



Bylaws of the Graduate Student Association of the University of California, Riverside



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The GSAUCR Constitution will take precedence over all bylaws stated herein.

Section I: Eligibility

A. Graduate Student Council

1. In order to be considered a graduate student in “good standing,” which is required to be eligible to be a Graduate Student Association of the University of California, Riverside (hereafter referred to as GSAUCR) officer or Graduate Student Council (hereafter referred to as GSC) member, a graduate student must be considered a full-time student, which is achieved by meeting one of the following conditions:
 - a. Being enrolled in the number of units for full-time status specified by the University of California, Riverside (hereafter referred to as UCR).
 - b. Paying the University fees equivalent to full-time status.
 - c. Being on filing fee status (one quarter only).
2. All Departmental Graduate Student Associations (GSA) must meet the following criteria:
 - a. All Departmental GSAs must be part of an official department or interdisciplinary program at UCR and have a voting representative at all GSC meetings.
 - b. Be led and organized by UCR graduate students.
 - c. Fulfill all criteria for student organizations outlined by the Office of Student Life and complete the authorization process.
 - d. Send written confirmation via email to the Vice President of Academic Affairs requesting recognition as an official Departmental GSA.
 - e. Departmental GSA Officers, especially Representatives to GSC, shall be elected for the duration of the academic year.
 - f. All Departmental GSAs must be approved by the Vice President of Academic Affairs.
3. All Departmental GSAs in good standing are eligible to be reimbursed for business expenses up to \$500 per academic year. Departmental GSAs in good standing that represent between 50-149 students and have two active reps on the GSC are eligible to be reimbursed for business expenses up to \$700 per academic year. Departmental GSAs in good standing that represent 150 or more students



and have two active reps on the GSC are eligible to be reimbursed for business expenses up to \$1000 per academic year. These funds are received in the form of reimbursements and are allocated to cover expenses associated with Departmental GSA meetings or events for a business purpose (i.e., office supplies, meals, snacks, coffee). Social events to be reimbursed must have a business purpose (UCR Policy) and require written exception approval from the Graduate Division, which must be received and approved by the GSAUCR at least two weeks prior to the event. Meeting minutes, attendee lists including student ID numbers or emails, and original receipts are always required for reimbursement.

4. In order to receive funds for business expenses, a Departmental GSA must be active by the third week of the quarter in which they are requesting funds and must remain active for the remainder of the quarter. If a Departmental GSA requests business funds and does not remain active for the remainder of the quarter, it will be suspended from receiving further funds for the next two academic quarters.
5. For a Departmental GSA to remain in good standing, they must meet the following criteria:
 - a. Send a representative (or two, if they represent 50 or more students) or an alternate from the Departmental GSA to serve as a member of the GSC. Representatives are required to attend the monthly GSC meetings.
 - b. Send a representative (or two, if they represent 50 or more students) to serve on a GSAUCR standing committee or subcommittee, as appointed by the Vice President of Academic Affairs.
6. Additionally, the representative will do the following:
 - a. Act as a representative of the general interest of the graduate student body at UCR.
 - b. Act as a liaison between graduate students in their department and the GSAUCR.
 - c. Provide for the dissemination of information to graduate students on matters and policies that affect them.
 - d. Assist in the resolution of problems pertaining to graduate student affairs.
 - e. Not engage in behavior that reflects poorly upon the GSAUCR or graduate students in general.
7. If a Departmental GSA fails to remain in good standing, the Vice President of Academic Affairs will do the following:



- a. Upon missing a regular GSC meeting or two committee meetings, the Vice President of Academic Affairs will issue a written warning via email to the representative and place the Departmental GSA on probation.
 - b. Upon missing two consecutive regular meetings of the GSC or any combination of three GSC or committee meetings throughout the academic year, the representative will be temporarily dropped from membership in the GSC. The Vice President of Academic Affairs will notify the representative and the department's student government. The Departmental GSA will need to work with the Vice President of Academic Affairs to arrive at a satisfactory resolution to the problem. Funding for that quarter, or the following quarter if it is the third month and/or if that quarter's funds have already been spent, will be suspended.
 - c. If the Departmental GSA fails to arrive at a satisfactory resolution or upon missing three consecutive regular GSC meetings or missing any combination of four GSC or committee meetings throughout the academic year, the Vice President of Academic Affairs will notify the President, the Office of Student Life, the department's student government, and the department's graduate student affairs officer that the Departmental GSA will no longer be recognized by the GSAUCR. If the student organization wishes to reapply as a Departmental GSA, it must work with the Vice President of Academic Affairs to arrive at a satisfactory resolution to the problem. Once a satisfactory resolution has been reached and approved, the student organization can reapply with the Office of Student Life. Funds will be suspended until the Departmental GSA has completed one full quarter in good standing without being placed on probation.
 - d. If the GSC representative does not meet the criteria stated in the Constitution and above or if the representative or Departmental GSA commits a conduct violation, the Vice President of Academic Affairs will notify the Departmental GSA that they are under review and will make a recommendation to the Executive Board as to the action the GSAUCR should take. The Executive Board will make a final determination based on the severity of the violation, ranging from probation to the revocation of the Departmental GSA's authorization to function as a GSA. In the event that the Departmental GSA is no longer recognized, they will work with the Vice President of Academic Affairs reapplication to the GSAUCR.
8. GSC Representative Proxy
- a. In the case that an official GSC member cannot attend one or more GSC meetings, they may send an alternate who may vote in place of the original member. In such cases, the written notice provided by the official GSC member must be received by the Vice President of Academic Affairs



before the alternate may vote.

- b. All alternates sent must be graduate students in good standing who are members of the Departmental GSA, Interdepartmental GSA, or GSA Special Interest Organization affiliated with the official GSC member for which they are acting as proxy.
- c. When a Departmental GSA wishes to divide a GSC representative position among two people, one person must be designated as the primary member to be maintained on GSAUCR records. The alternate member may participate and vote upon the presentation of written notice to the Vice President of Academic Affairs.

B. Executive Board

1. Candidates for GSAUCR Office must meet the following criteria:
 - a. Shall have a cumulative GPA of 3.5 or higher.
 - b. Shall have no misconduct history at UCR of any kind.
 - c. For the positions of the President, the Vice President of External Affairs, the Vice President of Internal Affairs, the Vice President of Academic Affairs, the Vice President of Public Relations, and the Finance & Grant Writing Officer must have at least six months of experience with GSAUCR at the time of election. This experience may include holding another elected or appointed position in GSAUCR, being a Departmental GSA representative, or having attended the previous six months of GSC meetings and participating on one or more internal or campus committees. Meeting attendance shall be verified through the meeting sign-in documents.
2. All elected and appointed officers of the GSAUCR shall be limited to two terms of office for any one position. A person may serve additional terms in a different elected or appointed position.
3. In the event that no individual declares candidacy by the stated deadline for a particular elected position, the individual who has served two terms may declare candidacy for the open position for one additional term.
4. If an individual's two years in office ends during the school year, the individual will be able to finish the school year in that position.

C. Presidential Cabinet

1. The Presidential Cabinet is composed of the President, the Vice President of External Affairs, the Vice President of Internal Affairs, the Vice President of



Academic Affairs, the Vice President of Public Relations, the Alumni Adviser to the President, and the Chief of Staff.

2. The Presidential Cabinet meets as needed to discuss GSAUCR operations and initiatives, as well as collaborate on campus and system-wide issues.

Section II: Duties of Elected Officers

A. President

1. The President shall:
 - a) Act as the representative and chief spokesperson of the GSAUCR.
 - b) Oversee and manage the GSAUCR budget.
 - c) Have bi-monthly meetings with the Finance & Grant Writing Officer, the Vice President of External Affairs, and the GSAUCR Office Manager to discuss the general functioning of the budget line items and expenditures.
 - d) Delegate such duties to other officers and members of the GSC as may be consistent with the Bylaws.
 - e) Act as one of the two representatives of the Graduate Council of the UCR Academic Senate.
 - f) Serve as a representative for GSAUCR to the UCR Alumni Association and UCR Board of Trustees.
 - g) Hire and supervise career employees of GSAUCR, maintain confidential personnel records, and follow all relevant university regulations.
 - h) Meet at least quarterly with the UCR Chancellor and Dean of Graduate Division on the state of the GSAUCR and report the discussions held in this meeting to the GSC at the end of each quarter.
 - i) Choose dates for Executive Board meetings for the academic year.
 - j) Reserve rooms as needed for GSC meetings for the academic year.
 - k) Coordinate GSAUCR responses to graduate student issues, problems,



and policies in tandem with the Vice President of External Affairs, the Vice President of Internal Affairs, the Vice President of Academic Affairs, the Vice President of Public Relations, and the GSC.

- l) Hold office hours if requested.

B. Vice President of External Affairs

1. The Vice President of External Affairs shall:

- a) Serve as the second-ranking officer of GSAUCR.
- b) Act as GSAUCR's official representative to the University of California Graduate and Professional Council (UCGPC), or its equivalent, attend all meetings, and provide monthly updates to GSC.
- c) Organize GSAUCR representation at UCGPC meetings as deemed appropriate by the GSC, as well as coordinate such representation at conferences with UCGPC and the Associated Students of the University of California, Riverside.
- d) Act as the representative and spokesperson of the GSAUCR in quarterly meetings with the University of California Office of the President.
- e) Report to the GSC on any system-wide, state, or federal legislation that directly affects the University of California and its graduate student population
- f) Have bi-monthly meetings with the President, the Finance & Grant Writing Officer, and the GSAUCR Office Manager to discuss the general functioning of the budget line items and expenditures.
- g) Serve as President and Chair of the Executive Board and/or GSC in the event of the temporary absence or incapacity of the President until the next regularly scheduled GSC meeting.
- h) Assist in the coordination of GSAUCR responses to graduate student issues, problems, and policies in tandem with the President, the Vice President of Internal Affairs, the Vice President of Academic Affairs, the Vice President of Public Relations, and the GSC.
- i) Hold office hours if requested.



C. Vice President of Internal Affairs

1. The Vice President of Internal Affairs shall:

- a) Serve as the liaison and interface between GSAUCR, each GSAUCR liaison, and the campus departments affiliated with each liaison.
- b) Assist the President in the executive and administrative functions of the GSAUCR.
- c) Coordinate regular meetings with the various officers affiliated with each liaison.
- d) Oversee and advise the GSAUCR liaisons in coordination with the President.
- e) Arrange meetings with staff and administration to advocate for graduate students at UCR.
- f) Meet on a monthly basis with the elected GSAUCR officers to discuss system-wide, state-wide, and campus-wide policies that impact graduate students and the various departments affiliated with each liaison.
- g) Serve as the GSAUCR liaison to the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).
- h) Serve as the GSAUCR liaison to GradSuccess and meet with the Director of GradSuccess monthly.
- i) Serve as the alternate representative to the Graduate Council.
- j) Chair all meetings of the Bylaws Committee.
- k) Chair all meetings of the Elections Committee.
- l) Assist the President and the Vice President of Academic Affairs with filling vacancies for student representatives for Academic Senate committees, campus-wide committees, and GSAUCR standing committees.
- m) Ensure, in conjunction with the President, the proper functioning of the Conference Travel Grant Committee.
- n) Publicize initiatives, referenda, recalls, and elections initiated according to the GSAUCR Constitution with the assistance of



the Elections Committee, at least six weeks in advance of the election unless they are a candidate, in which case this duty shall become the responsibility of the highest-ranking officer (as determined by the order listed herein) not seeking election; should every officer be seeking election, this duty shall be delegated to persons deemed capable by the GSC.

- o) Assist in the coordination of GSAUCR responses to graduate student issues, problems, and policies in tandem with the President, the Vice President of External Affairs, the Vice President of Academic Affairs, the Vice President of Public Relations, and the GSC.
- p) Hold office hours if requested.

D. Vice President of Academic Affairs

1. The Vice President of Academic Affairs shall:

- a) Coordinate regular meetings with Departmental GSAs.
- b) Arrange for meetings with students in those departments that either have no official or active Departmental GSA to foster participation in student government.
- c) Fill GSAUCR standing committees according to the bylaw requirements.
- d) Meet monthly with the Vice President of External Affairs to discuss system-wide and state-wide policies and legislation that affect students.
- e) Track Departmental GSA representative attendance at GSC and GSAUCR subcommittees.
- f) Manage and maintain the Departmental GSAs' budgets and assist in the reimbursement process.
- g) Chair all meetings of the GSAUCR Events and Allocations Committee.
- h) Manage and maintain the Co-Departmental and community outreach budgets via the Events and Allocations GSAUCR subcommittee.
- i) Act as one of the two representatives of the Graduate Council of the UCR Academic Senate.
- j) Interview candidates for Academic Affairs Officer positions and



provide the President with a shortlist of final candidates for each Academic Affairs Officer position.

- k) Oversee and advise the Academic Affairs Officers of each college/school.
- l) In the event that no Academic Affairs Officer exists, or if a position is vacant for a particular school or college, serve as the GSAUCR liaison to that particular school or college.
- m) Assist the President and the Vice President of Internal Affairs with filling vacancies for student representatives for Academic Senate committees, campus-wide committees, and GSAUCR standing committees.
- n) Assist in the coordination of student response to issues, problems, and policies in tandem with the President, the Vice President of External Affairs, the Vice President of Internal Affairs, the Vice President of Public Relations, and the GSC.
- o) Hold office hours if requested.

E. Vice President of Public Relations

1. The Vice President of Public Relations

- a) Publicize the business, programs, and events of GSAUCR to all members of the campus population.
- b) Create and distribute flyers for all GSAUCR events
- c) Oversee maintenance of the GSAUCR website with assistance from the Webmaster.
- d) Work closely with the Vice President of External Affairs to report regularly on system-wide and state-wide issues that impact the graduate student population.
- e) Chair all meetings of the Social Committee.
- f) Assist upon request of the President and/or Executive Board with the promotion of public, campus-wide, system-wide, and state-wide public relations activities.
- g) Reserve rooms as needed for the Executive Board meetings for the following academic year.



- h) Assist in the coordination of GSAUCR responses to graduate student issues, problems, and policies in tandem with the President, the Vice President of Internal Affairs, the Vice President of External Affairs, the Vice President of Academic Affairs, and the GSC.
- i) Hold office hours if requested.

F. Graduate Student Health Insurance Policy Officer

1. The Graduate Student Health insurance Policy Officer shall:

- a) Serve as the GSAUCR liaison to the UCR Student Health Center.
- b) Provide the President and GSC with a quarterly report on the status of the status of graduate student insurance.
- c) Attend at least one meeting with the Chancellor's Officer and/or Graduate Division, with the President and the Finance & Grant Writing Officer, regarding graduate student health insurance. The Graduate Student Health Insurance Policy Officer will provide at least a draft of their Annual Report at this meeting.
- d) Assist in the research necessary to assess the availability of health insurance policies that will most effectively and cost-effectively serve the needs of UCR's graduate student population.
- e) Call a referendum on the issues of the mandatory nature of, or specifics of health insurance policy for graduate students upon being presented with a petition with the signatures of 15% or more of the graduate student population that requests a referendum, and which states the nature of the issue(s) being brought forward clearly and concretely.
- f) Oversee the gathering of information by the GSAUCR regarding quality control and service delivery to graduate students, and work with the Student Health Center to produce a yearly assessment of policies and services which will be made available to the general graduate student population in the form of a report which will be issued at least once yearly.
- g) Coordinate GSAUCR representatives to the Chancellor's Advisory Committee on health policies.
- h) Hold office hours if requested.



G. Finance & Grant Writing Officer

1. The Finance & Grant Writing Officer shall:

- a) Serve as liaison between the President and other members of the GSC regarding the budgetary policy.
- b) Prepare a quarterly report of GSAUCR finances to be submitted to the President prior to the beginning of the following academic quarter. The Spring quarter report will take the form of an Annual Report.
- c) Assist the President in the preparation of the yearly budget.
- d) Have bi-monthly meetings with the President, the Vice President of External Affairs, and the GSAUCR Office Manager to discuss the general functioning of the budget line items and expenditures.
- e) Present an overview of the budget and various expenditures at each monthly Executive Board and GSC meeting.
- f) Maintain a separate, working copy of the President's budget.
- g) Maintain a record of past budgets as well as information relevant to those budgets such as changes to budget line items.
- h) Assist upon request all campus committees, standing committees, and ad-hoc committees (or the chosen representative of these committees) that have a line item in the current budget with fiscal policy.
- i) Provide updated copies of the budget to any member of the GSC upon request.
- j) Attend at least one meeting with the Chancellor's Office, with the President, regarding the state of GSAUCR funding.
- k) Write grants on behalf of the GSAUCR.
- l) Hold office hours if requested.

H. All elected officers must submit a monthly report of official activities to the Chief of Staff. Recurrent failure to do so can result in the suspension of stipends.

I. All elected GSAUCR officers are expected to spend time outside the GSAUCR office (e.g., at events tailored specifically to graduate students) to better publicize and disseminate information about the GSAUCR to the entire graduate student



body.

Section III: Duties of Appointed Officers

A. General Appointed Officers

1. The Chief of Staff shall:

- a. Serve as an assistant to the President.
- b. Manage the President's schedule and appointments.
- c. Manage the flow of information between the President and the Executive Board.
- d. Coordinate with elected officers and oversee the actions of appointed officers at the discretion of the President.
- e. Perform administrative duties as assigned by the President.
- f. Distribute, collect, maintain, and manage GSAUCR officer information and records.
- g. Hold office hours if requested.

2. The Conference Travel Grant Coordinator shall:

- a. Serve as contact person for all Conference Travel Grant Program related questions.
- b. Chair all meetings of the Conference Travel Grant Committee.
- c. Evaluate and process Conference Travel Grant Program applications.
- d. Provide an update at monthly GSC meetings regarding the status of the Conference Travel Grant Program.
- e. Hold office hours if requested.

3. The Webmaster shall:

- a. Compile and disseminate an updated GSAUCR Newsletter to the graduate student body at least every two weeks.
- b. Update and modify the GSAUCR website under the direction of the Vice



President of Public Relations, the Conference Travel Grant Coordinator, and other board members.

- c. Post officer reports on the GSAUCR website.
 - d. Update social media and assist the Vice President of Public Relations in promoting the GSAUCR.
 - e. Hold office hours if requested.
4. The Secretary shall:
- a. Attend and record minutes of all Executive Board meetings, GSC meetings, and other meetings at the request of the elected officers. These minutes shall be posted on the GSAUCR website.
 - b. Act as Parliamentarian of the Council, to advise the GSC on matters of procedure.
 - c. Hold office hours if requested.
5. The International Student Affairs Officer shall:
- a. Report regularly to the Executive Board on important developments, events, and changes regarding international graduate students.
 - b. Serve as an advocate for international graduate students with the GSAUCR and throughout the university.
 - c. Meet regularly with the Director of International Students and Scholars Office.
 - d. Meet regularly with the International Student Concerns Committee.
 - e. Chair all meetings of the International Student Advocacy Committee.
 - f. Hold office hours if requested.

B. External Office Appointments

1. The UC Advocacy Officer shall:
 - a. Establish and maintain a rapport with the UCGPC or its equivalent.
 - b. Assist the Vice President of External Affairs in advocating for graduate students throughout the University of California System.



- c. Assist UCGPC under the direction and at the discretion of the Vice President of External Affairs.
 - d. If the Vice President of External Affairs cannot attend a UCGPC Board meeting, the UC Advocacy Officer shall serve as the official representative of the GSAUCR.
2. The Legislative Advocacy Officer shall:
- a. Establish and maintain rapport with local, state, and federal elected legislators.
 - b. Assist the Vice President of External Affairs in advocating for graduate students at the local, state, and federal levels under the direction and discretion of the Vice President of External Affairs.
 - c. If both the Vice President of External Affairs and UC Advocacy Officer cannot attend a UCGPC Board Meeting, the Legislation Advocacy Officer shall serve as the official representative of the GSAUCR.
 - d. Hold office hours if requested.

C. Academic Affairs Officers

1. The Academic Affairs Officers shall:
 - a. Report regularly to the Executive Board on important developments, events, and changes within the specific schools and colleges. Issues requiring specific decision-making must first come to the Executive Board for discussion, and then to the full GSC for discussion and/or a vote.
 - b. Assist the Vice President of Academic Affairs in meeting regularly with Departmental GSAs, Interdepartmental GSAs, or GSA Special Interest Organizations in relation to their own college/school.
 - c. Organize and implement regular events, at least one each quarter, in relation to the needs of their college/school and use of their GSAUCR budget.
 - d. Meet regularly with the Vice President of Academic Affairs.
 - e. Assist with events organized by the Vice President of Academic Affairs.
 - f. Serve as a voting representative to the Executive Board.
 - g. Serve, if applicable, on the search committee for the Dean of the



college/school the officer represents.

- h. Hold office hours if requested.
- D. All appointed officers are subject to confirmation by the Executive Board and GSC during the academic year to which they belong. Confirmation votes will typically be held during the first Executive Board and GSC meeting of the academic year.
- E. All appointed officers must submit a monthly report to the Chief of Staff. Recurrent failure to do so can result in the suspension of the stipend.
- F. All appointed GSAUCR officers are expected to spend time outside the GSAUCR office (e.g., at events tailored specifically to graduate students) to better publicize and disseminate information about the GSAUCR to the entire graduate student body.

Section IV: Liaisons

- A. Liaisons are graduate students whose stipends are fully or partially funded by external departments, but who are part of the Executive Board through the execution of a Memorandum of Understanding between the department(s) and the GSAUCR.
 - 1. The GSAUCR may provide, as the budget allows, a program budget for liaisons.
 - 2. Liaisons are non-voting members of the Executive Board and GSC.
- B. The following is required for a Memorandum of Understanding:
 - 1. The GSAUCR must have at least one representative on the hiring committee.
 - 2. The liaison must hold office hours if requested.
 - 3. The liaison must sit on at least one university committee, at the discretion of the President.
- C. The President is authorized to execute a Memorandum of Understanding on behalf of the GSAUCR.
- D. Regarding GSAUCR duties, all liaisons report to the Vice President of Internal Affairs.
- E. The following outlines the liaison positions, though each position may be altered through the execution of a new Memorandum of Understanding between the department and the GSAUCR.



1. Sustainability Liaison

- a. The purpose of the Sustainability Liaison is to serve as the liaison fostering communication between the GSAUCR and the Office of Sustainability, as well as performing the duties associated with the position on behalf of the GSAUCR.
- b. The Sustainability Liaison will foster communication between the GSAUCR and the Office of Sustainability.
- c. Act as the point person for graduate students who have questions regarding sustainability.
- d. Work with the Vice President of Public Relations on joint GSAUCR and Office of Sustainability events and in making existing GSAUCR events more sustainable.
- e. Attend GSAUCR and Office of Sustainability events.
- f. Create and distribute sustainability information at GSAUCR and Office of Sustainability events.
- g. Chair all meetings of the Sustainability Committee.

2. Diversity & Inclusion Academic Liaison

- a. The purpose of the Graduate Division and GSAUCR joint appointed Diversity & Inclusion Academic Liaison is to facilitate and develop a climate of inclusion for graduate students that promotes a climate of mutual respect within the greater campus community.
- b. The Diversity & Inclusion Academic Liaison will act as an advocate on the behalf of graduate students to promote a campus climate free of harassment, discrimination, and/or denigration on the basis of race/ethnicity, age, religious practice, gender, transgender, sexual orientation, nation of origin, physical abilities, etc.
- c. The Diversity & Inclusion Academic Liaison will act as a liaison between the various university offices on campus to promote prevention, develop best practices and educate on compliance procedures in accordance with the University's policies and procedures.
- d. The requirements for the Diversity & Inclusion Academic Liaison and the process by which the individual is selected for the position will be determined by the Memorandum of Understanding executed by the various stakeholders in the position.



- i. The Memorandum of Understanding will require quarterly reporting to GSAUCR on the activities and impact of the Diversity & Inclusion Academic Liaison.
 - a) The Diversity & Inclusion Academic Liaison will provide an annual report of progress, collected survey data, research analysis, and programmatic improvements to the GSAUCR and the Graduate Dean's office.
 - b) Graduate Division or the GSAUCR may request additional reporting throughout the academic year.
- e. The Diversity & Inclusion Academic Liaison will have the option of using the GSAUCR Office for meetings in which the privacy and/or confidentiality of a graduate student meeting is of concern, with the permission of the President.
- f. The Diversity & Inclusion Academic Liaison will serve as a graduate student representative on the following campus committees:
 - i. Associated Students of UCR Diversity Council
 - ii. Diversity and Inclusion Strategic Plan Workgroup
 - iii. Academic Senate, Committee for Diversity and Equal Opportunity
 - iv. With the President's approval, the Diversity & Inclusion Academic Liaison will also serve as the GSAUCR representative on any Faculty Senate, system-wide, and ad hoc committees deemed applicable and relevant to the position.
- g. The Diversity & Inclusion Academic Liaison appointment begins on September 1 and ends on June 30.
- h. At the end of the appointment term, the current Diversity & Inclusion Academic Liaison may be renewed for one additional term, with the approval of the President and the Diversity & Inclusion Academic Liaison Hiring Committee, as determined in the Memorandum of Understanding.
- i. Termination of the Diversity & Inclusion Academic Liaison can occur due to poor performance or abuse of the position.
 - i. The Diversity & Inclusion Academic Liaison Hiring Committee, as determined in the Memorandum of Understanding, will be responsible for determining the outcome of any grievances or issues raised, in accordance with university policy.



3. Well Liaison

- a. The purpose of the Well and GSAUCR appointed liaison is to promote wellness programming and advance mental health for graduate students.
- b. The Well Liaison will act as an advocate for graduate students and promote programming and services that address the mental health and wellness needs of graduate students.
- c. The Well Liaison will co-chair the Basic Needs/Wellness Committee.
- d. The Well Liaison will represent graduate students on various student needs and wellness committees and initiatives throughout campus.

4. Basic Needs Liaison

- a. The purpose of the Basic Needs and GSAUCR appointed liaison is to promote and solidify basic needs for graduate students.
- b. The Basic Needs Liaison will act as an advocate for graduate students and promote programming and services that address the housing, financial, and food security of graduate students.
- c. The Basic Needs Liaison co-chair the Basic Needs/Wellness Committee.
- d. The Basic Needs Liaison will represent graduate students on various student needs and wellness committees and initiatives throughout campus.

5. Career Center Liaison

- a. The purpose of the Career Center and GSAUCR appointed liaison is to help promote career readiness and decision making and provide graduate and professional development career resources, services, and events while advocating for graduate student career development needs for academic and non-academic careers post-graduation.
- b. The Career Center Liaison will represent the graduate student population in career center programming, career and employer events, relevant internal and campus department meetings, and outreach efforts.
- c. Advocate for graduate student career development needs and assist in developing programs and services and promote career readiness to the graduate student population by sharing career center resources, services and events.



- d. Work one on one with graduate students providing non-academic career development support such as resume and cover letter reviews, interviewing skills, networking, and professional etiquette.
- e. Coordinate with various campus departments in the UCR Career Services Network, including Graduate Division/GradSuccess, Alumni Career Services, and Academic Departments on the topic of graduate student career readiness needs.

Section V: Alumni Adviser to the President

- A. The purpose of the Alumni Adviser to the President is to serve as an adviser on issues pertaining to the GSAUCR as a whole.
- B. The Alumni Adviser to the President is a voluntary position appointed by the current GSAUCR Presidential Cabinet.
 1. The Alumni Adviser to the President must be a current or former graduate student, and member of the previous GSAUCR Presidential Cabinet.
 - a. If one member from the previous GSAUCR Presidential Cabinet should be unavailable for the position, multiple previous members may hold this title and serve as voluntary advising members.
 2. The Alumni Adviser to the President is a non-voting member of GSAUCR but is eligible to sit at both the Executive Board and the GSC at the current President's request.
 3. This service-based position carries no stipend.

Section VI: Stipends

- A. The following amounts shall be paid to the officers during the academic year as follows:
 1. The President shall receive \$10,452 annually to be paid monthly, July through June, in the 2024-2025 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
 2. The Vice President of External Affairs shall receive \$7,530 annually to be paid monthly, July through June, in the 2024-2025 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
 3. The Vice President of Internal Affairs shall receive \$6,275 annually to be paid monthly, September through June, in the 2024-2025 academic year, with an annual



cost of living raise equal to that of a Teaching Assistant, but no less than 3%.

4. The Vice President of Academic Affairs shall receive \$6,275 annually to be paid monthly, September through June, in the 2024-2025 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
5. The Vice President of Public Relations shall receive \$6,275 annually to be paid monthly, September through June, in the 2024-2025 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
6. The Conference Travel Grant Coordinator shall receive \$6,295 annually to be paid monthly, July to July, in the 2024-2025 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
7. The Graduate Student Health Insurance Policy Officer shall receive \$3,786 annually to be paid monthly, July through June, in the 2024-2025 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
8. The Finance & Grant Writing Officer shall receive \$7,530 annually to be paid monthly, July through June, in the 2024-2025 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
9. The Chief of Staff shall receive \$3,155 annually to be paid monthly, September through June, in the 2024-2025 academic year.
10. The Webmaster shall receive \$3,155 annually to be paid monthly, September through June, in the 2024-2025 academic year.
11. The Secretary shall receive \$1,700 annually to be paid monthly, October through June, in the 2024-2025 academic year.
12. The UC Advocacy Officer shall receive \$1,700 annually to be paid monthly, September through May, in the 2024-2025 academic year.
13. The Legislative Advocacy Officer, also known as the Legislative Liaison, shall receive \$1,700 annually to be paid monthly, September through May, in the 2024-2025 academic year.
14. The International Student Affairs Officer shall receive \$1,300 annually to be paid monthly, September through May, in the 2024-2025 academic year.
15. Academic Affairs Officers shall receive a total of either \$1,200 or \$1,300 annually to be paid monthly, September through May, in the 2024-2025 academic year.



- a. Academic Affairs Officers who represent 20% or more of the graduate student population will receive a total of \$1,300 annually to be paid monthly.
 - b. Academic Affairs Officers who represent fewer than 20% of the graduate student population will receive a total of \$1,200 annually to be paid monthly.
- B. All elected and appointed officers must sign the “GSAUCR Officer Accountability Form” and their job descriptions to be kept on file in the GSAUCR office stating that they have received, read, and understood the GSAUCR Bylaws and Constitution and the expectations of their position in order to receive their first paycheck.
- C. All elected and appointed officers shall be required to maintain a brief record containing important information to ensure a smooth transition of power to incoming officers. This record shall contain contact, procedural, and other essential information (e.g., timeline of events for the year) relevant to the office. Officers will also have a record of GSAUCR emails and relevant documents to be passed on to the incoming officer. Failure to do so shall result in the withholding of the officer’s final stipend at the discretion of the Executive Board.

Section VII: Withholding of Officer Stipends

A. By Action of the Executive Board

1. The decision of the Presidential Cabinet or a majority vote of the Executive Board shall be considered sufficient to withhold the stipend of any elected officer following two documented cases of failure to execute the responsibilities of the office over a period of no less than six weeks. Appropriate documentation shall be considered an explicit and constructive statement of the problem and actions discussed by both parties for the officer to correct the problem within specified time limits.
2. A decision by the Presidential cabinet to withhold an officer’s stipend may be upheld, reversed, or referred to the GSC by a majority vote of the Executive Board.
3. Decisions of the Presidential Cabinet or the Executive Board to withhold an officer’s stipend can be appealed to the GSC and reversed by a majority vote.

B. By Action of the GSC

1. The GSC, by a majority vote of members present when a quorum exists at a regular or special meeting, may vote to withhold or reverse an officer’s



stipend.

2. If the GSC has passed a motion to establish a committee to investigate impeachment charges of an officer, as procedurally outlined in the GSAUCR Constitution, the officer shall not receive a stipend during the impeachment process. In reporting the conclusions of the investigation of impeachment charges, the committee shall include a recommendation regarding the officer's stipend, including but not limited to resuming or reinstating backed stipend. Should the vote for impeachment fail, the GSC shall consider and act upon this recommendation.

Section VIII: Elections

A. General Procedures for GSAUCR elections

1. The election will be publicly posted/announced via the GSAUCR website and email to the graduate student body and through at least one of the following media: GSAUCR office, social media, and/or publicly accessible bulletin boards throughout campus to all graduate students eligible to vote prior to the election.
2. Voting will be conducted online, using systems provided by UCR for student elections to ensure the integrity of elections and validity of registration.
3. If UCR student election systems are unavailable, or if a majority of the GSC votes to do so, the Elections Committee shall devise a secure paper ballot system. Paper ballots must be provided at least ten days prior to the deadline to return ballots and must be counted twice by the Elections Committee in the GSAUCR office.
4. Multiple GSAUCR elections may occur concurrently.
5. For all elections other than the Annual General Officer Election, once authorized, that election shall be called no earlier than two weeks and no later than four weeks from that date.
6. All Officer elections are decided by a plurality vote of ballots cast.
7. Results of all elections shall be announced at the subsequent GSC meeting, and communication shall be provided to the graduate student body no later than two weeks following the close of the election.
8. Any complaints or protests must be written and submitted to the Elections Committee within one week of the election close. Complaints or protests shall first be heard by the Elections Committee. If still unresolved, the GSC shall hear the



complaint or protests at the next scheduled meeting when considering validating the results of the election.

9. In the event of a tie in an officer election, the GSC shall meet within one week following the initial election. The GSC will choose one of two top candidates by majority vote, with the President voting only as a tie-breaker.

10. Valid election petitions shall be subject to the following regulations:

a. All petitions circulated shall be of identical form and shall contain the complete text of the proposed action (Constitutional revision, Initiative, Referendum, or GSAUCR Membership Fee Modification) or the charges against an officer under recall.

b. All participants on a petition must be UCR graduate students.

i. Petitions must list the name, department, and student identification number (for verification purposes only) of all graduate students who sign the petition, as well as the wet signature of the corresponding student, and must be submitted to the GSAUCR office for review by the Presidential Cabinet.

ii. An electronic petition including all elements above may be sent to all members of the Presidential Cabinet.

c. A meeting of the GSC shall be called no later than one week after the submission of a petition. The Elections Committee shall be presented with the results of the verification from the GSC meeting, which shall authorize any elections as warranted.

11. There are seven types of GSAUCR elections:

a. Annual General Officer Election

b. Special Officer Election

c. GSAUCR Membership Fee Modification Election

d. GSAUCR Constitution Revision Election

e. Initiative Election

f. Referendum Election

g. Recall Election



B. Annual General Officer Election

1. The annual general officers' election shall be held in Spring Quarter for the purpose of electing the President, the Vice President of External Affairs, the Vice President of Internal Affairs, the Vice President of Academic Affairs, the Vice President of Public Relations, the Finance & Grant Writing Officer, and the Graduate Student Health Insurance Policy Officer.
2. Filing is to last at least five weeks and close at least two weeks prior to the start of the election. The Vice President of Internal Affairs shall present the GSC with a timeline for that year's election no later than the 5th week of the Winter Quarter.
 - a. In the event that the Vice President of Internal Affairs is a candidate in the election, another Executive Officer (one not declared as a candidate) approved by the Elections Committee shall oversee the elections process.
 - b. The Elections Committee shall review all applicants for elected positions and approve their candidacy pending confirmation that applicants are in "good standing" according to GSAUCR and Academic Senate policy. Confirmation of all Family Educational Rights and Privacy Act (FERPA) qualifications shall be conducted by the UCR Vice Chancellor of Student Affairs' office and provided to the GSAUCR prior to Election week.

C. Special Officer Election

1. Special officer elections may be called by the GSC to fill a vacancy in any elected office.
2. No less than two weeks and no more than four weeks shall be allocated for recruitment and advertising for candidates, at which time the election shall be held two weeks later.
3. The Elections Committee shall review all applicants for vacant elected positions and approve their candidacy pending confirmation that applicants meet all non-FERPA qualifications. Confirmation of all FERPA qualifications shall be conducted by Vice Chancellor of Student Affairs and provided to the GSAUCR prior to the special officer election.

D. GSAUCR Membership Fee Modification Election

1. An election to modify the GSAUCR membership fee shall be authorized by either a motion passed by a majority vote of the GSC or by a collection of signatures of at least 10% of the graduate student body.
2. The action sought by any GSAUCR Membership Fee Modification Election shall be approved by a majority vote of the ballots cast on the issue, with at least 10%



of the graduate student body voting.

E. GSAUCR Constitution Revision Election

1. An election to revise the GSAUCR Constitution shall be authorized by either a motion passed by a 2/3 vote at a GSC meeting or a collection of signatures of at least 10% of the graduate student body.
2. Modifications to the GSAUCR Constitution shall be approved by a majority vote of the ballots cast on the issue, with at least 10% of the graduate student body voting.

F. Initiative Election

1. The GSC shall authorize an initiative election on any topic germane to GSAUCR business by the presentation of a petition signed by at least 10% of the graduate student body.
2. The action sought by any initiative shall be approved by a majority vote of the ballots cast on the issue, with at least 10% of the graduate student body voting.

G. Referendum Election

1. The GSC shall authorize a referendum election on a previous action taken by the GSC by a motion passed by a majority vote during a GSC meeting.
2. The action sought by any initiative shall be approved by a majority vote of the ballots cast on the issue, with at least 10% of the graduate student body voting.

H. Recall Election

1. Graduate students shall remove any elected officers from their office by means of a recall election. This shall not be construed to give graduate students the ability to recall committee appointments.
2. The GSC shall authorize a recall election in response to the presentation of a petition signed by at least 15% of an officer's constituency or by a motion passed by a majority vote of the GSC.
 - a. For all elected and campus-wide appointed officers, the constituency shall be defined as the entire graduate student body.
 - b. For Academic Affairs Officers, constituencies shall be defined as members of the particular school or college which the Academic Affairs Officer serves.



3. The officer shall be immediately removed from office by a majority vote to recall.

I. GSAUCR Elections Campaigning Rules

1. Candidates or their authorized representatives shall not poll voters in order to have them disclose their actual or intended ballot choices. The principle of a secret ballot shall be adhered to at all times.
2. Campaign flyers and postings must adhere to all official campus posting regulations, as mandated by the Office of Student Life.
3. No campaign materials are allowed in or within 25 feet of the GSAUCR office.
4. Any violation of these regulations by candidates or their authorized representatives may result in disqualification from the election by the Elections Committee, subject to approval of the GSC.
5. The GSAUCR shall take no official stance on any ballot issue or support any particular candidate or group of candidates. To that end, the GSAUCR shall spend no money in support or opposition of any particular candidate or ballot issue. GSAUCR funds shall be used exclusively for the printing and distribution of recruitment materials, objective announcements providing impartial information about the upcoming vote, and election ballots.

Section IX: Officer Resignations and Vacancies

A. Resignation of Appointed Officers

1. If an appointed officer should resign or a position otherwise becomes vacant, the vacancy shall be filled by the normal appointment procedure for that officer as described in the GSAUCR Constitution and/or Bylaws. All appointments shall be made for the remainder of the original term.

B. Resignation of Elected Officers

1. If the President, the Vice President of External Affairs, the Vice President of Internal Affairs, the Vice President of Academic Affairs, the Vice President of Public Relations Officer, the Finance & Grant Writing Officer, or the Graduate Student Health Insurance Policy Officer resigns, or the position otherwise becomes vacant, the vacancy shall be filled by choosing one of the following three options by majority vote at the first meeting of the GSC following the announcement of the resignation.

a. By Special Election



Section X: Meetings

A. GSC Meetings

1. The GSC shall be convened monthly from October through June during each academic year. Minutes from the previous meeting to be approved, a summary of Executive Board actions taken since the previous GSC meeting, any action requiring a vote, and any other relevant documents will be posted on the GSAUCR website and/or provided by email at least two days prior to each meeting.
2. Action items may be brought forth without two days' notice if there are no objections to the unanimous consent of the voting representatives. Any motion to suspend one or more provisions of the Bylaws that would have the effect of waiving the two-day notice must also meet this requirement.
3. This paragraph must be read aloud by the meeting chair prior to any voting taking place on the motion:
 - a. Any motion to suspend these bylaws is, by rule, amended to cover only one main motion of agenda item. After the main motion or agenda item is handled, a motion to suspend bylaws on the next issue is in order. This provision may be suspended only through both a unanimous positive vote of the GSC as well as unanimous consent of any non-voting UCR graduate students present.
4. All meetings of the GSC will be open to any members of the student body, graduate or undergraduate, to any member of the media, whether University-related or public and to any member of the administration, faculty or staff that should wish to attend.
5. Quorum
 - a. A quorum shall consist of 50% +1 of the voting Executive Board and GSC members on record at the time of the meeting.
 - b. The Vice President of Academic Affairs shall be responsible for maintaining a current list of all GSC members prior to each meeting and certifying a quorum is present.
6. All meetings of the GSC can be held online, in person, or under a hybrid format.

B. Executive Board Meetings

1. The Executive Board will convene at least once each month at least seven days prior to GSC meetings and more frequently as required by the necessity



of carrying forth GSAUCR business effectively and for an appropriate degree of decision-making consultation with other Executive Board members.

2. All Executive Board meetings can be held online, in person, or under a hybrid format.

C. Officer Meeting Attendance

1. Executive Officers are required to attend all Executive Board meetings, GSC meetings, and any other meetings in their entirety called by the President where their attendance is specifically requested. If an Executive Officer is unable to attend a required meeting for any reason, written notice must be provided to the President at least two hours before the scheduled meeting start time. Executive Officers whose course programs coincide with regular, required meetings can be excused at the discretion of the President. In these cases, the excused Executive Officer(s) must review meeting agendas and minutes and provide written comments to their supervising officer.
2. It shall be at the discretion of the President to accept or reject excuses. If no excuse is presented, the absence will be marked as unexcused.
3. Two unexcused absences shall be considered sufficient to warrant written documentation. A third unexcused absence shall be considered sufficient for the withholding of that officer's stipend and possible removal from office pending a vote from the GSC.

Section XI: GSAUCR Standing Committees

A. General Standing Committee Procedures

1. GSC Representatives must also be a member of at least one of the ten standing committees or a UCR Academic Senate committee to be considered a member in good standing and have the right to vote.
2. Representatives are expected to attend all meetings, in accordance with the Departmental GSA requirements in the Constitution and Bylaws.
3. All UCR graduate students are eligible to serve on any of the ten standing committees.
4. All committees must maintain a copy of their meeting minutes on the GSAUCR website.
5. All committee decisions are determined by a majority vote after discussion unless



otherwise specified in these bylaws.

B. Conference Travel Grant Committee

1. The Conference Travel Grant Committee shall:

- a. Be comprised of the Vice President of Internal Affairs, the Vice President of Academic Affairs, the Finance & Grant Writing Officer, the Conference Travel Grant Coordinator, and no fewer than three and no more than seven additional GSC representatives, no more than one from any single department. The Conference Travel Grant Coordinator will be responsible for interfacing between the committee and the GSC.
- b. Elected and appointed officers on the Conference Travel Grant Committee will not have voting power. The Conference Travel Grant Coordinator can only vote in order to break a tie should a tie occur.
- c. Oversee the application and granting process for all Conference Travel Grants. The Conference Travel Grant Committee shall establish policies (posted on the GSAUCR website) to govern the program and will be the judge of all appeals, subject to oversight by the GSC.
- d. Meet monthly throughout the calendar year to review applications and set the rate of reimbursement.

C. Social Committee

1. The Social Committee shall:

- a. Be comprised of the Vice President of Public Relations and no fewer than five GSC representatives.
- b. Be responsible for organizing, arranging, and overseeing at least one social activity for the general graduate student body each quarter, as well as at least one smaller event per month.
- c. Be responsible for maintaining expenses for these events within the limits of funding allocated by the GSAUCR budget.

D. Elections Committee

1. The Elections Committee shall:

- a. Be comprised of the Vice President of Internal Affairs, the Vice President of Academic Affairs, and no fewer than three GSC representatives.



- b. The Vice President of Internal Affairs shall serve as Chair and is responsible for all communications and logistics for GSAUCR elections as outlined in these bylaws.
- c. In the event that the Vice President of Internal Affairs or the Vice President of Academic Affairs is a candidate, a Chair shall be elected from members among the Elections Committee.

E. Bylaws Committee

1. The Bylaws Committee shall:
 - a. Be comprised of the Vice President of Internal Affairs, who shall serve as Chair, the Vice President of Academic Affairs, who shall serve as Vice Chair, and at least three GSC representatives.
 - b. The Secretary, per their role as Parliamentarian, shall serve on the GSA Bylaws Committee.
 - c. Be responsible for reviewing any proposed amendments to the Bylaws.

F. International Student Concerns Committee

1. The International Student Concerns Committee shall:
 - a. Be chaired by the International Student Affairs Officer and comprised of no less than three graduate students.
 - b. Monitor campus issues and legislative developments that affect the ability of students from other countries to study at UCR and recommend advocacy positions to be adopted by the Executive Board.
 - c. Work to ensure that international students are well-informed, fairly treated, and able to participate in student government at UCR.

G. Events & Allocations Committee

1. The Events & Allocations Committee shall:
 - a. Be comprised of the Vice President of Academic Affairs, the Finance & Grant Writing Officer, and no fewer than three and no more than seven GSC representatives, no more than one from a single department. The Vice President of Academic Affairs will be responsible for chairing the committee and interfacing between the committee, the GSC, and graduate students.
 - b. Oversee the application and granting process for GSA Co-sponsorship funds.



- c. Establish policies (posted on the GSA website) to govern the programs and will be the judge of all appeals, subject to the oversight of the GSC.
- d. Meet monthly throughout the academic year to review applications for event funding. After meeting to review each application and allowing the applicants to explain their proposal, the Committee shall make a recommendation to GSC at its next scheduled meeting regarding whether to

H. Basic Needs & Wellness Committee

1. The Basic Needs & Wellness Committee shall:
 - a. Be chaired by the GSA Wellness Liaison, be comprised of no fewer than three and no more than seven GSC representatives and have the Vice President of Internal Affairs as an *ex-officio* member.
 - b. Identify and monitor graduate student wellness issues and recommend advocacy positions to the Executive Board for adoption by the GSA.
 - c. Meet at least once per month.

I. Diversity & Inclusion Student Advisory Committee

1. The Diversity & Inclusion Student Advisory Committee shall:
 - a. Be comprised of the Diversity & Inclusion Academic Liaison and no fewer than five and no more than eleven additional committee members. The Vice President of Internal Affairs shall serve as an *ex-officio* member.
 - b. Provide oversight and direction for the Diversity & Inclusion Academic Liaison in their programmatic improvements and advocacy.
 - c. Meet at least once per quarter, within the first four weeks of each term.
 - d. Staff monthly diversity and inclusion discussion groups throughout the academic year.

J. Sustainability Committee

1. The Sustainability Committee shall:
 - a. Be comprised of the Sustainability Liaison and no fewer than three and no more than seven additional committee members.
 - b. Be chaired by the Sustainability Liaison, and have the Vice President of Internal Affairs shall serve as an *ex-officio* member.



- c. Provide advice and direction for the Sustainability Liaison and the GSAUCR in their programmatic improvements and advocacy.
- d. Oversee the Departmental GSAUCR Sustainability Certificate programs.
- e. Participate in and support sustainability events on campus throughout the academic year.
- f. Meet at least once per quarter, within the first four weeks of each term.

K. Black, Indigenous, & People of Color-Affirming Space Committee

1. The Black, Indigenous, & People of Color (BIPOC)-Affirming Space Committee shall:
 - a. Be comprised of no fewer than one Executive Board member and three GSC members.
 - b. The Executive Board member will serve as Chair of the committee.
 - c. Build authentic and lasting solidarity among Black, Indigenous, and People of Color (BIPOC) in order to undo Native invisibility and anti-Blackness, dismantle white supremacy, and advance racial justice.
 - d. Develop a statement acknowledging the GSAUCR's commitment to divesting from anti-Blackness to be alongside the land acknowledgment at every GSAUCR meeting and sponsored event as well as on our GSAUCR website.
 - e. Sustain our commitment to creating a BIPOC-affirming space within our organization.

Section XII: ad hoc Committees

- A. As the need arises, ad hoc committees will be constituted by the GSC to deal with specific issues. At least one member of each committee shall be a GSC member who shall serve as Chairperson for that committee. If more than one GSC member serves on the committee, the committee shall elect at its first meeting a Chairperson from the GSC members who are serving on the committee.
- B. The President may appoint ad hoc committees as required to carry forward GSAUCR business. No such committee shall be fewer than three persons, and each ad hoc committee shall have at least one GSC member. The President must make a motion to confirm the creation, as well as the rationale and operating structure, of the



committee, which must be confirmed by the GSC by a majority vote.

- C. There will be no financial remuneration for any member of an ad hoc committee.

Section XIII: Campus and System-wide Committees

- A. It shall be the responsibility of the President, assisted by the Vice President of Internal Affairs and the Vice President of Academic Affairs, to solicit applications from interested students and appoint individuals to serve on various campus committees.
 - 1. Each GSC member has an option to serve on campus committee(s) at the request of the President in lieu of service on a GSAUCR standing committee.
 - 2. Should there be a question of inappropriateness or personal conflict, the GSC member will assist the Vice President of Internal Affairs in finding an appropriate replacement.
- B. It shall be the responsibility of the Vice President of External Affairs to publicize and solicit applications from students to serve on the various UC system-wide committees and the Student Regent selection process. It is not required for GSC members to serve on these committees. These applications will be forwarded to the UCGPC or the equivalent.

Section XIV: The Conference Travel Grant Program

A. Purpose of the Conference Travel Grant Program

- 1. The purpose of the Conference Travel Grant Program is to promote the presentation at conferences of original graduate student research done at UCR.
- 2. Conference Travel Grant Program provides reimbursement funds to UCR graduate students who are attending academic or professional conferences for the purposes of academic or professional development.
- 3. GSAUCR staff is here to help, and they deserve to be treated with respect during interactions.

B. Defining a Conference Event

- 1. An eligible conference event is defined as an event in which graduate student's original research is presented to a group of scholars within their field of study or discipline or a related field that may be conducive to their academic or



professional development.

2. This includes conferences, symposia, seminars, or colloquia organized by professional associations within or related to the graduate student's field of study or discipline, or a related field that may be conducive to their academic or professional development.
3. These conference events must be open to the public for membership or registration, and thus, cannot be closed or invitation-only meetings.
4. There are two levels of attendance:
 - a. *Presenters*: These are graduate students in "good standing" at UCR, who are presenting their original research. This research must have been conducted at UCR. Research conducted elsewhere is ineligible.
 - b. *Attendees*: These are graduate students in "good standing" at UCR, who wish to attend a conference event in their field of study or discipline, or a related field that may be conducive to their academic or professional development.
5. Under no circumstances will a conference event that is not conducive to a student's academic or professional development, whether the student is presenting or attending, be funded through a Conference Travel Grant Program.

C. Eligibility

1. Conference Travel Grant Program graduate student eligibility is defined as follows:
 - a. A registered graduate student in "good standing," as outlined in Section I of these bylaws, at UCR who is planning on presenting or attending a conference event.
 - b. Students on filing fee status and in "good standing" are eligible.
 - c. Students on leave of absence, *in absentia* registration, those who will graduate before the conference begins, those who withdraw before the conference begins, and those who are dismissed from the University before the conference begins are not eligible for a Conference Travel Grant Program.
 - d. To be eligible for a Conference Travel Grant Program, a student must be in good standing and not disqualified by any of the prior items, both at the time of application and at the time of conference travel.
 - e. Graduate students who are presenting research prior to their work at UCR are not eligible for a Conference Travel Grant Program.



- f. In the case of graduate students who collaborate on research eligible for the Conference Travel Grant Program, only one student from UCR may apply as a presenter. Other collaborators from UCR may apply as attendees only. Collaborators from institutions other than UCR are not eligible for the Conference Travel Grant Program. Multiple presenters for the same work are not funded.
- g. Graduate students presenting collaborative research done at UCR must provide additional documentation from all co-authors of the work stating
 - (a) that the work is only being presented by one co-author, (b) indicating which co-author is presenting, and (c) declaring that all other UCR co-authors are requesting funding for attending only (if applicable).
- h. Presentations that are supported by a Conference Travel Grant Program include giving a paper, presenting at a poster session, giving a performance, or leading a roundtable.

D. Non-Eligibility

1. Non-eligible events include, but are not limited to, the following:
 - a. Debates
 - b. Retreats
 - c. Conferences occurring at UCR
 - d. Summer schools
 - e. Workshops that do not involve the presentation or discussion of original graduate student research or creative work done at UCR.
 - f. Any tuition-based events that do not involve the presentation or discussion of original graduate student research or creative work done at UCR.
 - g. Workshops or other tuition-based events may only be eligible for reimbursement as a *presenter*, as long as they meet the precondition of presenting research or creative work done at UCR.
 - h. A letter of acceptance from the workshop or event organizers will be required prior to the start of the event. The letter must show clearly the title of the work that the student is presenting at the workshop or tuition-based event.
2. Non-eligible presentations include, but are not limited to, the following:



- a. Conference events not conducive to the academic or professional development of the graduate student.
 - b. Conference events for the sole purpose of attaining employment.
 - c. Workshops or other tuition-based events that do not involve the presentation or discussion of original graduate student research or creative work done at UCR.
3. Non-eligible attendance includes, but is not limited to, the following:
- a. Attendance at non-academic or for-leisure entertainment purpose events.
 - b. Attendance at conference events not conducive to the academic or professional development of the graduate student.
 - c. Attendance at conference events for the sole purpose of attaining employment.
 - d. Attendance at workshops or other tuition-based events only for educational purposes (including training, courses, and similar events).

E. Receipt Requirements

1. Receipts must be provided, and include the following requirements:
 - a. Receipt showing the vendor's name and contact information, date of purchase, how payment was made (Cash, Debit/Credit Card, Money Order, PayPal, etc.), the amount of payment made, and, if Debit/Credit Card, the type of payment card used (Visa, MasterCard, etc.).
 - b. For accommodations, receipts must be itemized showing room rate, applicable taxes and fees, and incidentals paid in full with a zero (0) balance.
 - c. Each person must submit receipts as outlined in this section for their own expenses. Conference Travel Grant Program funds will only cover receipts for the traveler in question.
 - d. The deadline to submit expense forms and receipts to the GSAUCR front desk is seven (7) business days from the last day of the conference, excluding weekends and UCR legal holidays.
 - e. If an extension is needed, it must be requested prior to the trip in writing to the Conference Travel Grant Coordinator.



F. Conference Travel Grant Program Use

1. Conference Travel Grant Program will cover the following expenses:
 - a. Airfare
 - b. Checked baggage fees
 - c. Shuttles
 - d. Public Transportation
 - e. Rental vehicles pursuant to UC System-wide rental vehicle policies
 - f. Personal vehicle mileage pursuant to UCR mileage rate and use policies
 - g. Parking
 - h. Accommodations pursuant to UC System-wide and UCR policies
 - i. Conference event registration fees
2. Conference Travel Grant Program will not cover the following expenses:
 - a. Membership in organizations related to or unrelated to the conference event
 - b. Abstract fees
 - c. Tuition fees
 - d. Extra-curricular events offered at conferences
 - e. Cost presentation materials
 - f. Meals
 - g. Test tubes
 - h. Phone calls
 - i. Internet fees
 - j. Safe fees
 - k. Other accommodation incidentals



- l. Bank fees
- m. Exchange rate fees
- n. Passport or Visa fees
- o. Any family, friend, significant other/partner-related costs
- p. Costs unrelated to conference event travel
- q. Gas receipts for use in personal vehicle

G. Conference Travel Grant Program Amounts and Cap Change Guidelines

1. Conference Travel Grant Program caps for reimbursement vary depending on the level of attendance (presentation versus attendance-only) and on the geographical location of the conference event.
2. Conference Travel Grant Program amounts are subject to change based on budgetary changes and other financial adjustments.
3. Maximum reimbursement amount, including monthly and annual reimbursement amounts and caps, and other information on reimbursements must be put on the GSAUCR website.
4. Changes in the form of increasing or decreasing reimbursement amounts or caps applicable to applicants and travelers for any particular month referred to as “the month in question” must be decided upon by the Conference Travel Grant Committee on or before calendar day 15 of the month prior to the month in question in order to apply to the travelers within the month in question.
5. Changes in the form of increasing or decreasing reimbursement amounts or caps applicable to applicants and travelers for any particular month decided upon by the Conference Travel Grant Committee after calendar day 15 of the month prior to the month in question will not apply to the travelers within the month in question but will instead apply to the travelers of the month preceding the month in question.
6. The Conference Travel Grant Committee will provide oversight of the Conference Travel Grant Program budget and make recommendations to GSC regarding monthly and annual maximum caps. The Conference Travel Grant Committee must make a recommendation to GSC during the Spring quarter regarding the conference and annual caps for the following academic years. Except in the event of an emergency, annual and per-conference caps will be set for the fiscal year (July 1-June 30) and will be approved by GSC no later than the June meeting.



7. In the event of an emergency shortage, the Conference Travel Grant Committee may lower the caps for one month, in accordance with Guidelines 4 and 5 of this section. This change is temporary and limited to the month in question. It is non-renewable.
8. If the Conference Travel Grant Committee makes a temporary emergency adjustment, the Conference Travel Grant Coordinator, with the advice and consent of the Conference Travel Grant Committee, will make a recommendation to the GSC during the soonest meeting following the adjustment regarding any proposed changes to the caps and the reason for the emergency adjustment.

H. Appeals

1. Applicants who are denied funding will receive a letter indicating the reason they were denied. Applicants may appeal a reimbursement amount or appeal the decision to decline by writing a letter to the Conference Travel Grant Committee explaining why the application should be re-evaluated. This letter must be received by the committee within 30 days of receiving reimbursement or letter of decline. The Conference Travel Grant Committee will re-evaluate the application at the next monthly meeting and issue a decision and notify applicants of this decision by letter or email.
2. Applicants may appeal a second time. The second appeal must be submitted in writing within 30 days of notification of the Conference Travel Grant Committee decision concerning the first appeal.
3. Applicants are limited to two appeals.
4. Applicants may not appeal late applications.
5. All appeals must be submitted in person to the GSAUCR Office or to gsagrants@gmail.com.

Section XV: GSAUCR Co-Sponsorships

A. Purpose

1. The purpose of a GSAUCR Co-Sponsorship is to support graduate students in organizing events that serve the larger university or Riverside community.

B. Eligibility

1. Applicants must be a graduate or professional student at UCR at the time of



application.

2. Applicants must be a member of or affiliated with an active Departmental GSA, Interdepartmental GSA, or GSA Special Interest Organization in good standing.
3. Applicants must complete the application for the funds and meet with the Vice President of Academic Affairs in order to submit the application.
4. Non-academic GSA or group allocations will be made on an annual basis to groups with a membership that contains a majority of graduate students.
5. Non-academic GSA or group allocations are still subject to all relevant university regulations concerning the use of student fees. Funding shall be determined by criteria laid out by the Events and Allocations Committee and approved by the GSC.

C. Application Criteria and Approval

1. GSAUCR Co-Sponsorships are determined upon recommendation of the Events & Allocations Committee and approved by the GSC.
2. Applications must be submitted first to the corresponding college or school Academic Affairs Officer for review by the Events & Allocations Committee.
3. After review by the Events & Allocations Committee, the event will be presented and voted on for approval by the GSC. The funding request must be approved by the Graduate Student Council prior to the date of the event.
4. Applications should be sent at least by the 22nd day of the month preceding the event for review and approval by the Events & Allocations Committee and the GSC.
5. The event must be open and advertised to the entire UCR graduate student body.
6. Applications must include: the entire projected budget (itemized), completed application form, event proposal, and letter of support from an affiliated faculty member whose Departmental GSA is sponsoring the event.
7. If the same event is planned to be held on different days, it will only be necessary to submit a single event proposal, application form, itemized budget and letter of recommendation for consideration by the Events and Allocations Committee and the GSC.
8. The GSAUCR logo must be prominently displayed on all material for a sponsored event.



D. Co-Sponsorships

1. Event Co-Departmental Sponsorship

- a. The Event Co-Departmental Sponsorship provides funds to support events organized by UCR graduate students.
 - i. The funds may not exceed 50% of the overall budget or the cap of \$2,000.
- b. Applications must be submitted early enough to allow for sufficient time for advertising to all graduate students, accounting for registration/abstract deadlines.
- c. The Event Co-Departmental Sponsorship can be used for advertising, purchasing supplies, providing food, or for whatever other items are consistent with university policies and approved by the Events & Allocations Committee.

2. Community Outreach Co-Departmental Sponsorship

- a. The purpose of the Community Outreach Co-Departmental Sponsorship is to support local UCR Graduate and Professional Student community involvement and engagement, specifically with the Greater Riverside County community area.
 - i. The sponsorship amount is at the discretion of the Events & Allocations Committee, but it will not exceed \$500.
 - ii. Attendees for events and activities should primarily be comprised of community members.
 - iii. Graduate student events that qualify for an Event Co-Departmental Sponsorship are not eligible for a Community Outreach Co-Departmental Sponsorship.
- b. Community Outreach Events are not charity events, but rather are those events that enrich the connection between graduate students at UCR and the local community.
- c. The Community Outreach Co-Departmental Sponsorship can be used for advertising, purchasing supplies, providing food, or for whatever other items are consistent with university policies and approved by the Events & Allocations Committee.
- d. Any property purchased through a Community Outreach Co-Departmental



Sponsorship that is not disseminated to the general public remains the property of GSAUCR.

Section XVI: Finances

A. Budget

1. The GSAUCR budget for the next academic year will be prepared by the President in consultation with the Vice President of External Affairs, the Vice President of Internal Affairs, the Vice President of Academic Affairs, the Vice President of Public Relations, and the Finance & Grant Writing Officer, and will be presented to the GSC for approval at its May meeting at the earliest, and June meeting for final confirmation and vote.
2. No budget of the GSAUCR can contain a projected or actual deficit.
3. Conference Travel Grant funds are independent of general funds; transfers cannot be made between the two.
4. At the end of the fiscal year, unencumbered balances of each general fund budgeted category and any additional income not accounted for in budget projections, will roll over into a discretionary fund that the incoming GSC can use to:
 - a. Increase the GSAUCR financial reserves to the levels required by the university as directed by the Vice Chancellor of Student Affairs.
 - b. Supplement specific portions of the existing year's budget.
 - c. Fund one-time events and interim annual programs, pending incorporation in the following year's budget allocations.
5. The President may authorize transfers up to a maximum of \$1,500 between budget categories during the fiscal year.

B. Expenditures

1. Expenditures by the GSAUCR shall be authorized by one of the following methods:
 - a. By signature of the President and the Finance & Grant Writing Officer, within budgeted amounts of up to \$1,500 with the following two exceptions:
 - i. Within the Conference Travel Grant Program budget, which shall



be authorized by the travel grant coordinator in consultation with the Conference Travel Grant Committee.

- ii. Under the discretionary line item, the President and the Finance & Grant Writing Officer may authorize expenditures of no more than \$1,500 during the fiscal year.

- b. By majority vote of the GSC.

2. Travel Expenses

- a. Mileage costs shall be computed according to common University procedures.
- b. Food costs shall not exceed federal or state per diems, whichever is highest. Banquets or meals with set prices at events attended in fulfillment of an officer's duties are not subject to the per diem limitation.

C. Financial Assets

1. The GSAUCR shall maintain sufficient reserves to ensure day-to-day operations.
2. Expenditures from financial reserves must be approved by a majority of the GSC.
3. The President and the Finance & Grant Writing Officer shall report regularly to the GSC regarding the size of the financial reserve and any investment allocations.

Section XVII: Interim Decisions and Actions

- A. The Executive Board shall be authorized to make decisions and to take actions during the summer and between regular GSC meetings that cannot be postponed until the next regular meeting. All such decisions and actions must be reported to and ratified by the full GSC at the next regular meeting. If the Executive Board cannot be convened or effectively consulted in an emergency decision-making situation, individual members of the Executive Board will have the power to make an interim decision or to take interim action within the limits of their individual responsibilities as outlined in the GSAUCR Constitution.
- B. The President shall have the power to make an emergency interim decision for any Executive Board member who is either absent or incapacitated. The Executive Board must be convened, however, at the earliest possible moment to authorize or alter that interim decision or action. In the case of a dispute regarding such a decision or action, the will of the majority of the Executive Board shall rule until such time as the GSC can be presented with the issue and vote upon it. All interim decisions and actions must



be consistent with the GSAUCR Constitution and Bylaws, and within the parameters of the GSAUCR budget.

- C. For purposes of interim decision-making, the Executive Board shall be construed as to consist of those officers on payroll, unless otherwise determined by a majority vote of the GSC.
- D. An emergency vote of the GSC can be made between regular meetings with a secured electronic voting mechanism at the request of any GSC voting member or elected GSAUCR officer, pending the approval of the President as Chair of GSC. In the case of request denial, a petition signed by 10% of the GSC voting membership may overrule the President and constitute a formal motion for a vote.

Section XVIII: Grievances

- A. It is intended that the procedure delineated in this section be used for internal GSAUCR grievances only. These shall be construed to include grievances between any combination of officers, GSC or committee members, or members of the general graduate student body, in disputes that directly relate to the operations of the GSAUCR. Grievances between students that do not directly relate to the GSAUCR shall be referred to the UCR Student Conduct Committee or University Ombudsman as appropriate. The timeline for hearing grievances shall be as follows:
 - 1. All disputes not reconciled on a personal level shall first be heard by the President, who shall hear accounts from each party and attempt to find a resolution satisfying both parties.
 - 2. Should a resolution not be found, the President shall call a meeting of the Executive Board within two weeks.
 - 3. The Executive Board shall request a letter of explanation from each party. In addition, the Executive Board is encouraged to interview the parties involved. The Executive Board shall then review the case and attempt to find a resolution satisfying both parties.
 - 4. Should a resolution not be found, the Executive Board shall, upon request of either party involved, request a hearing of the dispute in closed session to be placed on the agenda at the next GSC meeting. The President shall also give a report outlining the history of and attempted resolutions of the grievance.
 - 5. The GSC may vote a resolution of the grievance by majority vote. Should the resolution not satisfy either party, the parties may decide to take the grievance to the UCR Student Conduct Committee or University Ombudsman as appropriate.



6. The GSAUCR grievance procedure shall be separate from the stipend review process outlined above.

Section XIX: Amendments

- A. All proposed amendments to the GSAUCR Bylaws shall be submitted to and reviewed by the Bylaws Committee. The committee shall take one of the three stances:
 1. Recommend approval or rejection of the amendment to the full GSC.
 2. Discuss, entertain, and approve revisions to the proposed amendment before forwarding the amendment to the GSC. In submitting a revised amendment, reasons for the change shall be provided to the GSC.
 3. Submit the amendment(s) to the GSC without a recommendation for adoption. In submitting such amendment, reason(s) why no recommendation was given shall be provided to the GSC by the Chair of the Bylaws Committee.
- B. All proposed amendments to the GSAUCR Bylaws shall be posted on the GSAUCR website, as well as in a visible location of the GSAUCR office, at least one week in advance of the GSC meeting at which they are to be considered.
- C. The Bylaws Committee may amend, at their discretion, the numbering, wording, and grammar of these Bylaws for the purpose of clarity and consistency, so long as such amendments do not change the substantive content of the Bylaws. A unanimous vote of the Bylaws Committee will be required to ensure that a change is not substantively important before proceeding with such an amendment.