



GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

## **Graduate and Professional Student Association Governing Documents**

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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

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. Student Health & Well-being Liaison
2. Climate Action Policy Coordinator
3. Basic Needs Committee Chair
4. Basic Needs Committee Representative
5. 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. Cultural Events Coordinator
2. Departmental Social Coordinator
3. Social Events Coordinator(s)

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

1. Community Outreach Coordinator
2. Diversity Action Committee Chair

The Chief of Staff will appoint the following officer:

1. Council Parliamentarian
2. Director of Engagement

#### **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:

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



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- 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.

The Vice President of Academic Affairs shall:

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



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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, housing, and basic needs services
5. Oversee graduate and professional student life shared spaces such as the Graduate Student Lounge

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.
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.



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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.
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 Director of Engagement .

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



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- diversity among the UCSD graduate and professional student population.
2. Serve as an alternate on the Grad Life Steering Committee.
  3. Serve in an ex-officio capacity to Graduate Family Housing Advisory Committee.
  4. Serve in a capacity on committees that address the various EDI issues that permeate all aspects of graduate life
  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. Quarterly report back to Council on the state of campus climate.
  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.

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





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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 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 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 Basic Needs Committee Chair shall:

1. Attend all Basic Needs Committee meetings as a graduate and professional student representative
2. Oversee Basic Needs initiatives throughout the UC San Diego graduate and professional student community



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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

Meet with the Vice President of 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 Campus Affairs and the Basic Needs Committee Chair once per quarter to discuss and establish new initiatives, goals, etc. relating to basic needs

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 Cultural Events Coordinator shall:

1. Organize ticket purchase and distribution/resale to graduate and professional students for at least two events, of a cultural or artistic character, per quarter during Fall, Winter, and Spring, and as available in summer.
- 2.
3. Shall keep detailed, accurate, up to date records of expenditures incurred from the Cultural Events Fund.
4. Serve as an ex-officio member of the Campus Planning Committee.

The Departmental Social Coordinator shall:

1. Plan and organize events to promote community amongst graduate and professional students across departments.

The Social Events Coordinator(s) shall:

1. Host four quarterly festivals in each of the Summer, Fall, Winter, and Spring Quarters.
2. Organize at least 5 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.



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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 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 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. Serve as Clerk on the Judicial Board.
7. Act as Vice-Chair of the Governing Documents Maintenance Committee.

The Director of Engagement shall:



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1. Coordinate with other officers the advertisement of upcoming events and opportunities.
2. Promote the GPSAUCSD brand, manage marketing strategies for GPSAUCSD, and establish and maintain an effective relationship between the Council in collaboration with the Chief of Staff.
3. 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.