GRADUATE STUDENT ASSOCIATION

(GSA) BYLAWS

TABLE OF CONTENTS

ARTICLE I:  DUTIES, RIGHTS, AND RESPONSIBILITIES OF MEMBERS ...............1

ARTICLE II:  AND RESPONSIBILITIES OF OFFICERS TO MEMBERS .................1

ARTICLE III: SELECTION OF OFFICERS .................................................................1
  Section A.  Selection of the GSA President
  Section B.  Selection of the Vice-President
  Section C.  Selection of the Director and Editor of Hilltop Review Journal
  Section D.  Selection of the GSA Executive Board

ARTICLE IV: SELECTION OF GSA AMBASSADORS ...........................................3
  Section A.  Selection of Ambassadors
  Section B.  General Duties of the Ambassadors

ARTICLE V: DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD .............4
  Section A.  General Duties of the Executive Board
  Section B.  Duties of the President
  Section C.  Duties of the Vice-President
  Section D.  Duties of the Director and Editor of Hilltop Review
  Section E.  Duties of the Director of Administration
  Section F.  Duties of the Director of Public Relations
  Section G.  Duties of the Director of Events and planning
  Section H.  Duties of the Director of Professional Development
  Section I.  Duties of the Parliamentarian
  Section J.  Duties of the Director of Advocacy Legislative Affairs
  Section K.  Duties of the Director of Outreach

ARTICLE VI: SENATE RULES .................................................................................9
  Section A.  Purpose of the Senate
  Section B.  Senators
  Section C.  Senator Responsibilities
  Section D.  Senatorial Procedures for discussion and voting.
ARTICLE VII: DUTIES AND RESPONSIBILITIES OF THE FACULTY SENATE ………10
REPRESENTATIVES

Section A. Information Technology Council Representative
Section B. Faculty Senate Planning and Finance Council Representative
Section C. Faculty Senate Graduate Studies Council Representative
Section D. Faculty Senate Research Policies Council Representative
Section E. Faculty Senate International Education Council Representative
Section F. Student Media Board Representative

ARTICLE VIII: RECALL AND TERMINATION OF ANY OFFICERS…………………………12

ARTICLE IX: COMMITTEES OF THE GSA………………………………………………………………13
        Section A. General Conduct of Committees of the GSA
        Section B. Graduate Financial Allocation Committee
        (GFAC) Section C. The Events Committee (EC)
        Section D. The Hilltop Review Editorial Board
        (THREB) Section E. The Constitutional Committee
        Section F. Standing and Ad Hoc Committees

ARTICLE X: MEETINGS AND CONDUCT OF BUSINESS……………………………………14
        Section A. Regular
        Meetings Section B.
        Special Meetings
        Section C. Conduct of Meetings
        Section D. Quorum
        Section E. Voting
        Section F. Visitors

ARTICLE XI: AMENDMENTS……………………………………………………………………………15

ARTICLE XII: FORMAL RELATIONSHIP WITH THE GRADUATE COLLEGE……………16
ARTICLE I. DUTIES, RIGHTS, AND RESPONSIBILITIES OF MEMBERS

Section A   Members shall solicit input regarding GSA business and activities and bring the concerns, needs, and wishes of all graduate students to the GSA Senate.

Section B   Members shall disseminate information regarding GSA business, university-wide events of pertinence to graduate students, and issues that affect graduate students to the students of their departments or programs.

Section C   Members shall ensure that they are familiar with the GSA Constitution, the GSA Bylaws, and the GSA procedures adopted by the Roberts Rules of Order.

Section D   Members are encouraged to regularly check and respond to e-mail pertaining to the GSA business and news.

Section E   Members shall be actively involved on any Councils or Committees to which they are appointed.

ARTICLE II: DUTIES AND RESPONSIBILITIES OF OFFICERS TO MEMBERS

Section A   The officers of the GSA shall communicate these aforementioned goals and actions to the graduate student community, University administrators, faculty, and the community at large and make reports to these groups and individuals about progress made toward achieving these goals.

Section B   The officers of the GSA shall provide information, training, materials, and introductions to key individuals to their successors in order to ensure continuity.

Section C   The officers of the GSA shall encourage the active participation of members in the GSA and the broader University community.

ARTICLE III: SELECTION OF OFFICERS

Section A   Selection of the GSA President

Clause 1   The Selection Committee for the GSA President shall consist of the Vice-President, the Parliamentarian, the Dean of the Graduate College or designee, the Vice-President for Student Affairs or designee and at least three (3) voting members of the GSA.

Clause 2   The Vice-President will coordinate the search for the President position. The position will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose a minimum of two (2) candidates (if possible) with whom to conduct interviews. After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the GSA.
Section B  Selection of the GSA Vice-President

Clause 1  The Selection Committee for the GSA Vice-President shall consist of the President, the Parliamentarian, the Dean of the Graduate College or designee, the Vice-President for Student Affairs or designee, and at least three (3) voting members of the GSA.

Clause 2  The President will coordinate the search for the Vice-President position. The position will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose a minimum of (2) candidates (if possible) with whom to conduct interviews. After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the GSA general body.

Section C  Selection of the Director and Editor of Hilltop Review

Clause 1  The Selection Committee for the Director and Editor of Hilltop Review shall consist of the, President, Vice-President, the Parliamentarian, the Vice-President for Student Affairs or designee, and at least three (3) voting members of the GSA.

Clause 2  The President and the Vice-president will coordinate the search for the Hilltop Review position. The position will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose a minimum of (2) candidates (if possible) with whom to conduct interviews. After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the GSA general body.

Section D  Selection of the GSA Executive Board who will serve as  Parliamentarian, Director of Advocacy and Legislative Affairs Director of Public Relations, Director of Events and Planning, Director of Professional Development, Director of Outreach and, Director of Administration

Clause 1  The minimum of the Selection Committee for the GSA Executive Board shall be the President, the Vice-President, the Parliamentarian, the Vice President for Student Affairs or designee and at least three (3) voting members.

Clause 2  The President and the Vice-president will coordinate the search for the board members mentioned in this section. The positions will be advertised to all graduate students, after which applications will be obtained and reviewed by the Selection Committee. The Selection Committee will then choose a minimum of (2) candidates with whom to conduct interviews. After the interviews have been conducted, the Selection Committee will review the candidates and make a recommendation to the GSA general body.

Section E  The GSA Senate must approve all candidates prior to taking office through a simple majority vote conducted at a regular meeting of the GSA.

ARTICLE IV: SELECTION OF GRADUATE COLLEGE AMBASSADORS

Section A  Selection of Ambassadors

Clause 1  The Dean of the Graduate College will coordinate the search for the Graduate Ambassador positions. The position will be advertised to all graduate students, after
which applications will be obtained and reviewed by the Selection Committee. The
Selection Committee will then choose candidates with whom to conduct interviews. After
the interviews have been conducted, the Selection Committee will review the candidates
and make a recommendation to the Dean of the Graduate College.

Section B General Duties of the Ambassadors

Clause 1 The ambassadors shall be assigned duties by the Graduate College.

Clause 2 All other duties and responsibilities shall be described by the Dean of the Graduate College
or designee.

Clause 3 The ambassadors shall represent the Graduate College in a professional manner at all times.

Clause 4 The ambassadors shall search out and attend or participate in events sponsored by the
University, Departments, their respective Colleges, RSOs in their respective Colleges, and
the Graduate College.

Clause 5 The ambassadors shall know the student groups in their respective Colleges and attend at
least one meeting of each to introduce themselves and let them know what the Graduate
College is doing to improve service to graduate students.

Clause 6 The ambassadors shall be persistent with college and departmental personnel about
intention/availability for such purposes as giving prospective students tours of campus,
attending meetings, meeting formally or informally with students in departments, groups or
colleges, meeting formally or informally with administrators and/or faculty to introduce
yourself and let them know you are available to help in specific ways.

Clause 7 The ambassadors shall set up and widely publicize office hours.

Clause 8 The ambassadors shall attend meetings, events, and recruiting opportunities as
requested by Graduate College.

Clause 9 Ambassadors shall attend GSA meetings and act as Senators of the graduate students
from the areas they represent.

ARTICLE V. DUTIES AND RESPONSIBILITIES OF EXECUTIVE BOARD

Section A General Duties of the Executive Board

Clause 1 The officers of the GSA shall assess the needs and desires of the graduate student community,
set goals based upon these needs and desires, and implement specific actions based upon
these goals.

Clause 2 The officers of the GSA shall meet outside of the GSA general assembly meeting at least
once a month.

Section B Duties of the President

Clause 1 The President shall act as the official spokesperson for the GSA and maintain final authority on
any issues relevant to the GSA, until these issues can be brought to the attention of the GSA
Senate. If immediate action on an issue is necessary, the President shall solicit assistance from
the Vice-President and the GSA Executive Board.

Clause 2  The President shall serve as a non-voting, ex-officio member of all committees of the GSA.

Clause 3  The President shall ensure that the GSA maintains relationship and membership with the National Association of Graduate-Professional Students (NAGPS) and the mid-west regional branch of NAGPS.

Clause 4  The President shall ensure that timely action is taken on all resolutions of the GSA.

Clause 5  The President shall assist the Vice-President and Executive Board to develop the GSA annual budget.

Clause 6  The President of the GSA shall give oversight to all GSA-sponsored events and activities for the graduate student community.

Clause 7  The President shall serve as a liaison for graduate students through the establishment of positive, collaborative relationships with the University administration, the Board of Trustees, graduate departments, student organizations, and members of the graduate student community.

Clause 8  Educate the student body concerning the roles of the GSA.

Clause 9  Execute the mandates of the GSA Senate.

Clause 10  Formally present to the GSA Senate a State of the Association report, which outlines the goals of the GSA for the semester, within the first fifteen working days of the beginning of the fall and spring semesters.

Clause 11  Veto, in full, within five working days any legislation passed by the Student Senate.

Clause 12  Provide all Senators written reasoning for vetoed legislation within five working days of veto.

Clause 13  Sign into effect legislation passed by the Student Senate.

Clause 14  The president shall be responsible for the integrity and accuracy of all the information published and available on the GSA website.

Clause 15  The President shall Attend all Western Michigan University Board of Trustees, GSA Senate meetings, and major university events; and serve on, at least, one University Council. If unable to attend, arrange for appropriate representation.

Section C  Duties of the Vice-President

Clause 1  The Vice-President shall assist the President with his or her aforementioned duties.

Clause 2  The Vice-President shall discharge the duties of the President in the President’s absence and assume the duties of the President in the event that the President vacates office.

Clause 3  The Vice-President shall serve as the financial officer of the GSA.
Amended February 27, 2018

Clause 4 The Vice-President shall administer the general operating funds of the GSA.

Clause 5 The Vice-President shall keep accurate records of all monies, accounts, and properties of the GSA.

Clause 6 The Vice-President shall manage the collection and distribution of all funds.

Clause 7 The Vice-President shall coordinate with the President and the Executive Board in preparing an annual budget and financial statement.

Clause 8 The Vice-President shall prepare the financial reports for the Executive Board and the GSA general body

Clause 9 The Vice-President shall serve on at least one University Council or Committee.

Clause 10 The Vice-President shall ensure that all University Councils and Committees have the appropriate representative(s) from GSA. In the event that adequate representation cannot be obtained, the Vice-President shall serve on these Councils and Committees until a replacement representative can be identified.

Clause 11 The Vice-President shall be responsible for presenting the financial report or proposed budget to the GSA general body after consultation with the GSA President.

Clause 12 The Vice-President shall be responsible for updating and maintain the GSA website.

Clause 13 The Vice-President shall serve as the office coordinator for the GSA.

Clause 14 The Vice-President shall act as the Chair of GFAC.

Section D The Director and Editor of the Hilltop Review

Clause 1 The Director and Editor of the Hilltop Review shall produce a minimum of two issues of The Hilltop Review per academic year.

Clause 2 The Director and Editor of the Hilltop Review shall circulate a call of papers for each issue.

Clause 3 The Director and Editor of the Hilltop Review shall find reviewers and editors for each article submitted.

Clause 4 The Director and Editor of the Hilltop Review shall assemble and chair an Editorial Board for each issue.

Clause 5 The Director and Editor of the Hilltop Review shall compile and edit the articles.

Clause 6 The Director and Editor of the Hilltop Review shall represent The Hilltop Review at GSA and WMU events.

Clause 7 The Director and Editor of the Hilltop Review shall perform all other duties listed in the Job Description
Amended February 27, 2018

Clause 8  The **Director and Editor of the Hilltop Review** shall attend all monthly GSA Executive Board and GSA regular meetings once per month

Section E  **Duties of the Director of Administration**

Clause 1  The **Director of Administration** shall take minutes of the GSA and GFAC meetings.

Clause 2  The **Director of Administration** shall manage internal and external communications (e.g. emails, letter, and all other correspondences)

Clause 3  The **Director of Administration** shall maintain a database for all GSA documents including reports from Faculty Senate Reps

Clause 4  The **Director of Administration** shall attend GSA Executive Board, GFAC and GSA general body meetings once per month.

Clause 5  The **Director of Administration** shall serve on at least one University Council or Committee.

Section F  **Duties of the Director of Public Relations**

Clause 1  The **Director of Public Relations** shall assist the Vice president in the promotion of all GSA events.

Clause 2  The **Director of Public Relations** shall oversee all publication and promotional material of the GSA.

Clause 3  The **Director of Public Relations** shall attend GSA Executive Board and GSA general body meetings once per month.

Clause 4  The **Director of Public Relations** shall maintain communication with the Western Herald, the WIDR Bronco radio, RSO designs, and all other channels of promotion available at Western and the outside community.

Clause 5  The **Director of Public Relations** shall serve on at least one University Council or Committee

Section G  **Duties of the Director of Events and planning**

Clause 1  The **Director of Events and planning** shall assist the President in planning and executing all GSA events.

Clause 2  The **Director of Events and planning** shall develop a budget for all GSA events for the academic year

Clause 3  The **Director of Events and planning** shall develop promotional material for all events.

Clause 4  The **Director of Events and planning** shall chair the Events Planning Committee

Clause 5  The **Director of Events and planning** shall attend GSA Executive Board and GSA general body meetings once per month.
Amended February 27, 2018

Clause 6 The **Director of Events and planning** shall serve on at least one University Council or Committee

**Section H**  
**Duties of the Director of Professional Development**

Clause 1 The **Director of Professional Development** shall assist the President in developing of Grad Talks and all other professional development projects with the WMU community.

Clause 2 The **Director of Professional Development** shall create and maintain a comprehensive database of Graduate Registered Student Organizations.

Clause 3 The **Director of Professional Development** shall assist the President to device strategies for recruitment and retention of members.

Clause 4 The **Director of Professional Development** shall assist the President with membership needs-assessments and present conclusions and/or recommendations to the Executive Board for action.

Clause 5 The **Director of Professional Development** shall attend the GSA Executive Board and GSA general body meeting once per month.

Clause 6 The **Director of Professional Development** shall serve on at least one University Council or Committee

**Section I**  
**Duties of the Parliamentarian**

Clause 1 The **Parliamentarian** shall maintain a database for all proposed and approved resolutions of the GSA general body.

Clause 2 The **Parliamentarian** shall maintain the Constitution and Bylaws of the GSA.

Clause 3 The **Parliamentarian** shall maintain the GFAC Funding Guidelines

Clause 4 The **Parliamentarian** shall chair the Constitution and Bylaws Committee

Clause 5 The **Parliamentarian** assist the President and Vice-President with a search committee to fill vacant positions on the Executive Board.

Clause 6 The **Parliamentarian** preside over the GSA general body meetings.

Clause 7 The **Parliamentarian** shall be familiar with Robert’s Rule of Order.

Clause 8 The **Parliamentarian** assists the President and Vice-President in maintaining officer standards and protocol for sustainability of the GSA

Clause 9 The **Parliamentarian** shall be the dispute-resolution mediator.

Clause 10 The **Parliamentarian** shall attend all monthly GSA Executive Board, GFAC and GSA general body meetings.

Clause 11 The **Parliamentarian** shall serve on at least one University Council or Committee
Section J  Duties of the Director of Advocacy and Legislative Affairs

Clause 1  The Director of Advocacy and Legislative Affairs shall monitor and report pending Federal & State legislation affecting graduate students.

Clause 2  The Director of Advocacy and Legislative Affairs shall recommend advocacy efforts and issues to National and Regional association of NAGPS.

Clause 3  The Director of Advocacy and Legislative Affairs shall serve as a member of the Regional and National Legislative Concerns committee.

Clause 4  The Director of Advocacy and Legislative Affairs shall assist the President and Vice–President to organize and coordinate attendance at regional and National levels.

Clause 5  The Director of Advocacy and Legislative Affairs shall attend monthly GSA Executive Board, GFAC and GSA general meeting once per month.

Clause 6  The Director of Advocacy and Legislative Affairs shall serve on the Constitutional Committee.

Clause 7  The Director of Advocacy and Legislative Affairs shall assume the duties of the Parliamentarian in their absence.

Clause 8  The Director of Advocacy and Legislative Affairs shall serve on at least one University Council or Committee

Section K.  Duties of the Director of Outreach

Clause 1  The Director of Outreach shall assist the President in developing strategies, campaigns and all other outreach projects with WMU and the community at large.

Clause 2  The Director of Outreach shall advance the interests and image of the GSA through university- and community-wide collaborations as allowed by University and GSA guidelines.

Clause 3  The Director of Outreach shall assist the President to device strategies for recruitment and retention of members.

Clause 4  The Director of Outreach shall establish and maintain relations with all WMU graduate student RSOs.

Clause 5  The Director of Outreach shall attend the GSA Executive Board and GSA general body meeting once per month.

Clause 6  The Director of Outreach shall serve on at least one University Council or Committee.
Amended February 27, 2018

ARTICLE VI: SENATE RULES

Section A  Purpose of the Senate

Clause 1  Fairly represent the graduate student body of Western Michigan University.

Clause 2  Effectively and efficiently act in the collective interests of WMU graduate students.

Clause 3  Advocate for graduate student-centered policies.

Section B  Senators

Clause 1  All Graduate College ambassadors are members of the Senate.

Clause 2  The leadership of designee of all graduate and mixed RSOs duly registered with GSA are members of the Senate.

Clause 3  With the Exception of the President, the Vice-president, the Parliamentarian and the Director for Legislative Affairs, all the GSA Executive Board officers are members of the Senate.

Section C  Senator Responsibilities

Clause 1  Senators must indicate that they are present on the roll sheet when they arrive at meeting. Senators will be considered present if they attend at least 1 hour of the meeting time and provide a written explanation for a late arrival and/or early departure, which is subject to approval by the Parliamentarian.

Clause 2  Each Senator will be allotted one absence per semester; that is Fall and Spring. Upon a second absence, the Senator will be sanctioned as follow:

  a) If the Senator represents a graduate or mixed RSO, their Organization might lose the privilege to apply for funding within the Semester of the absence.

  b) If the Senator is a Graduate College ambassador, disciplinary actions will be taken in conjunction with the Graduate College.

  c) If the Senator is an Executive Board Officer, disciplinary actions will be taken in the forms described by the article VIII of these Bylaws.

Clause 3  All Senator terms will expire at the last meeting of the spring semester. And Senator registration for graduate and mixed RSO will begin the first week of classes in the Fall Semester.

Section D  Senatorial Procedures for discussion and voting

Clause 1  All procedures and debate shall be mediated by the Parliamentarian according to the Robert Rules of Order

Clause 2  Consent shall only be called if there is no dissenting and assenting discussion.

Clause 3  Roll Call votes may only be called if there are both assenting and dissenting discussion
Amended February 27, 2018

during the debate.

Clause 4 The Parliamentarian reserves the right to refuse a roll call vote due to time constraints or lack of necessity based on the maker of the motion’s justification for requesting the roll call.

ARTICLE VII: DUTIES AND RESPONSIBILITIES OF THE FACULTY SENATE REPRESENTATIVES

Section A Information Technology Council Representative

Clause 1 The Information Technology Council Representative shall attend Council meeting once per month.

Clause 2 The Information Technology Council Representative shall voice graduate students ideas, needs and concern to council.

Clause 3 The Information Technology Council Representative shall report to the Executive Board and the membership actions taken that will affect graduate students.

Clause 4 The Information Technology Council Representative shall attend GFAC allocation and GSA regular meetings once per month.

Clause 5 The Information Technology Council Representative shall perform Ambassadors duties for area assigned.

Section B Faculty Senate Planning and Finance Council Representative

Clause 1 The Faculty Senate Planning and Finance Council Representative shall attend Council meeting once per month

Clause 2 The Faculty Senate Planning and Finance Council Representative shall attend voice graduate students’ ideas, needs and concern to council

Clause 3 The Faculty Senate Planning and Finance Council Representative shall attend report to the E-Board and the membership actions taken that will affect graduate students

Clause 4 The Faculty Senate Planning and Finance Council Representative shall attend GFAC allocation and GSA regular meetings once per month.

Clause 5 The Faculty Senate Planning and Finance Council Representative shall perform Ambassadors duties for area assigned

Section C Faculty Senate Graduate Studies Council Representative

Clause 1 Faculty Senate Graduate Studies Council Representative shall attend Council meeting once per month

Clause 2 Faculty Senate Graduate Studies Council Representative shall voice graduate students’ ideas, needs and concern to council
Clause 3 Faculty Senate Graduate Studies Council Representative shall report to the E- Board and the membership actions taken that will affect graduate students

Clause 4 Faculty Senate Graduate Studies Council Representative shall attend GFAC allocation and general GSA meetings once per month.

Clause 5 Faculty Senate Graduate Studies Council Representative shall perform Ambassadors duties for area assigned

Section D Faculty Senate Research Polices Council Representative

Clause 1 Faculty Senate Research Polices Council Representative shall attend Council meeting once per month

Clause 2 Faculty Senate Research Polices Council Representative shall voice graduate students’ ideas, needs and concern to council

Clause 3 Faculty Senate Research Polices Council Representative shall report to the E- Board and the membership actions taken that will affect graduate students

Clause 4 Faculty Senate Research Polices Council Representative shall attend GFAC allocation and general GSA meetings once per month.

Clause 5 Faculty Senate Research Polices Council Representative shall perform Ambassadors duties for area assigned

Section E Faculty Senate International Education Council Representative

Clause 1 Faculty Senate International Education Council Representative shall attend Council meeting once per month

Clause 2 Faculty Senate International Education Council Representative shall voice graduate students’ ideas, needs and concern to council

Clause 3 Faculty Senate International Education Council Representative shall report to the E- Board and the membership actions taken that will affect graduate students

Clause 4 Faculty Senate International Education Council Representative shall attend GFAC allocation and general GSA meetings once per month.

Clause 5 Faculty Senate International Education Council Representative shall perform Ambassadors duties for area assigned

Section F Student Media Board Representative

Clause 1 Student Media Board Representative shall attend Council meeting once per month

Clause 2 Student Media Board Representative shall voice graduate students’ ideas, needs and concern to council

Clause 3 Student Media Board Representative shall report to the E- Board and the membership actions taken that will affect graduate students
Amended February 27, 2018

Clause 4  Student Media Board Representative shall attend GFAC allocation and general GSA meetings once per month.

Clause 5  Student Media Board Representative shall perform Ambassadors duties for area assigned

ARTICLE VIII: RECALL AND TERMINATION OF ANY OFFICERS

Section A  An officer may be recalled and terminated if he or she has failed to fulfill the duties specified in these Bylaws, has a conflict of interest due to outside employment or an academic commitment, has failed to maintain registered graduate student status, or has violated the standards outlined in the University Policies and Regulations.

Section B  Any GSA Senator may initiate the recall procedures. The procedures are as follows:

Clause 1  The members of the Executive Board shall be presented with a written petition citing the reasons for the initiation of the recall procedures and needs a simple majority vote of the members of the GSA Executive Board to proceed.

Clause 2  The Parliamentarian shall notify the individual concerned with the grievances within the next ten (10) business days after the petition has been filed. The individual against whom the grievance has been filed must submit a written defense within ten (10) business days after being notified in order to have the opportunity to defend him or herself. This written defense would be distributed by the Parliamentarian to all members of the GSA Executive Board.

Clause 3  A recall election shall be conducted at the next Executive Board meeting which cannot be in less than five (working days) after the officer in question has filed his or her defense of the GSA. The individual in question shall be given an opportunity to verbally defend him or herself at this meeting.

Clause 4  A deliberation without the presence of the officer in question will take place and if a simple majority vote of the Executive Board present support to the recall of the officer in question, the office shall then be declared vacant.

Clause 5  In the event of an emergency or the resignation or termination of an officer, the Parliamentarian and the Executive Board will assume the authority to make any necessary decisions in the absence of the GSA President and Vice-President.

Clause 6  In the event that a member or officer resigns or is removed, they shall be exclude from all duties of its position. In the event that an office is declared vacant, the remaining members of the Executive Board may appoint an interim replacement until the next regular meeting, at which time a replacement will be elected by a simple majority vote of the GSA Senate to serve any unfinished remainder of that officer's term.
Amended February 27, 2018

ARTICLE IX: COMMITTEES OF THE GSA

Section A General Conduct of Committees of the GSA

Clause 1 The committees of the GSA Executive Board shall have the right to submit proposals or resolutions to the GSA Executive Board for action, but at no time shall a committee act on behalf of the GSA Executive without the expressed approval of the GSA Executive Board. Approval of the GSA shall be given by a simple majority vote of its senate.

Clause 2 All standing and ad hoc committees of the GSA shall operate in accordance with the procedures set forth in Robert’s Rules of Order.

Section B Graduate Financial Allocation Committee (GFAC)

Clause 1 The purpose of the GFAC shall be to distribute portions of the Student Assessment Fee (SAF) for graduate students allocated to the GSA and all funding request for graduate student function. The GFAC shall distribute these funds to graduate RSOs, Mixed RSOs, individual graduate students and sponsoring groups that enrich the academic, cultural, social, and professional experiences of the graduate student community.

Clause 2 The membership of the GFAC shall be composed of the GSA Vice-President, the Parliamentarian, the Director of Legislative Affairs, and three (3) GSA members. Individuals shall become a member of the GFAC on a volunteer basis.

Clause 3 The Committee shall reach a decision to fund, partially fund, fund under certain condition(s) or completely deny the funding request of an RSO or any other applicant.

Clause 4 Vice-President shall preside the meeting and act as a non-voting member.

Section C The Event Committee (EC)

Clause 1 The purpose of the Event Committee (EC) shall be to plan and coordinate all events approved by the GSA Executive Board and general body.

Clause 2 The membership of the EC shall be composed of at least five (5) voting members of the GSA. Individuals shall become a member of the EC on a volunteer basis.

Clause 3 The EC shall create and maintain a budget, with the guidance of the GFAC Chairperson, for any event. The EC shall propose a budget for all events to the GSA Executive Board for approval.

Clause 4 The meetings of the EC shall occur on an as-needed basis of the discretion of the Director of Event and Planning.

Section D The Hilltop Review Editorial Board (THREB)

Clause 1 The purpose of The Hilltop Review Editorial Board (THREB) shall be to coordinate the publication of The Hilltop Review.
Amended February 27, 2018

Clause 2  The membership of the THREB shall be at least four (4) members of the GSA. The Chairperson of the THREB shall be The Director and Editor of Hilltop Review. Individuals shall become a member of the THREB on a volunteer basis.

Clause 3  The meetings of the THREB shall occur on an at-needed basis at the discretion of The Director and Editor of Hilltop Review.

Section E  The Constitutional Committee

Clause 1  The purpose of the Constitutional Committee shall be to review the governing documents for the GSA and GFAC.

Clause 2  The membership of the Constitutional Committee shall be composed of the GSA President, GSA Vice-President, the Director of Legislative Affairs, and at least three (3) members of the GSA general body. The Chairperson of the Constitutional Committee shall be the Parliamentarian. Individual members shall become members of the Constitutional Committee on a volunteer basis.

Clause 3  The meetings of the Constitutional Committee shall occur on an as-needed basis at the discretion of the Parliamentarian.

Section F  Standing and Ad Hoc Committees

Clause 1  Standing subcommittees shall be ongoing committees designed to perform specific functions identified by the GSA; these specific functions shall be designated in writing by the President of the GSA.

Clause 2  The creation and dissolution of additional standing subcommittees other than those set forth in these Bylaws shall require approval at a meeting of the GSA Senate by a simple majority vote.

Clause 3  Ad hoc committees shall be temporary committees designed to address special issues identified by the GSA. The specific issue the ad hoc committee is charged with addressing shall be specified in writing by the President of the GSA.

Clause 4  The creation and dissolution of ad hoc committees shall require approval at a meeting of the GSA Senate by a simple majority vote of those members present. It is intended that all ad hoc committees be dissolved upon the completion of their charge.

ARTICLE X: MEETINGS AND CONDUCT OF BUSINESS

Section A  Regular Meetings

Clause 1  It is intended that a regular meeting of the GSA general body shall be held each month of the academic year, with no fewer than three (3) meetings held during each of the Fall and Spring semesters and one (1) meeting held during each of the Summer I and Summer II sessions.

Clause 2  The Director of Administration shall send written notice to all members of the time and place of each regular meeting of the GSA at least seven (7) days prior to the meeting. The Director of Administration shall also supply GSA members with the approved agenda with this notice. The Director of Administration shall display announcement of the meeting through other media.
Amended February 27, 2018

as deemed appropriate.

Section B Special Meetings

Clause 1 The President shall call special meetings of the GSA when requested by written petition from one-fifth (1/5) of all members of the GSA, when requested by the members of the GFAC, or as he or she deems necessary.

Clause 2 The President shall designate the time and place of any special meeting and shall notify all members of the GSA at least forty-eight (48) hours in advance of the time, place, and reason for the special meeting.

Section C Conduct of Meetings

Clause 1 Regular meetings of the GSA general body shall be presided over by the Parliamentarian or its designee.

Clause 2 Regular meetings of the GSA shall be conducted in accordance with Robert's Rules of Order.

Section D Quorum

Clause 1 No business shall be voted upon unless the President and the Vice-President and at least 50% plus one (1) of GSA senate are present which shall be defined as the simple majority vote.

Section E Voting

Clause 1 Each member of the GSA senate shall have one (1) vote that signifies the vote of the graduate and mix Registered Student Organization as well as the department, program or area they represent.

Clause 3 Regular motions presented at a meeting of the GSA shall require for passage an affirmative vote by a simple majority of the GSA Senate

Section F Visitors

Clause 1 Graduate students or other interested persons wishing to be placed on the agenda at the GSA meeting must briefly specify the nature of the agenda item that they wish to discuss to the President in writing at least two (2) weeks prior to the meeting of the GSA. In the event that this is not possible, the President, at his or her discretion, may opt to allow this individual to speak during the Announcements for any other business (AOB) portion of the meeting of the GSA.

ARTICLE XI: AMENDMENTS

Section A Amendments to these bylaws, the GFAC Guidelines or the GSA Constitution can be proposed only by the President, the Vice-president or any GSA Senator.

Section B The proposed amendment may be submitted to the President and the Parliamentarian at any time, but there must be at least two (2) weeks between the submission and the meeting at which it will be considered.
Amended February 27, 2018

Section C  The Parliamentarian shall distribute copies of the proposed amendment to the GSA Senate at least seven (7) days prior the meeting in which the amendment in question will be discussed.

Section D  Any amendment to these Bylaws, the GFAC Guidelines or the GSA Constitution shall require approval at a meeting of the GSA by a simple majority vote of the Senate.

Section E  Any amendment to these Bylaws, the GFAC Guidelines or the GSA Constitution which receives approval, shall become effective immediately after the meeting at which it is adopted; unless, the motion to amend specifies a time frame after which the amendment shall take effect, or the GSA Senate decides on a different date.

ARTICLE XII: FORMAL RELATIONSHIP WITH THE GRADUATE COLLEGE

Section A  The GSA acknowledges the Dean of the Graduate College and/or the designee as an independent partner in concern for the welfare of graduate students and graduate education at Western Michigan University.

Section B  The Dean of the Graduate College or a designee from the Office of the Graduate College is encouraged to attend meetings of the GSA in order to maintain a collaborative working relationship with the GSA and in order to act as an advisor upon the request of the GSA.

Section C  The officers of the GSA are encouraged to maintain close cordial relationships with the Dean of the Graduate College and/or designees in order to help further the causes championed by the GSA on behalf of the graduate student body.