

## UC Merced Graduate Student Association Bylaws

- 1) General Meetings
  - A. The General Membership shall meet at least two times a semester to review the actions of the GSA Council and to transact such business as is appropriate.
  - B. For purposes of dispute, parliamentary authority for GSA meetings shall be Robert's Rules of Order, Newly Revised 1990 edition, published by Scott Foresman.
  - C. All general meetings and operations of the GSA Council are open to the community.
  
- 2) Elections
  - A. Members of the GSA Council shall be elected during the last regular General Membership meeting of the Spring semester. Duties as officers elect shall include assisting the current GSA Council. If any offices remain unfilled at the adjournment of that meeting, elections shall be continued at subsequent meetings until all offices are filled.
  - B. Election Procedures
    - i. All candidates for GSA Council offices must be members of the General Membership at the time of appointment to office.
    - ii. All elections shall be publicized at a minimum by email at least two weeks prior to the General Meeting at which elections take place.
    - iii. Candidates may be nominated during either of the last two General Meetings of the academic year or via email at least two weeks prior to the election.
    - iv. Nominations must be accepted verbally at a General Meeting or in writing in order to be placed on the ballot.
    - v. All candidates nominated for office shall present a statement of position to the General Membership prior to the election.
    - vi. An election officer shall be selected by a simple majority vote (50% plus 1 in the affirmative) of the Graduate Student Council from among one of the outgoing officers not seeking re-election to determine voting procedures and conduct the election.
    - vii. Voting
      - (1) Voting shall be by a ballot vote unless a motion is passed requesting a different voting method.
      - (2) Only the General Membership will be allowed to vote in elections.
      - (3) Voting procedures shall be as prescribed in Robert's Rules of Order, Newly Revised 1990 edition, published by Scott Foresman.

(4) Officers shall be elected by a simple majority vote.

3) Duties of the GSA Council Officers

- A. In the event that any of the officers cannot perform their duties, the GSA Council can temporarily appoint a substitute to carry out those duties in the officer's absence.
- B. Duties of the Campus Affairs Officer will be:
  - i. To serve as liaison between the GSA and Administrators of the University,
  - ii. To represent the GSA on the Administrative Committee of the University Graduate Council (the Campus Affairs Officer should discuss the business of the committee with the GSA Council regularly),
  - iii. To correspond regularly with the Chancellor and Vice Chancellors of the Merced campus on issues of interest to the GSA membership,
  - iv. To correspond with the Chancellor and Vice Chancellors concerning the activities of the GSA,
  - v. To facilitate GSA Meetings and make recommendations to the GSA Council for necessary actions, and
  - vi. To serve as a representative on the University Graduate Council of the Academic Senate and report to the General Membership as needed.
- C. Duties of the External Affairs Officer will be:
  - i. To serve as the delegate of the UC Merced Graduate Student Association for membership in the University of California Student Association Board of Directors, in accordance with the CHARTER OF THE UNIVERSITY OF CALIFORNIA STUDENT ASSOCIATION, Article IV. Section B,
  - ii. To attend meetings of the UCSA,
  - iii. To attend, when possible, the meeting of the Regents as a member of the UCSA and of the GSA,
  - iv. To review with the GSA Council the items presented at the meeting of the UCSA and of the Regents,
  - v. To attend, when appropriate, conferences related to education and UCSA issues, and, when necessary, prepare testimony for meetings of the Regents on issues important to the GSA,
  - vi. To be a member of the External Affairs Committee, and
  - vii. In the absence of the Campus Affairs Officer, to facilitate GSA Meetings and make recommendations to the GSA Council for necessary actions.
- D. Duties of the Academic Affairs Officer will be:

- i. To serve as a representative on the University Graduate Council of the Academic Senate and report to the General Membership as needed,
- ii. To appoint GSA members to joint student government committees to resolve issues of mutual concern,
- iii. To assist graduate students with academic grievances and be aware of the agencies or individuals in the campus community who can assist students with problems and to appoint an Ombudsman, if necessary, to help in this role,
- iv. To actively solicit graduate students for campus and System-wide committees on which graduate students are invited to serve,
- v. To correspond regularly with the Deans of the Merced campus on issues of interest to the GSA membership, and
- vi. To correspond with the Deans concerning the activities of the GSA.

E. Duties of the Treasurer will be:

- i. To present to the GSA a summary of the financial activities of the GSA at every meeting,
- ii. To prepare the current semester's budget for presentation at the first General Meeting of the semester,
- iii. To prepare a preliminary budget for the following semester to guide the Treasurer-elect,
- iv. To represent GSA in financial dealings with the University and other campus organizations,
- v. To represent the GSA as a non-voting member of the Student Services and Fees Advisory Committee, and
- vi. To hear all grievances that may arise in the administration of the funds and to make recommendations to the Executive Council concerning their adjudication.

F. Duties of the Secretary will be:

- i. To keep minutes and record attendance of the GSA Council Members,
- ii. To distribute the minutes of GSA Council meetings to the Officers prior to the following GSA Council meeting,
- iii. To make public all minutes and agendas,
- iv. To solicit, collect and prepare articles for publication in the newsletter, and
- v. To edit and assemble the articles in a timely manner, so that the newsletter is published at least once each semester, or as directed by the GSA Council.

- G. Duties of the Public Relations/Community Outreach Officer will be:
- i. To announce the meetings of the General Membership in the appropriate venue(s),
  - ii. To inform the graduate student community of issues which may affect them and of activities in which they may wish to participate,
  - iii. To assist the Secretary with the preparation of the newsletter,
  - iv. To coordinate any social, academic, student forum or other event the General Membership requires or recommends be carried out by GSA,
  - v. To actively engage graduate students in community and volunteer activities, and
  - vi. To serve on alumni relations committees.