



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

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Section I: The Graduate Student Council: Eligibility

- A. In order to be considered a graduate student in “good standing,” which is required to be eligible to be a Graduate Student Association (hereafter referred to as GSA) 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:
1. Being enrolled in the University specified number of unit for full-time status.
  2. Paying the University fees equivalent to full-time status.
  3. Being on filing status (one quarter only).

Section II: Stipends

- A. The following amounts shall be paid to the officers during the academic year as follows:
1. The President and shall receive \$7,712 annually to be paid monthly, July through June, in the 2018-2019 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  2. The Executive Vice President shall receive \$6,186 annually to be paid monthly, July through June, in the 2018-2019 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 Academic Affairs shall receive \$5,155 annually to be paid monthly, September through June, in the 2018-2019 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  4. The Conference Travel Grant Coordinator shall receive \$5,650 annually to be paid monthly, July to July, in the 2018-2019 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  5. The Public Relations Officer shall receive \$2,832 annually to be paid monthly, September through June, in the 2018-2019 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  6. The GSHIP Officer shall receive \$2,832 annually to be paid monthly, July through June, in the 2018-2019 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  7. The Finance Officer shall receive \$2,832 annually to be paid monthly, July through June, in the 2018-2019 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  8. The Chief of Staff shall receive \$2,400 annually to be paid monthly, September through June.
  9. The Secretary/Webmaster shall receive \$2,400 annually to be paid monthly, September through June.
  10. The International Student Affairs Officer shall receive \$1080 annually to be paid monthly, September through May.
  11. Academic Affairs Officers shall receive a total of either \$600 or \$1080 annually to be paid monthly, September through May.
    - a. Academic Affairs Officers who represent 20% or more of the graduate student population will receive a total of \$1080 annually to be paid monthly.
    - b. Academic Affairs Officers who represent fewer than 20% of the graduate student population will receive a total of \$600 annually to be paid monthly.

12. The Legislative Advocacy Officer, also known as the Legislative Liaison, shall receive \$1200 annually to be paid monthly, September through May.
  13. The UC Advocacy Officer, also known as the Campus Organizing Director, shall receive \$1200 annually to be paid monthly, September through May.
- B. All elected and appointed officers must sign the “GSA Officer Accountability Form” and their job descriptions to be kept on file in the GSA office stating that they have received, read, and understood the GSA 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 GSA 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 III: Withholding of Officer Stipends

- A. By Action of the Executive Board:
1. The decision of the President 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 sent 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 President 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 President or the Executive Board to withhold an officer’s stipend can be appealed to the GSC.
- B. By Action of the Graduate Student Council:
1. The GSC, by a majority vote of members present when quorum exists at a regular or special meeting, may withhold an officer’s stipend.
  2. If the GSC has passed a motion to establish a committee to investigate the impeachment charges, as procedurally outlined in the GSA Constitution, the affected officer shall not receive a stipend pending the result of the investigation. In reporting the conclusions of the investigation of impeachment charges, the committee shall include a recommendation regarding the officer’s stipend. Should the vote for impeachment fail, the GSC shall consider and act upon this recommendation.

### Section IV: Miscellaneous Duties of Elected Officers

- A. President
1. At the end of each quarter, the President shall meet with the Chancellor’s Office and/or Graduate Division on the state of the GSA and report the discussions held in this meeting to the GSC.
  2. Shall choose dates for Executive Council and GSC meetings for the academic year.
  3. Shall reserve the rooms for GSC meetings for the academic year.
- B. Vice President of Academic Affairs
1. In the event that both the President and Executive Vice President are both absent or incapacitated, the Vice President of Academic Affairs shall serve as the Acting President of the GSA.
  2. The Vice President of Academic Affairs shall be responsible for encouraging the formation of academic mini-GSAs within departments or programs and accepting applications to form mini-GSAs. Applications must fulfill the criteria of the Office of Student Life and policies set by the GSA.
  3. The Vice President of Academic Affairs shall interview candidates for Academic Affairs Officer positions and provide the President with final candidate names and a possible shortlist for each Academic Affairs Officer Position for confirmation prior to bringing the candidates for official confirmation by the Executive Council and GSC.
  4. The Vice President of Academic Affairs shall serve as the GSA liaison to the UAW.
  5. The Vice President of Academic Affairs shall, in the event that no Academic Affairs Officer

exists for a particular school or college, serve as the GSA liaison to that particular school or college.

C. Finance Office

1. The Finance Officer shall prepare a quarterly report of GSA finances to be submitted to the President prior to the beginning of the following academic quarter in question. This does not include the Spring quarter report, which will instead take the form of an Annual Report.
2. The Finance Officer, with the President, will attend at least one meeting with the Chancellor's Office regarding the state of GSA funding.
3. The Finance Officer shall write grants on behalf of the GSA.

D. GSHIP Officer

1. The GSHIP Officer shall serve as the GSA liaison to the UCR Wellness Center.
2. The GSHIP Officer shall provide the President and GSC with a quarterly report on the status of the status of graduate student insurance.
3. The GSHIP officer will, with the President and Finance officer, attend at least one meeting with the Chancellor's Officer and/or Graduate Division regarding graduate student health insurance. The GSHIP Officer will provide at least a draft of their Annual Report at this meeting.

E. Public Relations Officer

1. The Public Relations Officer shall reserve the rooms for the Executive Board meetings for the academic year.

Section V: Miscellaneous Duties of Appointed Officers

A. General Appointed Officers

1. Chief of Staff

- a. The Chief of Staff shall serve as an assistant to the President.
- b. Shall manage the President's schedule and appointments.
- c. Shall manage the flow of information between the President and the Executive Board.
- d. Shall coordinate with elected officers and oversee the actions of appointed officers at the discretion of the President
- e. Shall perform administrative duties as assigned by the President.

2. Secretary/Webmaster

- a. The Secretary/Webmaster shall 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 GSA website.
- b. The Secretary/Webmaster shall update and modify the GSA website under the direction and at the discretion of the Executive Board.
- c. Shall post officer reports on the GSA website.
- d. Shall update social media and assist the Public Relations Officer in promoting the GSA.

3. International Student Affairs Officer

- a. The International Student Affairs Officer shall report regularly to the Executive Board on important developments, events, and changes regarding international graduate students.
- b. Shall serve as an advocate for international graduate students with the GSA and throughout the university.
- c. Shall meet regularly with the Director of International Students and Scholars Office,

B. External Office Appointments

1. The Legislative Advocacy Officer shall establish and maintain rapport with local, state, and federal elected legislators and will assist the EVP in advocating for graduate students and will act under the direction and at the discretion of the Executive Vice President.
2. The UC Advocacy Officer shall establish and maintain a rapport with UCGPC or its equivalent and will assist the EVP in advocating throughout the UC System and with UCGPC and will act under the direction and at the discretion of the Executive Vice President.
3. In the event that the Executive Vice President cannot attend a UCGPC Board meeting, the UC Advocacy Officer shall serve as the official representative of the GSA. If both the Executive Vice President and UC Advocacy Officer are absent or incapacitated, the Legislation Advocacy Officer shall serve as the official representative of the GSA.

- C. Academic Affairs Officers
  - 1. The Academic Affairs Officers shall 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.
  - 2. Incumbents who are eligible to seek reappointment need not re-apply formally, but instead compile their officer reports for the year and submit these to the Vice President of Academic Affairs, along with any additional supplemental information they wish to provide.
  - 3. The Vice President of Academic Affairs will consider this the application for these incumbent(s) in question and will interview under one of two scenarios:
    - a. The incumbent's work in the prior academic year is deemed unsatisfactory by the Vice President of Academic Affairs.
    - b. There exist additional applicants seeking appointment to the incumbent's position.
  - 4. If the incumbent is unopposed, and their work the prior year is deemed satisfactory, then the Vice President of Academic Affairs can recommend the incumbent be reappointed. This recommendation is made to the President for confirmation and, if deemed acceptable by the President, moves onto the Executive Council for Executive Confirmation. After Executive Council confirmation, the recommendation(s) go to the GSC for final confirmation.
- D. All appointed officers are subject to confirmation by the Executive Board and Graduate Student Council 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.

#### Section VI: Alumni Adviser to the President and Council

- A. Purpose of the position
  - 1. The purpose of the Alumni Adviser to the President and Council is to serve as an advising member on issues pertaining to the GSA as a whole.
- B. The Alumni Adviser to the President and Council acts as a member of the Executive Council and subsequently serves at the behest of the current GSA President.
- C. Position Appointment
  - 1. The Alumni Adviser to the President and Council is a position appointed by the current GSA President once they take office.
  - 2. The appointed Alumni Adviser to the President and Council can be selected from one of three positions: the prior academic year's GSA President, the prior academic year's GSA Executive Vice President, or the prior academic year's GSA Vice President of Academic Affairs.
  - 3. If the current GSA President's term is their first term, the Alumni Adviser to the President and Council must be the prior academic year's GSA President except in situations in which the prior academic year's GSA President is unavailable to take the position.
  - 4. Should the prior academic year's GSA President be unavailable to take the position, they must inform the current academic year's GSA President in writing before withdrawing from the position.
  - 5. Should the prior academic year's GSA President be unavailable to take the position, the prior academic year's GSA Executive Vice President, or the prior academic year's GSA Vice President of Academic Affairs become eligible for the position.
  - 6. If the current GSA President's term is their second term, the Alumni Adviser to the President and Council may be the prior academic year's GSA Executive Vice President, or the prior academic year's GSA Vice President of Academic Affairs.
  - 7. Should neither of these positions be available, the current GSA President may choose to appoint any individual who served on the prior academic year's Executive Council; should no such individual be available, a suitable will be any individual who has served at least 6 months on the General Council.
- D. Duties
  - 1. The Alumni Adviser to the President and Council is a position of counsel for the GSA, and as such the individual will provide counsel on matters pertaining to several aspects of the organization.
  - 2. The Alumni Adviser to the President and Council will particularly assist in the transfer of institution knowledge including, but not limited to: campus and system-wide committees, the UC Council of Presidents, and campus organizations.
  - 3. Due to their appointment, the Alumni Adviser to the President and Council shall be a non-voting member of GSA, eligible to sit at both the General Council and the Executive Council

at the current GSA President's favor.

- E. Compensation
  - 1. The position carries no stipend but rather is a service-based position.
  - 2. Should the appointee serve in the position for the entirety of the academic year, GSA will honor them at the end of the year for their service.

#### Section VII: Liaisons

- A. Liaisons are graduate students whose stipends are funded by external departments, but who are part of the GSA Executive Board through the execution of an MOU between the department(s) and the GSA.
  - 1. The GSA may provide, as the budget allows, a program budget for liaisons.
  - 2. Liaisons are members of the GSA Executive Board and must attend Graduate Student Council meetings, but they do not have voting rights at either board.
- B. The following is required for an MOU:
  - 1. The GSA must have at least one representative on the hiring committee.
  - 2. The liaison must post at least one office hour and be available to graduate students.
  - 3. The liaison must sit on one university committee, at the discretion of the President.
  - 4. The President is authorized to execute an MOU on behalf of the GSA.
- C. Regarding GSA duties, all liaisons report to the President.
- D. The following outlines the liaison positions, though each position may be altered through the execution of a new MOU between the department and the GSA.
- E. Sustainability Liaison
  - 1. The purpose of the Sustainability Liaison is to serve as the liaison fostering communication between the GSA and the Office of Sustainability (OOS), as well as performing the duties associated with the position on behalf of the GSA.
  - 2. The Sustainability Liaison will foster communication between the GSA and the OOS.
  - 3. Act as the point person for graduate students who have questions regarding sustainability.
  - 4. Work with the GSA Public Relations Officer on joint GSA and OOS events and in making existing GSA events more sustainable.
  - 5. Attend GSA and OOS events.
  - 6. Create and distribute sustainability information at GSA and OOS events.
  - 7. Chair the joint GSA-OOS Sustainability Committee.
- F. The Diversity and Inclusion Academic Liaison (DIAL)
  - 1. The purpose of the Graduate Division (GDIV) and Graduate Student Association (GSA) joint appointed Diversity and Inclusion Academic Liaison (DIAL) officer position is to facilitate and develop a climate of inclusion for graduate students that promotes a climate of mutual respect within the greater campus community.
  - 2. The DIAL Officer will act as an advocate on the behalf of graduate students to promote a campus climate free of harassment, discrimination or denigration on the basis of race/ethnicity, age, religious practice, gender, transgender, sexual orientation, nation of origin, or physical abilities. The DIAL Officer will also 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.
  - 3. The DIAL Officer will provide an annual report of progress, collected survey data, research analysis, and programmatic improvements for the Graduate Dean's office.
    - a. Grad Division or GSA may request additional reporting throughout academic year
  - 4. The DIAL Officer will have the option of using the GSA Executive Office for meetings in which the privacy and/or confidentiality of a graduate student meeting is of concern, with the permission of the President.
  - 5. The DIAL Officer will serve as a graduate student representative on the following committees:
    - a. GSA Executive Board
    - b. GSA General Council
    - c. ASUCR Diversity Council
    - d. Diversity and Inclusion Strategic Plan Workgroup
    - e. Academic Senate, Committee for Diversity and Equal Opportunity
    - f. With the President's approval, the DIAL Officer will also serve as the GSA representative on any Faculty Senate, system-wide, and ad hoc committees applicable and relevant to the position.
  - 6. The DIAL Officer will be required to report and comply with standard duties required of all GSA Executive Board officers.

7. The DIAL Officer will also be responsible for collaborating with the Secretary/Webmaster in creating, updating and maintaining website content relevant to their webpage on the Official GSA Website.
8. The DIAL Officer is appointed by a hiring committee formed from two representatives from Grad Division, CARE, the GSA, and VCSA. Additionally, a representative from the Diversity and Inclusion office should be present.
9. The DIAL Officer appointment begins one month before instruction begins during the fall quarter, and serves through one academic year.
10. At the end of the appointment term, the current DIAL Officer may be considered to be renewed in the DIAL position
11. The DIAL position is renewable for up to two (2) years, with approval of the GSA President and Grad Division.
12. Termination of the DIAL Officer can occur due to poor performance or abuse of the position.
13. Protocols for termination begin with either the GSA or Graduate Division bringing to bear grievances regarding the person in the position.
  - a. After grievances are reported to both the GSA and Graduate Division, a committee is formed consisting of the GSA President, GSA Executive Vice President, GSA Vice President of Academic Affairs, Dean of Graduate Division, and two individuals appointed to the committee at the Dean of Graduate Division's behest.
  - b. The committee mentioned above will discuss the grievances and within one week must come to a decision regarding termination through a majority agreement among the committee.
  - c. If the committee cannot come to a majority decision, the grievances will be taken to the GSC for a final decision.

G. WELL Liaison

1. The purpose of the WELL and GSA appointed liaison is to promote wellness programing, advance mental health, and to solidify basic needs for graduate students.
2. The WELL Liaison will act as an advocate for graduate students and promote programing and services that address the needs of graduate students.
3. The WELL Liaison will chair the GSA Basic Needs Committee.
4. The WELL Liaison will represent graduate students on various wellness committees and initiatives throughout campus.

H. Career Center Liaison

1. The purpose of the Career Center and GSA appointed liaison is to help promote career readiness and decision making, provide tailored career resources, services, and events while advocating for graduate student career development needs for academic and non-academic careers post-graduation.
2. 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.
3. 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.
4. 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.
5. 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 VIII: Office Hours and Time Commitments

A. Cognizant of the Executive Board Members' responsibilities to the general graduate study body and pursuant to the constitution and/or bylaws:

1. Elected Officers (President, Executive Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer, and GSHIP Officer) shall post and maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.
2. The Chief of Staff shall post and maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill their duties.

3. The Conference Travel Grant Coordinator shall post and maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of his/her office.
  4. The Secretary/Webmaster, Legislative Advocacy Officer, UC Advocacy Officer, International Student Affairs Officer, and Academic Affairs Officers shall post and maintain a minimum of one office hour per week, separate from any additional time necessary to fulfill the duties of their office.
  5. The liaisons shall post and maintain a minimum of one office hour per week, separate from any additional time necessary to fulfill the duties of their office.
- B. Office hours must be kept for at least one-hour increments and be held in the GSA office.
1. For Academic Affairs Officers, at the discretion of the President, office hours may be held in a location conducive to increasing interaction between the officer and his/her respected constituents, subject to the guidance of the President or the Vice President of Academic Affairs.
- C. It is expected that all elected and appointed officers spend time outside the GSA office (e.g., at events tailored specifically to graduate students) in order to better publicize and disseminate information about the GSA to the entire graduate student body.

#### Section IX: Elections

- A. The provisions outlined herein shall regulate all campus-wide elections for the GSA. There shall be seven types of GSA elections: the annual general officers election; a special election to fill a vacated office; a GSA membership fee modification election; a GSA Constitution revision election; an initiative election; a referendum election; and a recall election.
1. Annual General Officers Election
    - a. The annual general officers' election shall be held in Spring Quarter for the purpose of electing the President, Executive Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer, and GSHIP Officer.
    - b. The election shall be conducted via secure online procedures provided by the University, and facilitated through the Information Technology department of the Vice Chancellor of Student Affairs.
    - c. Filing is to last at least five weeks and close at least two weeks prior to the start of the election. The Executive Vice President shall present the GSC with a timeline for that year's election by no later than the 5th week of Winter Quarter
      - i. In the event that the Executive Vice President is a candidate in the election, another Executive Officer (one not declared as a candidate) shall oversee the elections process.
    - d. Officers shall be elected by a plurality vote of the ballots cast.
  2. Special Officer Election
    - a. Special officer elections may be called by the GSC to fill a vacancy in any elected office.
    - b. 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. GSA Membership Fee Modification Election
    - a. The GSC shall authorize an election to approve modifications (in the form of an increase or decrease) to the GSA membership fee by signatures of at least 10% of the graduate student body or by a motion passed by a majority vote during a GSC meeting.
    - b. After such vote or presentation, the election shall be called no earlier than two weeks and no later than four weeks later.
  4. GSA Constitution Revision Election
    - a. The GSC shall authorize an election to approve revisions to the GSA Constitution by signatures of at least 10% of the graduate student body or by a motion passed by 2/3 of the voting members at a GSC meeting.
    - b. Any modifications to the GSA Constitution shall be approved by majority vote of the ballots cast on the issue, so long as at least 20% of the graduate student body votes.
  5. Initiative Election
    - a. The GSC shall authorize an initiative election on any topic germane to GSA business

- by presentation of a petition signed by at least 10% of the graduate student body or by a motion passed by a majority vote during a GSC meeting.
    - b. After such presentation or vote, the election shall be called no earlier than two weeks and no later than four weeks from that date.
    - c. The action sought by any initiative shall be approved by a majority vote of the ballots cast on the issue.
  - 6. Referendum Election
    - a. The GSC shall authorize a referendum election on a previous action taken by the GSC in response to the presentation of a petition signed by at least 10% of the graduate student body or by a motion passed by a majority vote during a GSC meeting.
    - b. After such presentation or vote, the election shall be called no earlier than two weeks and no later than four weeks from that date.
    - c. The action sought by any initiative shall be approved by a majority vote of the ballots cast on the issue.
  - 7. Recall Election
    - a. Graduate students shall reserve the right to remove any elected or appointed officer from his/her office by means of a recall election. This shall not be construed to give graduate students the ability to recall committee appointments.
    - b. The GSC shall authorize a recall election in response to the presentation of a petition signed by at least 15% of the officer's constituency.
      - i. For all elected and campus-wide appointed officers, constituency shall be defined as the entire graduate student body.
      - ii. For Academic Affairs Officers, constituency shall be defined as members of the particular school of college of the Academic Affairs Officer subject to recall.
    - c. After such presentation, the election shall be called no earlier than two weeks and no later than four weeks from that date.
    - d. The officer shall be immediately removed from office by a majority vote to recall.
- B. Valid petitions shall be subject to the following regulations:
  - 1. All petitions circulated shall be of identical form and shall contain the complete text of the proposed action (Constitution revision, initiative, referendum, or fee modification) or the charges against the officer under recall.
  - 2. All petitions shall list the student's name, department, and student identification number (for verification purposes only).
  - 3. 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.
- C. Once an election has been called, all elections shall adhere to the following procedures:
  - 1. The election will be publicly posted on the GSA website, throughout the GSA office, on publicly accessible bulletin boards throughout campus, and via e-mail to all graduate students eligible to vote prior to the election.
  - 2. Voting will be conducted online, using systems provided by the University for student elections to ensure honesty of elections and validity of registration
  - 3. In the event that the University 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. Ballots must be provided at least ten days prior to the deadline to return ballots. Ballots must be counted twice by the Elections Committee in the GSA office.
  - 4. Any complaints or protests must be written and shall first be heard by the Elections Committee. If still unresolved, the GSC shall hear the complaint or protests when considering validating the results of the election.
- D. Candidates for GSA Office must meet the following criteria:
  - 1. Shall have a cumulative GPA of 3.5 or higher.
  - 2. Shall have no conduct history at UCR.
  - 3. For the positions of President, Executive Vice President, and Vice President of Academic Affairs must have at least 6 months experience with GSA at the time of the election. This experience may include holding another elected or appointed position in GSA, being a mini-GSA representative for one's department, or having attended the previous 6 months of GSC meetings and participating on one or more internal or campus committees.
- E. Candidates for GSA office shall abide by the following campaign guidelines:

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 GSA office.
  4. Any violation of these regulations by candidates or their authorized representatives may result in disqualification from the election, subject to approval of the GSC.
- F. The GSA shall take no official stance on any ballot issue or support any particular candidate or group of candidates. To that end, the GSA shall spend no money in support or opposition of any particular candidate or ballot issue. GSA 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.
- G. 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 not voting.
1. In the event of a tie in the GSC vote, the President will break the tie.
- H. Certain elections may occur concurrently, i.e., Annual General Officer Elections may share the same ballot and election time frame as Initiatives, Referenda, Fee Modifications, etc.

#### Section X: Officer Resignations and/or Vacancies

- A. Resignation of Appointed Officers
1. If an appointed officer should resign, or the position becomes vacant, the vacancy shall be filled by the normal appointment procedure for that officer as described in the GSA 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, Executive Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer, or GSHIP Officer resigns, or the position becomes vacant, the vacancy shall be resolved 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
      - i. The GSC may opt to fill the vacancy by special election. No less than two and no more than four weeks shall be allocated for recruitment and advertising for candidates, after such time the election shall be held two weeks later. The election procedures contained herein shall govern the distribution, collection, and counting of election ballots.
    - b. By Appointment
      - i. The GSC may opt to appoint a replacement to fill the vacancy. No fewer than two weeks and no more than four weeks shall be allocated for the recruitment and advertisement for candidates. The GSC shall vote by secret ballot on each candidate until one candidate receives the majority votes for confirmation. Procedures for the vote shall be determined by a majority vote of the GSC prior to the secret balloting.
    - c. By Leaving the Position Vacant
      - i. If, and only if, the vacancy occurs in the Spring Quarter, the GSC may opt to leave the position vacant and redistribute the job duties of that position. Only by two-thirds vote of the GSC will the vacant officer's stipend be redistributed as well.
  2. In the case of a vacancy in the position of the President, the Executive Vice President shall assume the title of "Interim President" until a replacement can be found through one of the above-mentioned ways.
  3. Until that time the President (or the Executive Vice President in the case of the vacancy of the President) shall have the authority to appoint a graduate student to the office on an interim basis. All such assignments shall be temporary until such time as the vacancy is filled through one of the above-mentioned ways. Unless approved by the GSC, no student appointed on an interim basis shall be eligible to receive a stipend for his/her duties.

## Section XI: Term Limits

- A. All elected and appointed officers of the GSA 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.
- B. 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.
- C. 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.

## Section X: Finances

- A. Budget
  1. The GSA budget for the next school year will be prepared by the President in consultation with the Executive Vice President, Vice President of Academic Affairs, and Finance 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 GSA 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 will use to:
    - a. Increase the GSA financial reserves to the levels required by the university as directed by VCSA;
    - b. Supplement specific portions of the existing year's budget; or
    - c. Fund one-time events and interim annual programs, pending incorporation in the following year's budget allocations.
  5. The President may authorize transfers of up to \$1,500 between budget categories during the fiscal year.
- B. Expenditures
  1. Expenditures by the GSA shall be authorized by one of the following methods:
    - a. By signature of the President and Finance 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 travel grant committee.
      - ii. Under the discretionary line item, the President and Finance Officer may authorize expenditures of no more than \$1500 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 a per diem of \$40 per day. 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 GSA 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 Finance Officer shall report regularly to the GSC regarding the size of the financial reserve and any investment allocations.

## Section XII: Quorum

- A. A quorum shall consist of 1/4 of the voting members on record at the time of the meeting, or 2/3 of the voting members present at the last meeting, whichever is greater.
- 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.

## Section XIII: Meetings

### A. GSC Meetings

1. The GSC shall be convened on a monthly basis from October through June during each academic year. Agendas, 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, the number of voting members (as defined in Section XIII of these Bylaws) present at the previous GSC meeting, and any other relevant documents will be posted on the GSA website at least one week prior to each meeting.
2. Action items may be brought forth without the one-week waiting period if there are no objections to 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 one (1) week waiting period must also meet this requirement. 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.
3. 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 or faculty that should desire to attend except with the exception delineated in the GSA Constitution, Article II, Section 3, sub-sections 'a' and 'c.'
4. Discussion time for each agenda item will be limited to ten minutes. If any voting member of the GSC wishes to extend this time, s/he may request an additional five minutes. This extension may be approved by a simple majority of voting members present.
5. In the case that an official GSC member cannot attend one or more GSC meetings, s/he may send an alternate who may vote in place of the original member. In such cases written notice provided by the official GSC member must be received by the Vice President of Academic Affairs before the alternate may vote.
6. When a department wishes to split a GSC member position, one person must be designated as the primary member to be maintained on GSA records. The alternate member may participate and vote upon presentation of written notice to the Vice President of Academic Affairs.

### B. Executive Board Meetings

1. The Executive Board will convene at least once each month at least eight days prior to GSC meetings and more frequently as required by the necessity of carrying forth GSA business effectively and for an appropriate degree of decision- making consultation with other Executive Board members.

### C. Presidential Cabinet Meetings

1. The Presidential Cabinet will convene at least once each month and shall consist of the President, the Executive Vice President, and the Vice President of Academic Affairs. The Alumni Advisor to the President and the Chief of Staff also attend, but are not official members of the cabinet.
2. The Chief of Staff shall take minutes during the meeting and be responsible for filing the necessary reimbursements.

## Section XIV: Officer Absences

- A. 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 meeting for any reason, written notice must be provided to the President at least two hours before the scheduled meeting start time.
- B. It shall be at the discretion of the President to accept or not accept excuses (including, but not limited to, class, work, family crisis, etc.). If no excuse is presented, the absence will be marked as unexcused.
- C. 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 XV: 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 GSA 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 GSA Constitution and Bylaws, and within the parameters of the GSA 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 majority vote of the GSC.

## Section XVI: Standing Committees

- A. There will be ten permanent standing committees of the GSC: the Conference Travel Grant Committee; the Social Committee; the Academic Affairs Committee; the Elections Committee; the Bylaws Committee; the GSHIP Committee; the International Student Concerns Committee; the Basic Needs Committee; the Diversity and Inclusion Student Advisory Committee; and the Events and Allocations Committee.
- B. Any member of the GSC must also be a member of at least one of the ten standing committees or a Campus Academic Senate Committee to be considered a member in good standing and have the right to vote.
- C. All UCR graduate students are eligible to serve on any of the ten standing committees.
- D. All committees must maintain a copy of their meeting minutes on the GSA website
- E. The Conference Travel Grant Committee
  - 1. The Conference Travel Grant Committee shall:
    - a. Be comprised of the Executive Vice President, the Vice President of Academic Affairs, the Finance Officer, the Conference Travel Grant Coordinator, and no fewer than three and no more than seven 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 committee shall establish policies (posted on the GSA 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.
  - 2. All committee decisions are determined by majority vote after discussion.
- F. The Social Committee
  - 1. The Social Committee shall:
    - a. Be comprised of 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 GSA budget.
- G. The Academic Affairs Committee
  - 1. The Academic Affairs Committee shall:
    - a. Be comprised of the Vice President of Academic Affairs, who shall act as Chair, and the seven Academic Affairs Officers from each of the colleges or schools (Bourns College of Engineering, College of Humanities, Arts, and Social Sciences, College

- of Natural and Agricultural Sciences, School of Medicine, Graduate School of Management, Graduate School of Education, and School of Public Policy).
  - b. In the event that no Academic Affairs Officer exists for a particular college or school, applications will be considered by the Executive Board, and the individual who is considered best suited to represent the interest of the broad spectrum of students studying the discipline within that particular college or school can serve on this committee until a permanent Academic Affairs Officer is appointed.
  - c. Hold regular committee meetings to discuss developments among the seven colleges and schools.
- H. Elections Committee
  - 1. The Elections Committee shall:
    - a. Be comprised of the Executive Vice President, Vice President of Academic Affairs, and at least five GSC representatives.
    - b. Meet and elect from among themselves a Chairperson who shall be responsible for all communication and logistics for the elections as outlined in these bylaws.
- I. Bylaws Committee
  - 1. The Bylaws Committee shall:
    - a. Be comprised of the Executive Vice President, who shall act as Chair, the Vice President of Academic Affairs who shall act as the Vice Chair, and at least three GSC representatives.
    - b. Be responsible for reviewing any amendments to the Bylaws as outlined herein.
    - c. The Secretary/Webmaster, per their role as Parliamentarian, shall serve on the GSA Bylaws Committee.
- J. GSHIP Committee
  - 1. The GSHIP Committee shall:
    - a. Be comprised of the GSHIP Officer, appropriate representatives from the administration, and no fewer than three, but no more than eleven, graduate students.
    - b. Be charged with determining the insurance needs of graduate students for the coming academic year.
    - c. Complete a yearly survey addressing graduate students' health insurance needs. This survey must be carried out independently of any other GSA survey.
    - d. Provide the GSHIP Officer with assistance in creating a quarterly report on GSHIP Committee activities, which is to be presented by the GSHIP Officer to the President, GSC, and Chancellor's Office.
- K. 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.
- L. Events and Allocations Committee
  - 1. The Events and Allocations Committee shall:
    - a. Be comprised of the Vice President of Academic Affairs, the Finance 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 all event and club grants, specifically the funds designed as Department 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 or not to fund the event application and at what amount.
  - 2. Club allocations will be made on an annual basis to clubs with a membership that contains a

majority of graduate students. Club 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.

3. Committee decisions are determined by majority vote after discussion. All decisions are then submitted to the GSC for approval.

M. Basic Needs Committee

1. The Basic Needs Committee shall:
  - a. Be chaired by the GSA Wellness Liaison and be comprised of no fewer than three and no more than seven GSC representatives.
  - b. Identify and monitor graduate student wellness issues and recommend advocacy positions to the Executive Board for adoption by the GSA.
  - c. The committee will meet once per month.

N. Diversity and Inclusion Student Committee

1. The Diversity and Inclusion Student Advisory Committee shall:
  - a. The purpose of the Diversity and Inclusion Academic Liaison (DIAL) Student Advisory Committee is to provide oversight and direction for the DIAL Officer in their programmatic improvements and advocacy.
  - b. The DIAL Student Advisory Committee will be made up of no less than five and no more than eleven committee members.
  - c. The DIAL shall serve as the chair of this committee
  - d. The Vice President for Academic Affairs will serve as an *ex-officio* member
  - e. The DIAL Student Advisory Committee shall meet at least once per quarter, within the first four weeks of each term
  - f. DIAL Student Advisory Committee members are required to help to staff monthly DIAL discussion groups throughout the academic year.

O. Sustainability Committee

1. The Sustainability Committee shall:
  - a. The purpose of the Sustainability Committee is to provide advice and direction for the Sustainability Liaison and the GSA in their programmatic improvements and advocacy.
  - b. The Sustainability Committee will be made up of no less than three and no more than seven committee members.
  - c. The Sustainability Liaison shall serve as the chair of this committee
  - d. The Sustainability Committee will oversee the Mini-GSA Sustainability Certificate programs
  - e. The Sustainability Committee will participate in and support sustainability events on campus throughout the academic year.

Section XVII: 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. In the event that 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 at his/her discretion ad hoc committees as required for the carrying forward of GSA 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 will need to be confirmed by the GSC by majority vote.
- C. There will be no financial remuneration for any member of an ad hoc committee.

Section XVIII: Campus and System-wide Committees

- A. It shall be the responsibility of the President to solicit applications from interested students and appoint individuals to serve on various campus committees.
  1. Each GSC member has a responsibility to serve on the campus committee(s) that the President requests that person to serve on.
  2. Should there be question of inappropriateness or personal conflict, the GSC member will assist the Vice President of Academic Affairs in finding an appropriate replacement
- B. It shall be the responsibility of the Executive Vice President to publicize and solicit applications from

students to serve of the various UC system-wide committees. It is not required for GSC members to serve on these committees. These applications will be forwarded to the University of California Student Association.

#### Section XIX: Criteria for the Formation of Mini-GSAs

- A. All mini-GSAs must be part of an official department or interdisciplinary program at UCR and have a voting representative at all GSC meetings.
- B. All mini-GSAs must meet the following criteria:
  1. Be led and organized by UCR graduate students.
  2. Fulfill all of the criteria for student organizations outlined by the Office of Student Life and complete the authorization process.
  3. Send written confirmation, via e-mail, to the Vice President of Academic Affairs requesting recognition as an official mini-GSA.
- C. All mini-GSAs must be approved by the Vice President of Academic Affairs.
- D. All mini-GSAs in good standing are eligible to be reimbursed for business expenses up to \$300 per academic year. Mini GSAs in good standing that represent 50 or more students and have 2 active reps on the GSC are eligible to be reimbursed for business expenses up to \$500. These funds are received in the form of reimbursements and are allocated to cover expenses associated with Mini-GSA meetings or events with a business purpose (i.e. office supplies, meals, snacks, coffee Social events to be reimbursed must have a business purpose (UCR Policy) and require a written exception approval from Grad Division, which must be received and approved by the GSA at least 2 weeks prior to the event. Meeting Minutes and Attendee Lists are always required.
- E. In order to receive funds for business expenses, a mini GSA must be active by the 3<sup>rd</sup> week of the quarter in which they are requesting funds and must remain active for the remainder of the quarter. If a mini GSA requests business funds and does not remain active for the remainder of the quarter, they will be suspended from receiving further funds for the next two academic quarters.
- F. For a mini-GSA to remain in good standing, they must meet the following criteria:
  1. Send a representative (or two, if they represent 50 or more students) or an alternate from the mini-GSA to serve as a member of the GSC. Representatives are required to attend the monthly GSC meetings.
  2. Send a representative (or two, if they represent 50 or more students) to serve on a GSA committee or subcommittee, as appointed by the President or Vice President of Academic Affairs.
  3. Additionally, the representative will do the following, as stated in the Constitution:
    - a. Act as a representative of the general interest of the graduate student body at the University of California, Riverside.
    - b. Act as a liaison between graduate students and members of the staff, faculty, and administration at UC Riverside.
    - 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.
  4. Not engage in behavior that reflects poorly upon the GSA or graduate students in general.
- G. If the mini-GSA fails to remain in good standing, the Vice President of Academic Affairs will do the following:
  1. 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 Mini-GSA on probation.
  2. Upon missing two consecutive regular meetings of the Council or missing any combination of three Council 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 mini-GSA will need 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.
  3. If the mini-GSA fails to arrive at a satisfactory resolution or upon missing three consecutive regular GSC meetings or missing any combination of four Council or committee meetings throughout the academic year, the Vice President of Academic Affairs will notify the President of the GSA, the Office of Student Life, the department's student government, and the department's graduate student affairs officer that the mini-GSA is no longer recognized by the

GSA as a mini-GSA. The Office of Student Life will work with the student organization to change their constitution and name. If the student organization wishes to reapply as a mini-GSA, they 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 by the Executive Board, the student organization can reapply with the Office of Student Life. Funds will be suspended until the mini-GSA has completed one full quarter in good standing and without being placed on probation.

4. If the GSC representative does not meet the criteria stated in the Constitution and above or if the representative or mini-GSA commits a good conduct violation, the Vice President of Academic Affairs will notify the department's student government that the mini-GSA is under review and will make a recommendation to the Executive Board as to the action the GSA 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 mini-GSA's authorization to function as a mini-GSA. The Vice President of Academic Affairs will notify the department's student government and, in the event the mini-GSA is no longer recognized as such, the Office of Student Life and the department's graduate student affairs officer. The student organization will work with the Vice President of Academic Affairs, as explained in subsection 3, above, for reapplication to the GSA.

#### Section XX: The Conference Travel Grant Award

##### A. Purpose of the CTG Award:

1. The purpose of the Conference Travel Grant award, hereto referred as the CTG award, is to promote the presentation at conferences of original graduate student research done at UC Riverside.
2. CTG awards are small grants available to UC Riverside graduate students who are attending academic or professional conferences for the purposes of academic or professional development.

##### 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 UC Riverside, as defined in Section I and below under Section C, "Eligibility", who are presenting their original research. This research must have been conducted at UC Riverside. Research conducted elsewhere is unacceptable.
  - b. *Attendees*: These are graduate students in "good standing" at UC Riverside, as defined in Section I and below under "Eligibility", 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 CTG Award.

##### C. Eligibility:

1. CTG Award Graduate Student Eligibility is defined as followed:
  - a. A registered graduate student in "good standing," as outlined in Section I of these bylaws, at UC Riverside who is planning on presenting or attending at a conference event as defined in Part B of Section XXI: The Conference Travel Grant Award.
  - b. Students on filing fee status and in "good standing" are eligible for only one quarter.
  - 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 CTG award.
  - d. To be eligible for a CTG award, a student must be in good standing and not

- disqualified by any of the prior items, both at time of application and at time of conference travel.
  - e. New graduate students who are presenting research prior to their work at UC Riverside are not eligible for a CTG award.
  - f. In the case of graduate students who collaborate on research eligible for the CTG award, only one student from UC Riverside may apply as a presenter. Others collaborators from UC Riverside may apply as attendees only. Multiple presenters for the same work are not funded.
  - g. Graduate students working on collaborative work done at UC Riverside who will be presenting at the conference event 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 UC Riverside co-authors are requesting funding for attending only (if applicable).
  - h. Roundtables are only eligible if the graduate student is presenting a paper poster, paper presentation, or performance. All work and research must be original and produced at UC Riverside.
- D. Non-Eligibility:
- 1. Non-eligible events include, but are not limited to, the following:
    - a. Debates
    - b. Retreats
    - c. Workshops
    - d. Summer schools
    - e. Any tuition-based events
    - f. Conferences occurring at UC Riverside
  - 2. Non-eligible presentations include, but are not limited to, the following:
    - a. Work or research conducted outside of UC Riverside
    - b. Conference events not conducive to the academic or professional development of the graduate student.
    - c. Conference events for the sole-purpose of attaining employment.
  - 3. Non-eligible attendance includes, but is not limited to, the following:
    - a. Attendance at non-academic or for-leisure entertainment purpose events
    - b. Conference events not conducive to the academic or professional development of the graduate student.
    - c. Conference events for the sole-purpose of attaining employment.
- E. Receipt Requirements:
- 1. Receipts must be provided, and include the following requirements:
    - a. Receipt showing the vendor 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. CTG award funds will only cover receipts for the traveler in question.
    - d. The deadline to submit expense forms and receipts to the GSA front desk is seven (7) business days from the last day of the conference, excluding weekends and UC Riverside legal holidays.
    - e. If an extension is needed, it must be requested prior to the trip in writing to the GSA CTG Coordinator.
- F. CTG Award Use:
- 1. CTG awards 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 UC Riverside mileage rate and use policies
    - g. Parking
    - h. Accommodations pursuant to UC System-wide and UC Riverside policies
    - i. Conference event registration fees

2. CTG awards will not cover the following expenses:
    - a. Membership to organizations related to or un-related to the conference event
    - b. Abstract fees
    - c. Tuition fees
    - d. Extra-curricular events offered at conferences
    - e. Cost for 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. CTG Award Amounts and Cap Change Guidelines:
1. CTG award caps for reimbursement vary depending on the level of attendance (presentation versus attendance-only) as described in Part B of Section XXI: The Conference Travel Grant Award, and geographical location of the conference event.
  2. CTG award amounts are subject to change based on budgetary changes and other financial adjustments.
  3. Maximum award reimbursements amounts, including monthly and annual reimbursement amounts and caps, and other information on reimbursements must be put on the GSA 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 CTG Committee on or before calendar day 15 of the month prior to 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 CTG Committee after calendar day 15 of the month prior to month in question will not apply to the travelers within the month in question, but will instead apply to the travelers of the month proceeding the month in question.
  6. On a monthly basis, the CTG Committee may choose to not increase or decrease the monthly reimbursement amounts per the guidelines in Part G of Section XXI: The Conference Travel Grant Award, effectively maintaining the status quo instead.
  7. After the CTG Committee decides on an increase or decrease to monthly reimbursement amounts or caps for a particular month in question, the CTG Coordinator must post an announcement on the GSA website within 48 hours.
  8. After the CTG Committee decides on an increase or decrease to the annual reimbursement cap, the CTG Coordinator must post an announcement on the GSA website within 48 hours.
  9. The CTG Committee may only make changes to the monthly reimbursement amounts or caps once for each month in question regardless of when the CTG Committee meets.
  10. The CTG Committee may only increase or decrease the annual reimbursement cap per the guidelines in Part G of Section XXI: The Conference Travel Grant Award one time per academic year.

## Section XXI: GSA Sponsorships

- A. Purpose
  1. The purpose of a GSA 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 UC Riverside at the time of application.
  2. Applicants must be a member of an active mini-GSA in good standing.
  3. Applicants must complete the application for the funds and must meet with the VPAA in order to submit the application.

4. All applications must have a letter of support from the faculty chair or graduate advisor of the department whose Mini-GSA is sponsoring the event.
- C. Approval
  1. GSA Sponsorships are determined upon recommendation of the Events & Allocations committee and approved by the Graduate Student Council.
  2. Applications are due by the 22<sup>nd</sup> day of the month preceding the event, though the Events & Allocations committee may opt to review an application after the event has occurred.
- D. The GSA logo must be prominently displayed on all material for a sponsored event.
- E. The event organizers must submit a report to the GSA following the event. The report should include information about attendance, actual costs, and impact of the event.
- F. Sponsorships
  1. Conference Co-Sponsorships
    - a. The Conference co-sponsorship provides funds to support conferences organized by UCR graduate students.
      - i. The funds may not exceed 50% of the overall budget or the cap of \$2000.
    - b. Conferences must be graduate-student focused and open to all graduate students on campus.
  2. Community Outreach Sponsorship
    - a. The purpose of the Community Outreach Fund Award is to support local UC Riverside 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 generally will not exceed \$500.
    - b. Community Outreach Events are not charity events, but rather are those events that enrich the connection between graduate students at UC Riverside and the local community.

## Section XII: Grievances

- A. It is intended that the procedure delineated in the section be used for internal GSA 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 GSA. Grievances between students that do not directly relate to the GSA 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 both sides 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 and/or rebuttal from both sides. 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 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.
- B. The GSA grievance procedure shall be separate from the stipend review process outlined above.

## Section XXIII: Amendments

- A. All proposed amendments to the GSA Bylaws shall be submitted to and reviewed by the Bylaws Committee. The committee shall take one of three positions on the proposed amendment:
  1. The committee may recommend approval or rejection of the amendment to the full GSC;
  2. The committee may 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; or
3. The committee may submit the amendment 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.
- B. All proposed amendments to the GSA Bylaws shall be posted on the GSA website, as well as in a visible location of the GSA 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