



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

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 (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:
  - a. Being enrolled in the University-specified number of units for full-time status.
  - b. Paying the University fees equivalent to full-time status.
  - c. Being on filing fee status (one quarter only).
2. All Departmental GSAs 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 e-mail, 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 \$300 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 \$500 per academic year. Departmental GSAs in good standing that represent 150 or more students and have 2 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 a written exception approval from Grad Division, which must be received and approved by the GSA 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 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 Departmental 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.
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 GSA 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 the University of California, Riverside.
    - 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 GSA 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 missing 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 VPAA 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 VPAA 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 Departmental GSA will no longer be recognized by the GSA. If the student organization wishes to reapply as a Departmental GSA, they must work with the VPAA 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 good conduct violation, the VPAA will notify the departmental GSA that they are 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 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 VPAA reapplication to the GSA.
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. 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 GSA 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 GSA 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.
  - c. For the positions of President, Vice President of External Affairs, Vice President of Internal Affairs, Vice President of Academic Affairs, Finance officer and Grant writing officer must have at least 6 months of experience with GSA at the time of election. This experience may include holding another elected or appointed position in GSA, being a Departmental GSA representative, or having attended the previous 6 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 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.
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, Vice President of External Affairs, Vice President of Internal Affairs, Vice President of Academic Affairs,

Alumni Adviser to the President, and Chief of Staff.

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

## Section II: Duties of Elected Officers

### A. The President shall:

1. Act as the representative and chief spokesperson of the Graduate Student Association.
2. Oversee and manage the GSAUCR budget.
3. Delegate such duties to other officers and members of the GSC as may be consistent with the Bylaws.
4. Act as one of the two representatives of the Graduate Council of the UCR Academic Senate.
5. Serve as a representative for GSAUCR to the UCR Alumni Association and UCR Board of Trustees.
6. Hire and supervise career employees of GSAUCR, maintain confidential personnel records, and follow all relevant university regulations.
7. Meet at least quarterly with the UCR Chancellor and Dean of Graduate Division on the state of the GSA and report the discussions held in this meeting to the GSC at the end of each quarter.
8. Choose dates for Executive Board and GSC meetings for the academic year.
9. Reserve the rooms for GSC meetings for the academic year.
10. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.

### B. The Vice President of External Affairs shall:

1. Serve as the second-ranking officer of GSAUCR.
2. Act as GSAUCR's official representative to the University of California Graduate and Professional Council (UCGPC), or its equivalent, attend all UCGPC meetings; and provide monthly updates to GSC.
3. 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 (ASUCR).
4. Report to the GSC on any system-wide, state, or federal legislation that directly impacts the University of California and its graduate student population.
5. Conduct meetings of the GSC in the absence of the President.
6. Publicize initiatives, referenda, and recalls initiated according to the GSA Constitution with the assistance of the Elections Committee.
7. Ensure, in conjunction with the President, the proper functioning of the GSA Conference Travel Grant Committee.
8. Publicize, with the assistance of the Elections Committee, the forthcoming election for officers at least six weeks in advance of the election unless she/he/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.
9. Serve as President of GSAUCR and Chair of the GSC in the event of the temporary absence or incapacity of the President until the next regularly scheduled GSC meeting.

10. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.

C. The Vice President of Internal Affairs shall:

1. Serve as the liaison and interface between GSAUCR, each GSA liaison, and the campus departments affiliated with each liaison.
2. Assist the President in the executive and administrative functions of the GSA.
3. Coordinate regular meetings with the various officers affiliated with each liaison.
4. Oversee and advise the GSA liaisons in coordination with the President
5. Arrange meetings with staff and administration to advocate for graduate students at UCR.
6. Meet on a monthly basis with the elected GSA officers to discuss system-wide, state-wide, and campus-wide policies that impact graduate students and the various departments affiliated with each liaison.
7. Assist in the coordination of GSA 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, and the GSC.
8. Serve as the GSA liaison to the UAW.
9. Serve as the GSA liaison to GradSuccess and Meet with the Director of GradSuccess on a monthly basis.
10. Serve as the alternate representative to the Graduate Council.
11. 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.
12. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.

D. The Vice President of Academic Affairs shall:

1. Coordinate regular meetings with Departmental GSAs.
2. Arrange for meetings with students in those departments that either have no official or active Departmental GSA in order to foster participation in student government.
3. Fill GSA standing committees according to the bylaw requirements.
4. Meet on a monthly basis with the VPEA to discuss system-wide and state-wide policies and legislation that impact students.
5. As possible, assist in the coordination of student response to issues, problems, and policies in tandem with the President, the VPEA, the VPIA, and the GSC.
6. Track departmental GSA representative attendance at GSC and GSA subcommittees.
7. Manage and maintain the departmental GSAs' budgets and assist in the reimbursement process.
8. Chair all meetings of the GSA Events and Allocations Committee.
9. Manage and maintain the co-departmental and community outreach budgets via the Events and Allocations GSA subcommittee.
10. Act as one of the two representatives of the Graduate Council of the UCR Academic Senate.
11. Interview candidates for Academic Affairs Officer positions and provide the President with a shortlist of final candidates for each Academic Affairs Officer position.
12. Oversee and advise the Academic Affairs Officers of each college/school.
13. 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.

14. Assist the President and VPIA with filling vacancies for student representatives for Academic Senate committees, campus-wide committees, and GSAUCR standing committees.
15. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.

E. The Public Relations Officer shall:

1. Publicize the business, programs, and events of GSAUCR to all members of the campus population.
2. Create and distribute flyers for all GSAUCR events
3. Oversee maintenance of the GSAUCR website.
4. Work closely with the VPEA to report regularly on system-wide and state-wide issues that impact the graduate student population.
5. Chair all meetings of the GSA Social Committee.
6. 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.
7. Reserve the rooms for the Executive Board meetings for the following academic year.
8. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.

F. The Graduate Student Health Insurance Policy (GSHIP) Officer shall:

1. Serve as the GSA liaison to the UCR Student Health Center.
2. Provide the President and GSC with a quarterly report on the status of the status of graduate student insurance.
3. Attend at least one meeting with the Chancellor's Officer and/or Graduate Division, with the President and Finance officer, regarding graduate student health insurance. The GSHIP Officer will provide at least a draft of their Annual Report at this meeting.
4. 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.
5. 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 which requests a referendum, and which states the nature of the issue(s) being brought forward clearly and concretely.
6. Oversee the gathering of information by the GSA 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.
7. Coordinate GSAUCR representatives to the Chancellor's Advisory Committee on health policies.
8. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.

G. The Finance Office and Grant writing Officer shall:

1. Serve as liaison between GSA President and other members of the GSC regarding the budgetary policy.
2. Prepare a quarterly report of GSA 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.

3. Assist the President in the preparation of the yearly budget.
4. Have bi-monthly meetings with the President, VPEA, and GSAUCR Office Manager to discuss the general functioning of the budget line items and expenditures.
5. Present an overview of the budget and various expenditures at each monthly GSA Executive Board and GSC meeting.
6. Maintain a separate, working copy of the GSA President's budget.
7. Maintain a record of past budgets as well as information relevant to those budgets such as changes to budget line items.
8. 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.
9. Provide updated copies of the budget to any member of the GSC upon request.
10. Attend at least one meeting with the Chancellor's Office, with the President, regarding the state of GSA funding.
11. Write grants on behalf of the GSA.
12. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.

### 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 GSA 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. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.
2. The Conference Travel Grant Coordinator shall:
  - a. Chair all meetings of the Conference Travel Grant Committee.
  - b. Serve as contact person for all Conference Travel Grant Program related questions.
  - c. Provide an update at the monthly GCS meeting regarding the status of the Conference Travel Grant Program.
  - d. Maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.
3. The Webmaster shall:
  - a. Compile and disseminate an updated GSA Newsletter to the graduate student body at least every two weeks.
  - b. Update and modify the GSA website under the direction of the Public Relations Officer, the Conference Travel Grant Coordinator, and other board members.
  - c. Post officer reports on the GSA website.
  - d. Update social media and assist the Public Relations Officer in promoting

the GSA.

- e. Maintain a minimum of one office hour per week, separate from any additional time necessary to fulfill the duties of their office.
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 GSA website.
  - b. Act as Parliamentarian of the Council, to advise the Council on matters of procedure.
  - c. Maintain a minimum of one office hour per week, separate from any additional time necessary to fulfill the duties of their office.
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 GSA 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 GSA Committee.
  - f. Maintain a minimum of one office hour per week, separate from any additional time necessary to fulfill the duties of their office.

#### B. External Office Appointments

1. The UC Advocacy Officer shall:
  - a. Establish and maintain a rapport with UC Graduate and Professional Council or its equivalent.
  - b. Assist the VPEA in advocating throughout the UC System and assist UCGPC under the direction and at the discretion of the VPEA.
  - c. If the VPEA 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 and assist the VPEA in advocating for graduate students.
  - b. Assist the VPEA in advocating at the local, state, and federal levels under the direction and discretion of the VPEA.
  - c. If both the VPEA and UC Advocacy Officer cannot attend a UCGPC Board Meeting, the Legislation Advocacy Officer shall serve as the official representative of the GSAUCR.
  - d. Maintain a minimum of one office hour per week, separate from any additional time necessary to fulfill the duties of their office.

#### C. The Academic Affairs Officers shall:

1. 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. Assist the VPAA in meeting regularly with departmental GSAs in relation to their own college/school.



3. Organize and implement regular events, at least one each quarter, in relation to the needs of their college/school and utilizing their GSA budget.
  4. Meet regularly with the Vice President of Academic Affairs
  5. Meet regularly, at least quarterly, with the Dean or Associate Dean of their relative school or college.
  6. Serve on one campus-wide committee, at the discretion of the President.
  7. Assist with VPAA-organized events.
  8. Maintain a minimum of one office hour per week, separate from any additional time necessary to fulfill the duties of their office.
  9. At the discretion of the President, office hours for the Academic Affairs Officers may be held in a location conducive to increasing interaction between the officer and their respective constituents.
  10. Serve as a non-voting representative to the GSA Executive Board
  11. Serve, if applicable, on the search committee for the Dean of the college/school the officer represents.
- 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 elected and appointed GSA officers are expected to 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 IV: Liaisons

- A. Liaisons are graduate students whose stipends are fully or partially funded by external departments, but who are part of the GSA Executive Board through the execution of a Memorandum of Understanding (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 non-voting members of the GSA Executive Board and GSC.
  3. Liaisons may not serve as Departmental GSA representative proxies at GSC.
- 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 in the GSA office and be available to graduate students.
  3. The liaison must sit on at least 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 Vice President of Internal Affairs.
- 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, and/or denigration on the basis of race/ethnicity, age, religious practice, gender, transgender, sexual orientation, nation of origin, physical abilities, etc. 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 requirements for the DIAL position and the process by which the individual is selected for the position will be determined by the (MOU) executed by the various stakeholders in the position.
    - a. The MOU will require quarterly reporting to GSA on the activities and impact of the DIAL.
      - i. The DIAL Officer will provide an annual report of progress, collected survey data, research analysis, and programmatic improvements to the GSA and the Graduate Dean's office.
      - ii. Grad Division or the GSA may request additional reporting throughout the academic year.
  4. The DIAL Officer will have the option of using the GSA 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 campus committees:
    - a. ASUCR Diversity Council
    - b. Diversity and Inclusion Strategic Plan Workgroup
    - c. Academic Senate, Committee for Diversity and Equal Opportunity
    - d. 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 deemed applicable and relevant to the position.
  6. The DIAL Officer appointment begins on September 1 and ends on June 30.
  7. At the end of the appointment term, the current DIAL Officer may be renewed for one additional term, with the approval of the GSA President and the DIAL Hiring Committee, as determined in the MOU.
  8. Termination of the DIAL Officer can occur due to poor performance or abuse of the position.
    - a. The Hiring Committee, as determined in the MOU, will be responsible for determining the outcome of any grievances or issues raised, in accordance with university policy.
- G. Wellness Liaison
1. The purpose of the Basic Needs and GSA appointed liaison is to promote wellness

programming, advance mental health, and to solidify basic needs for graduate students.

2. The Wellness Liaison will act as an advocate for graduate students and promote programming and services that address the needs of graduate students.
3. The Wellness Liaison will chair the GSA Basic Needs Committee.
4. The Wellness 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 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.
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 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 GSA as a whole.
- B. The Alumni Adviser to the President is a voluntary position appointed by the current GSA Presidential Cabinet.
  1. The Alumni Adviser to the President must be a member of the previous GSA Presidential Cabinet.
    - a. If one member from the previous GSA 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 GSA but is eligible to sit at both the GSC and the Executive Board at the current GSA 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 \$9,954 annually to be paid monthly, July through June, in the 2022-2023 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 (VPEA) shall receive \$7,172 annually to be paid monthly, July through June, in the 2022-2023 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 (VPIA) shall receive \$5,976 annually to be paid monthly, September through June, in the 2022-2023 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 (VPAA) shall receive \$5,976 annually to be paid monthly, September through June, in the 2022-2023 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  5. The Conference Travel Grant Coordinator shall receive \$6,175.00 annually to be paid monthly, July to July, in the 2022-2023 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 \$3,607 annually to be paid monthly, July through June, in the 2022-2023 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  7. The Public Relations Officer shall receive \$5,976 annually to be paid monthly, September through June, in the 2022-2023 academic year, with an annual cost of living raise equal to that of a Teaching Assistant, but no less than 3%.
  8. The Finance Officer shall receive \$7,172 annually to be paid monthly, July through June, in the 2022-2023 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 \$3,005 annually to be paid monthly, September through June, in the 2022-2023 academic year.
  10. The Webmaster shall receive \$3,005 annually to be paid monthly, September through June, in the 2022-2023 academic year.
  11. The Secretary shall receive \$656 annually to be paid monthly, October through June, in the 2022-2023 academic year.
  12. The UC Advocacy Officer shall receive \$1,311 annually to be paid monthly, September through May, in the 2022-2023 academic year.
  13. The Legislative Advocacy Officer, also known as the Legislative Liaison, shall receive \$1,311 annually to be paid monthly, September through May, in the 2022-2023 academic year.
  14. The International Student Affairs Officer shall receive \$1,180 annually to be paid monthly, September through May, in the 2022-2023 academic year.
  15. Academic Affairs Officers shall receive a total of either \$656 or \$1,180 annually to be paid monthly, September through May, in the 2022-2023 academic year.
    - a. Academic Affairs Officers who represent 20% or more of the graduate student population will receive a total of \$1,180 annually to be paid monthly.
    - b. Academic Affairs Officers who represent fewer than 20% of the graduate student population will receive a total of \$656 annually to be paid monthly.
- 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 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 GSA 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. There are seven types of GSA elections: 1) Annual General Officer Election; 2) Special Officer Election; 3) GSA Membership Fee Modification Election; 4) GSA Constitution Revision Election; 5) Initiative Election; 6) Referendum Election; and 7) Recall Election.

##### B. General Procedures for GSA elections:

1. The election will be publicly posted/announced via the GSA website and e-mail to the graduate student body and through at least one of the following media: GSA 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 the University for student elections to ensure the integrity of elections and validity of registration.
3. If 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. 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 GSA office.
4. Multiple GSA 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.

#### C. Annual General Officer Election

1. The annual general officers' election shall be held in Spring Quarter for the purpose of electing the President, Vice President of External Affairs, Vice President of Internal Affairs, Vice President of Academic Affairs, Public Relations Officer, Finance Officer, and GSHIP 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 GSA and Academic Senate policy. Confirmation of all FERPA qualifications shall be conducted by the UCR Vice Chancellor of Student Affairs' office and provided to the GSA prior to Election week.

#### D. 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 VCSA and provided to the GSA prior to the special officer election.

#### E. GSA Membership Fee Modification Election

1. An election to modify the GSA 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 GSA 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.

F. GSA Constitution Revision Election

1. An election to revise the GSA 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 GSA 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.

G. Initiative Election

1. The GSC shall authorize an initiative election on any topic germane to GSA 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.

H. 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.

I. Recall Election

1. Graduate students shall remove any elected or appointed 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.

J. GSA 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 GSA 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 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.

K. 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 (Constitutional revision, Initiative, Referendum, or

- GSA Fee Modification) or the charges against an officer under recall.
2. All participants on a petition must be UCR graduate students.
    - a. 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 GSA office for review by the Presidential Cabinet.
    - b. An electronic petition including all elements above may be sent to all members of the Presidential Cabinet.
  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.

## 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 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, Vice President of External Affairs, Vice President of Internal Affairs, Vice President of Academic Affairs, Public Relations Officer, Finance Officer, or GSHIP 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
    - i. The GSC may vote 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 vote 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 vote 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 rather than carried over to the next fiscal year.
2. In the case of a vacancy in the position of the President, the VPEA 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 VPEA in the case of the vacancy of the President) shall have the authority to appoint a graduate student in “good standing” 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. The GSC has the authority to approve a stipend for an interim position.

## 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 GSA 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 desire to attend.
5. Quorum
  - a. A quorum shall consist of 50% +1 of the voting 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 GSA 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 single 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: GSA Standing Committees

- A. There will be ten permanent standing committees of the GSC: 1) the Conference Travel Grant Committee; 2) the Social Committee; 3) the Elections Committee; 4) the Bylaws Committee; 5) the International Student Concerns Committee; 6) the Basic Needs Committee; 7) the Diversity and Inclusion Student Advisory Committee; 8) the Events and Allocations Committee, 9) the Sustainability Committee, and 10) the BIPOC Affirming Space Committee.
- B. 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.
  1. Representatives are expected to attend all meetings, in accordance with the Departmental GSA requirements in the Constitution and Bylaws.
- 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. All committee decisions are determined by a majority vote after discussion.
- F. The 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 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.
- G. The Social Committee
  1. The Social Committee shall:
    - a. Be comprised of the Public Relations Officer 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 GSA budget.

#### H. Elections Committee

1. The Elections Committee shall:

- a. Be comprised of the Vice President of Internal Affairs, Vice President of Academic Affairs, and at least three GSC representatives.
- b. The Vice President of Internal Affairs shall serve as the Chairperson and is responsible for all communications and logistics for the elections as outlined in these bylaws.
- c. In the event that the VP/IA or VP/AA is a candidate, a Chair shall be elected from among the Elections Committee.

#### I. Bylaws Committee

1. The Bylaws Committee shall:

- a. Be comprised of the Vice President of Internal Affairs, 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. 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.

#### J. 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.

#### K. 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 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 fund the event application and at what amount.

L. Basic Needs Committee

1. The Basic Needs 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.

M. Diversity and Inclusion Student Advisory Committee shall:

1. The Diversity and Inclusion Student Advisory Committee shall:

- a. Be chaired by the DIAL and be made up of no less than five and no more than eleven committee members and have the Vice President of Internal Affairs as an *ex-officio* member.
- b. Provide oversight and direction for the DIAL Officer in their programmatic improvements and advocacy.
- c. Meet at least once per quarter, within the first four weeks of each term.
- d. Staff monthly DIAL discussion groups throughout the academic year.

N. Sustainability Committee

1. The Sustainability Committee shall:

- a. Be made up of no less than three and no more than seven committee members.
- b. Be chaired by the GSA Sustainability Liaison and have the Vice President of Internal Affairs as an *ex-officio* member.
- c. Provide advice and direction for the Sustainability Liaison and the GSA in their programmatic improvements and advocacy.
- d. Oversee the Departmental GSA 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.

O. BIPOC-Affirming Space Committee

1. The BIPOC-Affirming Space Committee shall:

- a. 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.
- b. Be comprised of no less than one Executive Board member and three GSC members.
- c. The Executive Board member will serve as the chairperson for the committee.
- d. Develop a statement acknowledging the GSA's commitment to divesting from anti-Blackness to be alongside the land acknowledgment at every GSA meeting and sponsored event as well as on our GSA 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 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 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 VPIA and VPAA, 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 GSA 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 Award

- A. Purpose of the CTG Award
  - 1. The purpose of the Conference Travel Grant award hereto referred to 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.
  - 3. GSA staff is here to help, and they deserve to be treated with respect during interaction.
- 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, who are presenting their original research. This research must have been conducted at UC Riverside. Research conducted elsewhere is ineligible.

- b. *Attendees*: These are graduate students in “good standing” at UC Riverside, 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 follows:
  - 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 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 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 the time of application and at the 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. Other collaborators from UC Riverside may apply as attendees only. Collaborators from institutions other than UCR are not eligible for the CTG award. Multiple presenters for the same work are not funded.
  - g. Graduate students presenting collaborative research done at UC Riverside 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. Presentations that are supported by a CTG award 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. 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. Conference events not conducive to the academic or professional development of the graduate student.
3. Conference events for the sole purpose of attaining employment.

4. 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 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 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) and on the 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 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 CTG 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 budget and make recommendations to GSC regarding monthly and annual maximum caps. The 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 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.
2. You may appeal an award amount or appeal the decision to decline by writing a letter to the committee explaining why you feel you deserve to have your application re- evaluated. This letter must be received by the committee within 30 days of receiving your reimbursement or letter of decline. The committee meets once a month. The conference travel grant committee will re-evaluate your application at the next meeting and issue a new decision. You will be notified of



- this decision by letter or email.
3. If you are still unhappy, you may appeal a second time. Once again, this appeal must be submitted in writing within 30 days of notification of the committee decision concerning the first appeal.
  4. You are limited to two appeals.
  5. You may NOT appeal late applications.
  6. Submit all appeals in person to the GSA Office or to [gsagrant@ucr.edu](mailto:gsagrant@ucr.edu).

## Section XV: GSA Co-Sponsorships

### A. Purpose

1. The purpose of a GSA 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 UC Riverside at the time of application.
2. Applicants must be a member of or affiliated with an active Departmental or Special Interest GSA in good standing.
3. Applicants must complete the application for the funds and meet with the VPAA 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. 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. GSA Co-Sponsorships are determined upon recommendation of the Events & Allocations committee and approved by the GSC.
2. Applications are due latest by the 22<sup>nd</sup> day of the month preceding the event, although the Events & Allocations committee may opt to review an application after the event has occurred.
3. The event must be open and advertised to the entire UC Riverside graduate student body.
4. Applications must include: the entire projected budget (itemized), completed application form, conference proposal, and letter of support from the faculty chair or graduate advisor of the department whose Departmental GSA is sponsoring the event.
5. The GSA logo must be prominently displayed on all material for a sponsored event.
6. The event organizers must submit a report to the GSA following the event. The report should include information about attendance, actual costs, and the impact of the event.

### D. Co-Sponsorships

1. Event Co-departmental sponsorship
  - a. The Co-departmental event 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.

2. Community Outreach Co-Departmental Sponsorship
  - a. The purpose of the Community Outreach Co-Departmental Sponsorship 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 will not exceed \$500.
    - ii. Attendees for events and activities should primarily be comprised of community members.
    - iii. Graduate student events that qualify for a co-departmental event sponsorship are not eligible for a Community Outreach Co-sponsorship.
  - 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.
  - c. The Community Outreach Co-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-sponsorship that is not disseminated to the general public remains the property of the Graduate Student Association.

## Section XVI: Finances

### A. Budget

1. The GSA budget for the next academic year will be prepared by the President in consultation with the Vice President of External Affairs, Vice President of Internal Affairs, 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 can 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 up to a maximum of \$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 \$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 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 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 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 a majority vote of the GSC.
- D. An emergency vote of the GSC can be made between regular meetings through the use of a secured electronic voting mechanism at the request of any GSC voting member or elected GSA 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 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 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 GSA grievance procedure shall be separate from the stipend review process outlined above.

#### Section XIX: 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 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; or
  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 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.