ARTICLE I. BUDGET

A. The budget shall be set by the Executive Council and approved by the GSA Council at the first meeting of
the new academic year.
B. The budget report from the previous year and a proposal for the projected year shall be presented by the
GSA Advisor at the first meeting of the new academic year.
C. Financial reports shall be presented to the GSA Council by the Advisor as requested by the Executive
Council or GSA Council.
D. Retroactive funding is prohibited. However, the GSA Council may approve reimbursements of up to
$50.00 for expenditures by GSA elected Representatives, Officers and employees that are directly related
to GSA activities. Requests for such reimbursements must be made within 30 days of the purchase. This
article may be suspended after investigation by the GSA Advisor if it is proven that the requesting party
followed proper funding request procedures.
E. Individual students may not be funded for academic pursuits outside of regular GSA programs.

ARTICLE II. ELECTIONS

A. GSA Council Seat Apportionment (C.A. III):
1. The Communications Committee must conduct elections every year, and evaluate each college’s seat
apportionment as deemed necessary by the GSA Council.
2. Apportionment is defined as the number of voting GSA Council Representative seats allotted to a
college based on enrollment.
   a. Obtain the total number of full-time equivalent (FTE) graduate students from the
      Graduate School, including graduate specials, sorted by college. This should be done in
      the spring semester soon after the final drop date, allowing ample time for the GSA
      Council to vote on reapportionment prior to elections.
   b. Divide the number of graduate students in a college by the total number of graduate
      students (both numbers are based on FTE) and multiply by 100.
      1. Where A = College’s apportioned number of seats on the GSA Council,
         A = [(Graduate students in college) / (total graduate students)]*100
   c. The resulting percentages are rounded to the nearest whole number and the (25) seats are
      allotted accordingly.
B. President Elections (C. A. V Sect. 3):
1. The GSA President shall be elected to serve one calendar year beginning June 1st.
2. Any graduate student desiring to run for GSA President must meet the following requirements:
   a. The student must be enrolled in a graduate program and must be in good academic
      standing.
   b. The student must complete and submit the application packet on or before the application
      deadline.
   c. The student must attend at least 3 GSA council meetings prior to the Presidential
      election.
      1. The student must declare at each of these meetings his/her attendance for the
         purpose of establishing eligibility for Presidential candidacy.
2. This declaration should be addressed to the GSA Advisor in writing.
3. The student must attend each meeting in its entirety.
4. Current GSA Council members may use their official attendance at GSA Council meetings to meet this requirement.

3. The outgoing GSA Council shall elect the new President at the penultimate GSA Council meeting of the academic year.
4. In the event of a tie, the procedure shall be as follows:
   a. If there are more than two candidates, a run-off vote between the two with the highest number of total votes shall be held.
   b. If there are only two candidates for the position, the outgoing GSA President shall cast the tie-breaking vote. If one of the candidates should be the outgoing GSA President, voting shall continue until the tie is broken.

5. In the event that a President does not complete his or her term of office the GSA Council must elect a new President from among its members to serve out the remainder of the term of office.
   a. The GSA Council must vote to declare the position open and to set a date for the election not less than two weeks and not more than one month following the vacancy of the office.
   b. Individuals must announce their candidacy at or before the GSA Council meeting scheduled two weeks prior to the election of the new President. The GSA IVP shall act as President and presiding officer for any interim period.

C. Vice President Elections (C. A. V Sect. 3):
1. The GSA Vice Presidents shall be elected to serve a 10-month term, beginning August 1 and ending May 31.
2. Any graduate student desiring to run for a GSA Vice Presidency must meet the following requirements:
   a. The student must be elected for the following academic year’s GSA Council.
   b. The student must declare candidacy prior to the penultimate GSA Council meeting of the current academic year, at which the student will articulate his/her platform and answer any questions regarding his/her candidacy.
   c. The student must attend at least 3 GSA Council meetings prior to the Vice Presidential elections.
      1. The student must declare at each of these meetings his/her attendance for the purpose of establishing eligibility for Vice Presidential candidacy.
      2. This declaration should be addressed to the GSA Advisor in writing.
      3. The student must attend each meeting in its entirety.
      4. Current GSA Council members may use their official attendance at GSA Council meetings to meet this requirement.

3. Vice Presidents shall be elected at the transition meeting from among the new GSA Council Representatives. The transition meeting is the first meeting of the new GSA Council following spring elections, and is the last Council meeting of the academic year.
4. In the event of a tie, the procedure shall be as follows:
   a. If there are more than two candidates, a run-off vote between the two with the highest number of total votes shall be held.
   b. If there are only two candidates for the position, the current GSA President shall cast the tie-breaking vote.

5. In the event that a Vice President does not complete his or her term, the GSA Council must elect a new Vice President from among its council members to serve out the remainder of the term of office.
   a. The GSA Council must vote to declare the position open and to set a date for the election not less than two weeks and not more than one month following the vacancy of the office.
   b. Individuals must announce their candidacy at or before the GSA Council meeting scheduled two weeks prior to the election of the new Vice President.

D. GSA Council Representative Elections (C. A. III. Sect. 2):
1. Any graduate student or graduate special in good academic standing may run for a Representative seat in their respective school or college.
2. Each Representative shall be elected by a general vote of his or her constituents as dictated by seat assignment. For example, if a college has four seats, the top four candidates will become the elected Representatives for said college.

3. Candidates for Representative must apply to run prior to being declared a candidate for the position by a date to be set by the Communications Committee. Prior to the general election, the Communications Committee must verify all applications.

4. A Representative's term of office begins on August 1 and ends on May 31 with the exception of the Interim Finance Committee.

5. In the event of a vacant seat, the GSA Council may appoint a new Representative by a majority vote of a quorum to serve out the remainder of the term. The candidate must have met the qualifications to have originally run for said seat.

6. No elections for open GSA Council seats are to occur during the last two GSA Council meetings of the academic year.

7. Upon being elected to the GSA Council for the following academic year, new Representatives shall attend the penultimate meeting of the current GSA Council.
   a. This requirement may be waived due to academic conflicts.

E. Voting Procedure for GSA Council Elections:
   1. Any graduate student or graduate special at UNR is eligible to vote.
   2. A “call to vote” will be sent to all currently enrolled graduate students through campus email.
   3. Students may vote for any nominated candidate. Write-in candidates are not accepted.
   4. Students are allowed to vote for as many candidates from their college as there are Representative seats. For example, if the college has six seats, constituents may vote for up to six candidates.
   5. GSA voting is conducted through WebCampus and requires a NetID and password for access.
   6. Voting will be open for a period of no less than one week. Results will be announced via the GSA website.

ARTICLE III. ATTENDANCE AND PROXY (C. A. IV. Sect. 6)

A. Representatives are expected to attend all GSA Council meetings. GSA Council Representatives may receive a stipend based on attendance of GSA Council meetings.

B. In the event that a Representative must miss a meeting, he or she must designate a proxy using the official proxy form a minimum of two hours before the meeting begins.

C. A Representative may designate a proxy for a maximum of two meetings per semester. Half of the normal compensation may be received for a proxy. A third proxy request will be treated as an unexcused absence (See Item I).

D. A proxy may be either a constituent of the Representative or another GSA Council member from the same college. In the event that only one Council member from a specific college is seated on the GSA Council, he or she may designate a proxy from a different college.

E. A proxy shall count towards a quorum.

F. A GSA Council Representative may proxy for no more than one person per meeting.

G. A proxy is a privilege. Any specific instructions regarding voting on behalf of the Representative must be made in writing to both the proxy and the GSA Advisor; otherwise, the proxy assumes responsibility for voting.

H. GSA Council Representatives are also expected to attend all GSA committee meetings for committees to which they belong. In the event that a Representative must miss a committee meeting, he/she must promptly inform the committee chair. After two unexcused absences, removal proceedings may begin for the Representative as outlined in Article IV.

I. If a Representative should miss a general meeting without designating a proxy the absence shall be counted as unexcused. A Representative shall not receive compensation for unexcused absences. A Representative is permitted no more than one unexcused absence per academic year. After one unexcused absence, the GSA Council Member shall receive a warning from the IVP; in the event of a second unexcused absence, removal procedures may begin.

J. All extenuating circumstances must be discussed with the IVP.
ARTICLE IV. GRIEVANCES AND REMOVAL PROCEDURES (C. A. III. Sect. 6)

A. Any Representative or Executive Council Officer may be removed from office. Removal of the Council member is conducted by the Judicial Committee with the Internal Vice President as chair. The Council will elect five current representatives including one alternate to serve on the Judicial Committee at the beginning of the academic year.

B. GSA Council members may be removed for reasons including, but not limited to, refusal to perform assigned duties, insubordination, indictment for a crime of moral turpitude, fraud, negligence, dereliction of duty, unprofessional conduct, excessive absence (as described in Item 6 of Article E), or violation of GSA policies.

C. If the Internal Vice President is charged, the External Vice President shall chair the Judicial Committee.

D. It is the responsibility of the Judicial Committee to review the appropriateness and validity of the charges, and to determine which specific charges shall be brought to the full GSA Council for a removal vote. In order for a charge to be brought to the full GSA Council, the Judicial Committee must pass a majority vote.

E. The individual in question shall be informed of the charges and any other supporting evidence related to the charges in writing at least fourteen (14) days prior to a vote of removal. At least one week prior to the meeting at which the vote will be held, all members of the GSA Council must receive written notice that a vote of removal has been scheduled.

F. The chair shall be responsible for all notifications and shall be the presiding officer at the vote of removal.

G. At the meeting in which the vote is to take place, the individual in question shall have the right to address the GSA Council.

H. A two-thirds vote of the GSA Council shall be necessary for removal. Any Representative or Executive Officer removed from his or her seat shall surrender all positions held within GSA for the remainder of their term.

ARTICLE V. EXECUTIVE COUNCIL AND ADVISOR (C. A. V. Sect. 3.2)

A. The Executive Council shall operate as set forth in the GSA Constitution. The Executive Council shall also ensure that all Officers are performing their duties as set forth in the Bylaws.

1. President:
   a. Benefits:
      1. The President shall receive a full Graduate Assistantship.
      2. The President may receive full health insurance from the University’s student insurance plan.
   b. Job Description:
      1. The position of President shall be a 20 hour per week position.
      2. The President shall chair all GSA Council meetings. The President cannot simultaneously be a GSA Council Representative.
      3. The President shall be familiar with GSA policies, the Constitution, Nevada Open Meeting Law and Robert’s Rules of Order.
      4. The President shall set and conduct a minimum of one Executive Council meeting per month during the academic year.
      5. The President shall attend meetings as required during the summer.
      6. The President shall attend regular meetings of the UNR Foundation, Board of Regents, Nevada Student Alliance, Faculty Senate, and the Graduate Council. The President shall also attend University meetings as needed.
      7. The President shall maintain an e-mail address for communication with Representatives and constituents.
      8. The President shall maintain 10 posted office hours per week.
      9. The President shall maintain a job description notebook.
      10. The President shall perform all duties as stated in the Bylaws and Constitution.
      11. The President shall abide by the Constitution and Bylaws ensure that all articles of said documents are carried out.

2. Internal Vice President (IVP)
   a. Benefits:
UNR Graduate Student Association Bylaws

1. The Internal Vice President (IVP) may receive a half-time Graduate Assistant stipend.
2. The IVP may receive half health insurance coverage from the University’s student insurance plan.
3. The IVP may receive a half-time fee waiver for time served.

b. Job Description:
1. The position of IVP shall be a 10 hour per week position.
2. The IVP shall remain a Representative and therefore is responsible for two GSA committees and one University committee.
3. At the beginning of each semester the IVP will update the University committee lists and ensure that all Representatives are meeting their GSA and University committee obligations. The IVP shall also ensure that there is a GSA Representative at all appropriate University meetings.
4. The IVP shall be responsible for communication between the GSA and its recognized clubs and organizations. This includes updating clubs and organization with changes in the GSA Bylaws, Constitution, and policies as and when required, as well as maintaining updates from Clubs and Organizations.
5. The IVP shall work on special projects as determined by the President and GSA Council.
6. The IVP shall preside over the GSA Council meetings whenever the President is absent.
7. The IVP shall attend University meetings if and when the President cannot.
8. The IVP shall be familiar with GSA policies, the Constitution, Nevada Open Meeting Law and Robert’s Rules of Order.
9. The IVP shall maintain an e-mail address for communication with GSA Representatives and constituents.
10. The IVP shall maintain 5 posted office hours per week.
11. The IVP shall maintain a job description notebook.
12. The IVP shall perform all duties as stated in the Constitution and Bylaws.
13. The IVP shall abide by the Constitution and Bylaws ensure that all articles of said documents are carried out.

3. External Vice President:
   a. Benefits:
      1. The External Vice President (EVP) may receive a half-time Graduate Assistant stipend.
      2. The EVP may receive half health insurance coverage from the University’s student insurance plan.
      3. The EVP may receive a half-time fee waiver for time served.
      4. The EVP will receive travel funding to attend all national and regional NAGPS meetings.
   b. Job Description:
      1. The position of EVP shall be a 10 hour per week position.
      2. The EVP shall remain a Representative and is responsible for two GSA committees and one university committee.
      3. The EVP will be responsible for maintaining communication with NAGPS. This includes but is not limited to the State and Regional Coordinators.
      4. The EVP will be responsible for updating the GSA Council on any and all NAGPS news.
      5. The EVP will be responsible for coordinating Graduate and Professional Student Appreciation Week.
      6. The EVP will be responsible for keeping updated on any and all current legislative issues affecting graduate students both within the state of Nevada and nationally.
      7. The EVP shall work on special projects as determined by the President and GSA Council.
8. The EVP shall preside over the GSA Council meetings and attend University meetings whenever the President and IVP are unable to do so.
9. The EVP shall be familiar with GSA policies, the Constitution, Nevada Open Meeting Law and Robert’s Rules of Order.
10. The EVP shall maintain an e-mail address for communication with GSA Representatives, constituents, and NAGPS.
11. The EVP shall maintain 5 posted office hours per week.
12. The EVP shall maintain a job description notebook.
13. The EVP shall perform all duties as stated in the Constitution and Bylaws.
14. The EVP shall abide by the Constitution and Bylaws ensure that all articles of said documents are carried out.

4. Advisor
   a. Job Description:
      1. The Advisor is the Chief Fiscal Officer of GSA, responsible for overseeing all GSA budgets and contracts and for administration of programs.
      2. The Advisor shall be advisor to the GSA Council, boards and committees, and shall advise GSA recognized groups as required.
      3. The Advisor shall attend all GSA Council meetings but shall have no vote.
      4. The Advisor shall serve as liaison to the Graduate School and to the Student Services division, and keep informed of federal, state and local laws and statutes in conjunction with the GSA Constitution.
      5. The Advisor shall provide general support for GSA for on and off-campus events.
      6. The Advisor shall conduct periodic meetings with the Executive Officers to review their performance of job duties as listed in the GSA Constitution and Bylaws.

ARTICLE VI. GSA COMMITTEES AND BOARDS

A. All GSA Committees and Committee Representatives shall adhere to the Bylaws set forth in this document.
B. Representatives are required to sit on one University Committee and two recognized GSA committees. However, representatives who serve on Household Items Committee need only serve on that one committee.
C. Committees shall maintain a committee notebook. This notebook shall contain copies of all agendas, minutes and any other pertinent documentation relating to the business of the committee. This notebook shall be submitted to the IVP at the end of each academic year.
D. Unless otherwise noted in the committee Bylaws, the chair of each committee is selected at the first meeting of the academic year. If that chair position should become vacant, a new chair shall be elected from the current membership of the committee. The committee shall formulate its goals for the year at its first meeting.
E. Graduate students who are not elected members of the GSA Council may apply to serve on any GSA committee upon approval of the IVP. The total membership of non-Council members on any committee may not exceed 30% of the total membership of the committee.
F. Committee chairs are responsible for maintaining respective GSA Google Groups websites and email accounts.
G. GSA committees are required to meet once a month. Committee chairs are responsible for posting the meeting agenda on the group website at least three days before the meeting date, and meeting minutes within five days of the meeting date.
H. Ad Hoc committees may be formed as needed by the GSA Council by a majority vote. The GSA Council must specify a time at which the committee will no longer exist. This expiration may be extended by a majority vote of the GSA Council.
I. New committees may be formed by a two-thirds vote of the GSA Council.
ARTICLE VII. GSA CLUBS AND ORGANIZATIONS

A. GSA shall set the policy to recognize graduate student clubs and organizations.
B. Once recognized, all GSA clubs must update their information, including constitutions, bylaws and executive officers on a yearly basis. It is mandatory for all GSA recognized clubs and organizations to submit an updated roster to the EVP on or before the 9th of October in order to continue their recognition from GSA. Should a club not submit updated information prior to the deadline, the club must complete the full recognition process.
C. GSA Clubs and Organizations receiving funds from the GSA should recognize the GSA at their events if appropriate.
D. Each club will be given a maximum of $1500 per year. Items that are not funded by GSA include the following:
   1. GSA does not condone or support underage drinking, and neither does it fund alcohol purchases for GSA clubs and organizations. If a club plans to provide alcohol at an event via self purchase or other funding, it is that club’s responsibility to check IDs and verify that alcohol is not being served to minors.
   2. Gifts and prizes.