropriations except for the Early Request Fund;
4. with sufficient time to allow review by the Finance Committee and Council at their regularly scheduled meetings prior to the date of the planned event;
5. by at least one graduate or professional student from UCSD.

During the academic quarter, if the council does not meet quorum and if a request was submitted in time, the funding request can be passed after a $\frac{2}{3}$ approval of the VP Finance, the GPSAUCSD President, and the Chair of the Finance Committee.

Section III: Probation and Delinquency

Departments will be placed on probation if a single of any of the following conditions is met:

- 1.
2. The graduate students in the department are found to be using GPSAUCSD funds in ways contrary to the GPSAUCSD or University Guidelines
3. They have no GPSAUCSD Representative in good standing for 3 consecutive quarters.
 - a. To be in good standing requires that a department has representation at a majority of the 15 regularly scheduled Council meetings.

Departments who are placed in delinquency:

1. Will not be eligible to receive Lounge Improvement Funding or General Request Funding for their department or any organizations affiliated with the delinquent



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department for the entirety of the academic year that they are considered delinquent.

2. If the department lacks a GPSAUCSD representative in good standing, they must designate at least one GPSAUCSD representative who attends at least one GPSAUCSD council meeting before October 15th.
 - a. If a department is in danger of being marked delinquent, their graduate coordinator will be notified via email prior to October 1st.
 - b. If a department is marked as delinquent their graduate coordinator will be notified via email after October 15th.

Any dispute of the finance committee's decisions regarding department delinquency and probation will be treated as an allegation of bylaw violation by the VP Finance and will be subject to AJC guidelines regarding bylaw violations.

Section IV: Request Power

Funding from the following Appropriation Funds can only be requested by GPSAUCSD Council representatives:

1. Lounge Improvement Fund (LIF)

Funding from the following Appropriation Funds may be requested by any registered graduate or professional student. Any exception to this restriction must be approved by the Finance Committee, as part of the approval of these funds:

1. Early Request Fund (ERF)
2. General Request Fund (GRF)
3. Academic and Professional Request Fund (APRF)
4. Family Friendly Fund (FFF)
5. Diversity Request Fund (DRF)

Section V: Payout of Funds

Requests must be approved by the Finance Committee and Council before any funds are spent. Retroactive requests will NOT be considered.

Requests for monies for Center for Student Involvement (CSI) registered student organizations may only be made if the organization's principal membership is comprised of a majority of graduate or professional students.

Requests from the Appropriation Funds by Council representatives, or GPSAUCSD officers or committees, must follow all applicable procedures detailed in this article.



Section III: Criteria for Awarding Funds

The Finance Committee shall endeavor to fund a diversity of groups and events, both academic and social in character, thus enriching graduate and professional student lives and increasing visibility of and participation in the GPSAUCSD. The extent to which any funding request, particularly if excessive, limits the ability of the GPSAUCSD to achieve this mandate may be viewed by the Finance Committee as inappropriate for funding. Political or ideological considerations may not be used as reasons to deny funding.

All requests must be free and open to all graduate students except:

1. Lounge Improvement Fund (LIF) requests;
2. Intradepartmental Academic and Professional Request Fund (APRF) requests, as approved by the Finance Committee;
3. If the department (or affiliated department) is marked as delinquent as outlined above.

All requests should primarily be of interest and/or benefit to graduate or professional students. If graduate or professional students are not the overwhelming majority of the beneficiaries, then external sources must contribute funding in direct proportion to the number of other individuals estimated to attend the event.

Funding requests which lead to personal gain or which benefit a single individual will not be considered. This includes any request that would further degree progress, including but not limited to conference attendance or travel, performance fees, and/or research funds.

None of the monies from the allocations can be used toward the purchase of alcohol, travel, parking tickets and stickers, postage, firearms, or any other items from the UC San Diego prohibited list of items.

None of the monies from the Appropriation Funds can be used for off-campus events.

1. Organizations registered at UCSD must provide event planning documentation in advance of applying for GPSAUCSD funding, such as completing a TAP (Triton Activity Planner).
 - a. If a registered organization does not have a completed TAP may result in the denial of funding.

Department sponsored events do not need to complete a TAP.

In the evaluation of requests from groups or for events that have received prior GPSAUCSD funding, the Finance Committee will consider whether the past activities success has been commensurate with the amount of previous and/or projected funding.



Section IV: Funding Bills

Funding bills will meet the following criteria:

1. All financial legislation will be sequentially numbered, restarting every fiscal year. The number assigned will start with the appropriation fund (LIF – Lounge Improvement Fund, GRF – General Request Fund, ERF – Early Request Fund, APRF – Academic Professional Request Fund, FFF – Family Friendly Fund, DRF – Diversity Request Fund), and the sequential number, e.g. GRF01.
2. The President and the VP Finance must sign each bill.
3. A copy of the signed bill will be given to the persons requesting monies.
4. The date of the Council meeting when it was voted upon and the outcome of the vote will be recorded in the Council meeting minutes.
5. No GPSAUCSD money can be expended without an accompanying bill unless there is a specific expenditure item in the general budget.
 - a. The only exceptions are emergency summer expense related to office operation. Such expenditures must be reported to the Council at the first meeting of the year and in executive quarterly reports.
6. If the President is unable to sign the bill, the Chief of Staff may sign for the President.
7. If the President is unwilling to sign the bill, it shall be noted, and another Vice President shall sign in place of the President. If two officers cannot be found to sign the bill, any two Council members present at the meeting in which the bill passed may sign.
8. Both the VP Finance and the GPSAUCSD fund manager shall keep a record of all financial bills passed.

Section V: Acknowledgement of Funds Received

Any event sponsored by the GPSAUCSD must include as part of its publicity for the event acknowledgment of sponsorship by the Graduate Student Association.

Acknowledgment must be present on any advertisements used to promote the event. A copy of the acknowledgment shall be sent to the GPSAUCSD office for verification and filing. Failure to acknowledge GPSAUCSD support may result in cancellation of the funding request and may be taken into account in the Committee's consideration of future requests from the offending Department or student organization. Failure to supply required documentation may result in denial of reimbursement at the discretion of the VP Finance.

Section VI: Reimbursements

Reimbursements will meet the following criteria:

1. All GPSAUCSD approved monies are for reimbursement unless otherwise



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- specified in the funding bill.
2. Reimbursements must be submitted along with GPSAUCSD reimbursement forms, sign-in sheet(s), and original funding bills and receipts within 14 days after the event, unless otherwise specified by the VP Finance.
 3. Departments or organizations failing to comply with GPSAUCSD reimbursement policy may have their reimbursements decreased, or have additional requirements imposed on future funding requests, as determined by the Finance Committee. The requester shall be notified of the adjustment and the right to appeal by the VP Finance.
 4. Organizations must submit sign-in sheets for all GPSAUCSD sponsored events
 - a. The sign-in sheets must have the name of the graduate or professional student along with their department.
 - b. The number of students signing in will be compared to the original number of students estimated by the organization at time of funding request. If the number of graduate or professional student attendees is substantially less or appears falsified, the amount of funding may be scaled down accordingly.
 5. If a group has a reasonable need to maintain member confidentiality, the requestor must submit a written statement asking for exclusion at the time of filing the request for funding.

Section VII: Appeals

Funding appeals will follow the below process and meet the following criteria:

1. Any decrease in funding or reimbursement can be appealed to the Finance Committee.
 - a. Appeals must be submitted in writing within ten days of being notified by the VP Finance or before the last Finance Committee meeting of the year, whichever comes first.
 - b. The appeal should include specific reasons as to why the funding request should be reconsidered.
 - c. Appeals will be considered at the next regular Finance Committee meeting.
2. Any Finance Committee decision can be appealed to Council.
 - a. Appeals must be submitted in writing within ten days of being notified by the VP Finance or before the last Council meeting of the year, whichever comes first.
 - b. The appeal should include specific reasons as to why the funding request should be reconsidered.
 - c. Appeals will be considered at the next regular Council meeting.



ARTICLE V: BUDGET

Section I: Proposed Budget

A proposed budget will be presented to the Council by the VP Finance at the second GPSAUCSD Council meeting of the Spring Quarter. The Finance Committee must approve the annual budget prior to submitting it to Council for approval. The budget shall project revenues and expenditures for the GPSAUCSD for the coming fiscal year.

Section II: Composition

The Annual Budget shall be presented in three (3) categories. These categories are to be:

1. Revenue
 - a. Revenue shall reflect the projected revenue to be received by the GPSAUCSD from all sources.
 - b. Revenue must be updated in the final budget to reflect actual revenue received by the GPSAUCSD from all sources.
2. Expenditures
 - a. Salaries, Wages and Benefits: This category shall determine the level of Elected Officers' and Appointed Officers' compensation, student worker salaries, and staff wages and benefits.
 - i. The total amount of compensation for Elected Officers and Appointed Officers shall not exceed 25% of the revenue generated by the Graduate Student Association fee.
 - b. Office Operation: This category shall reflect those expenditures normally expected in the daily operations of the GPSAUCSD. These costs may include, but are not limited to, computing expenses, mail service fees, office supplies, printing/copying, telephone costs, office equipment and other miscellaneous expenses.
 - c. Organizational Expense: This category shall reflect expenditures directly related to the GPSAUCSD organization and may include, but are not limited to, accounting or audit fees, officer's travel, newsletter expenses, lobbying, discretionary funding, Council Dinners, Officer Training Retreat, and the annual contribution to the UCSA.
 - d. GPSAUCSD Events: This category shall reflect expenditures to GPSAUCSD funded events throughout the year.
 - e. Appropriations: The following appropriation categories will be allocated over the course of the year by the Council upon the recommendation of the Finance Committee as described Article IV:
 - i. Early Request Fund (ERF)
 - ii. Department Per Capita (DPC)
 - iii. Lounge Improvement Fund (LIF)



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- iv. General Request Fund (GRF)
 - v. Academic and Professional Request Fund (APRF)
 - vi. Family Friendly Fund (FFF)
 - vii. Diversity Request Fund (DRF)
 - viii. Service Request Fund (SRF)
 - ix. Ad Hoc Line Items
3. Mandatory Reserve Fund: This category shall reflect the current balance in the
 - a. Mandatory Reserve Fund as well as the current budgeted amount to be transferred to (from) the Mandatory Reserve account. (For further explanation of the Mandatory Reserve Fund see Article VI.)

Section III: Amendments to the Budget

Amendments to the budget will be made following the below procedure:

1. Once the annual budget is approved by Council, amendments to the budget must be submitted to the Finance Committee for review.
2. The Finance Committee will submit budget amendment recommendations to the Council with the agenda for its next regular meeting.
3. The budget may be amended by a majority vote of those members present at a regular meeting of the Council.
4. Each change to the budget amendment needs to be presented to the council before the vote

Section IV: Final Budget

1. The final budget from the previous fiscal year will be presented, after the end of the calendar year audit, at the first Council meeting of the Winter Quarter.
2. The State of GPSAUCSD Finances will be presented along with the final budget.

ARTICLE VI: MANDATORY RESERVE FUND

This article may not be suspended. (See Appendix 1 for history of the Mandatory Reserve Fund.)

Section I: Minimum Balance

The Mandatory Reserve Fund balance shall be maintained at a minimum level that protects contractual expenditures, guarantees that GPSAUCSD STIP earnings will always be positive, and allows for a mail ballot to address emergency funding issues. This value is equal to \$100,000 and should be re-evaluated regularly to ensure it is in compliance with the above conditions.



Only those monies in excess of the minimum balance may be approved for expenditure or transfer, except extraordinary expenses resulting from natural disaster, external lawsuit, loss of funding sources or similar catastrophe.

Section II: Transfers to Reserve Fund

The Mandatory Reserve Fund shall receive one dollar per graduate or professional student per year to be transferred into the account by November 1st.

All the unspent money from the prior year shall be transferred to the reserve after the account closes out. This transfer may be waived if the Mandatory Reserve Fund equals 100% of projected revenue for the current fiscal year.

The Council, upon recommendation from the Finance Committee, shall approve any further additions to the reserve by simple majority vote of those members present at a regular Council meeting.

Section III: Transfers from Reserve Fund

Monies in excess of the minimum balance requirement can be transferred to the GPSAUCSD operating account to cover unexpected deficits or expenses, and for expenditures or investments, if approved by a $\frac{2}{3}$ vote of those present at a regularly scheduled Council meeting.

When the fund is at or below the minimum balance, transfer of monies from reserve for reasons not specified in Article VI, Section 1 requires approval of three-fourths of the entire Council, after the proposal has been presented at a previous meeting.

Section IV: Records of Transfers

Rationale and amounts of all transfers to and from the Mandatory Reserve Fund must be recorded in Financial Bylaws Appendix I: History of the Mandatory Reserve Fund.

ARTICLE VII: AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by a $\frac{2}{3}$ vote of those present at a regularly scheduled Council meeting after the amendments have been proposed at the previous regular meeting.

These Bylaws may be suspended for one meeting, or a part thereof (except Article VI



regarding the Mandatory Reserve Fund), by a $\frac{2}{3}$ vote of those present.