

Bylaws
of the
Graduate Student Association
University of California, Riverside

Last Revised by the Graduate Student Council on June 4, 2008

Section I: The Graduate Student Council: Eligibility

- A) In order to be considered a graduate student in 'good standing' which is required to be eligible to be a GSA officer or GSA Council member, a graduate student must be considered a full time student, which is achieved by meeting one of the following conditions:
 - 1) Being enrolled in the University specified number of units for full time status
 - 2) Being on filing status (one quarter only)

Section II: Stipends

The following amounts shall be paid to the officers during the academic year as follows:

- A) The President and Executive Vice President shall receive \$400.00 per month July through June, for a total of 4,800.00 for the academic year.
- B) The Vice president of Academic Affairs shall receive \$325.00 per month September through June, for a total of 3,250.00 for the academic year.
- C) The Public Relations Officer shall receive \$250.00 per month September through June, for a total of \$2,500.00 for the academic year.
- D) The Health Insurance Chairperson shall receive \$250.00 per month September through June, for a total of \$2,500 for the academic year.
- E) The Finance Officer shall receive \$200.00 per month July through June, for a total of \$2,400 for the academic year.
- F) The Conference Travel Grant Coordinator shall receive \$3,900 for the fiscal year at the rate of \$300.00 per month July 01 through July 31.
- G) The International Student Affairs Officer shall receive \$50.00 per month for a 9 month appointment, for a total of 450.00.
- H) The Academic Affairs Officers shall each receive \$450.00-900.00 for the academic year at the rate of \$50.00-100.00 per month September through May. AAO's who represent 25% or more of the graduate student population shall receive \$100 per month. AAO's who represent fewer than 25% of the graduate student population will receive \$50 per month.
- I) The Secretary/Webmaster shall receive \$2,400.00 for the academic year at the rate of \$240.00 per month September through June.
- J) The Legislative Liaison (LL) shall receive \$900 for the academic year at the rate of \$100 per month September through May.
- K) The Campus Organizing Director (COD) shall receive \$900 for the academic year at the rate of \$100 per month September through May.
- L) All elected and appointed officers must sign the "GSAUCR Officers Accountability Form" to be kept on file in the GSA office stating that he or she has received, read, and understood the GSAUCR bylaws and constitution in order to receive their first paycheck. This form is attached to these bylaws as Appendix A.
- M) 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 book shall contain contact, procedural, and other essential information (e.g. timeline of events for the year) relevant to the office. Failure to do so shall result in the withholding of the officer's final stipend at the discretion of the executive board.

Section III: Office Hours and Time Commitments

- A) Cognizant of the Executive Board Members' responsibilities to the general graduate student body and pursuant to the constitution and/or bylaws:
- 1) Elected Officers (President, Executive Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer and Health Insurance Chairperson) shall post and maintain a minimum of two office hours per week, separate from any additional time necessary to fulfill the duties of their office.
 - 2) The Conference Travel Grant Coordinator shall post and maintain two office hours.
 - 3) The Legislative Liaison, Campus Organizing Director, International Student Affairs Officer, and Academic Affairs Officers shall post and maintain 1 office hour.
 - 4) Office hours must be kept for at least one-hour increments and be held in the GSA office.

Section IV: Withholding of Officer Stipends

- A) By Action of the Executive Board:
- 1) The decision of the GSA President or a majority vote of the Executive Board shall be considered sufficient to withhold the stipend of any elected officer following two documented cases of failure to execute the responsibilities of the office sent over a period of no less than six weeks. Appropriate documentation shall be considered an explicit and constructive statement of the problem and actions discussed by both parties for that officer to correct the problem within specified time limits.
 - 2) A decision by the president to withhold an officer's stipend may be upheld, reversed or referred to the Graduate Student Council by a majority vote of the executive board.
 - 3) Decisions of the President or the Executive Board to withhold an officer's stipend can be appealed to the Graduate Student Council.
- B) By Action of the Graduate Student Council:
- 1) The Graduate Student Council by a majority vote of members present when quorum exists at a regular or special meeting of the Graduate Student Council may withhold an officer's stipend.
 - 2) If the Graduate Student Council has passed a motion to establish a committee to investigate impeachment charges, as procedurally outlined in the GSAUCR Constitution, the affected officer shall not receive a stipend pending the result of the investigation. In reporting the conclusions of the investigation of impeachment charges, the committee shall include a recommendation regarding the officer's stipend. Should the vote for impeachment fail, the GSC shall consider and act upon this recommendation.

Section V: Officer Resignations and/or Vacancies

- A) Resignation of Appointed Officers:
If an appointed officer should resign or the position become vacant, the vacancy shall be filled by the normal appointment procedure for that officer as described in the Constitution and/or appropriate Bylaws. All appointments shall be made for the remainder of the original term.
- B) Resignation of Elected Officers
- 1) If the President, Executive Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer or the Health Insurance Officer resigns, or the position becomes vacant, the vacancy shall be resolved by choosing one of the following three options by majority vote at the first meeting of the Graduate Student Council following the announcement of the resignation.
 - 2) Until that time the President (or the Executive Vice President in the case of the vacancy of the President) shall have the authority to appoint a student to the office on an interim basis. All such assignments shall be temporary until such time as the vacancy is filled. Unless approved by the Council, no officer shall receive additional stipend nor any graduate student receive stipend for such an appointment.
 - a. By Special Election
 - i. The Graduate Student Council may opt to fill the vacancy by special election. No less than two and no more than four weeks shall be allocated for recruitment and advertising for candidates, after such time the election shall be held two weeks later. Distribution, collection, and counting of election ballots shall be governed by the Elections Bylaws contained herein.
 - b. By Appointment

- i. The Graduate Student Council may opt to appoint a replacement to fill the vacancy. No fewer than two weeks and no more than four weeks shall be allocated for the recruitment and advertisement for candidates. The GSC shall vote by secret ballot on each candidate until one candidate receives the majority votes for confirmation. Procedures for this vote shall be determined by a majority vote by the Council prior to the secret balloting.
 - c. By Leaving the Position Vacant
 - i. If, and only if, the vacancy occurs in the Spring Quarter, the Graduate Student Council may opt to leave the position vacant and redistribute the job duties of the office. Only by two-thirds vote of the Council will the vacant officer's stipend be redistributed as well.
 - ii. In the case of a vacancy in the office of the President, and if this option is chosen, the Executive Vice President shall be termed "Interim President."

Section VI: Term Limits

- A) All elected and appointed officers of the GSAUCR shall be limited to two consecutive terms of office for any one office. A person may serve additional terms in a different elected or appointed office.

Section VII: Standing Committees

- A) There will be eight permanent standing committees of the GSC: the Conference Travel Grant Committee; the Party committee; the Academic Affairs Committee; the Elections Committee; the Bylaws Committee; the Health Insurance Advisory Committee; the International Student Concerns Committee; and the Event and Clubs Allocations Committee.
- B) All members of the GSC must also be a member of at least one of the eight standing committees to be considered a voting member.
- C) All UCR graduate students are eligible to serve on the eight standing committees.
- D) All committees must maintain a copy of their meeting minutes in the GSA office.
- E) The Conference Travel Grant Committee
 - 1) The Conference Travel Grant Committee shall be comprised of the Executive Vice President, the Conference Travel Grant Coordinator and no fewer than three and no more than seven GSC Representatives, no more than one from a single department. The Conference Travel Grant Coordinator will be responsible for interfacing between the committee, the GSC, and the students.
 - 2) The Conference Travel Grant Committee shall oversee the application and granting process for all conference travel grants. The Committee shall establish policies to govern the program and will be the judge of all appeals, subject to the oversight of the Graduate Student Council. These policies are attached to these bylaws as Appendix B.
 - 3) The Conference Travel Grant Committee will meet monthly throughout the calendar year to review applications and set the rate of reimbursement
 - 4) Committee decisions are determined by majority vote after discussion.
 - 5) The Finance Officer shall be required to sit on the Conference Travel Grant Committee as a non-voting member.
- F) The Graduate Student Association Party Committee
 - 1) The Party Committee shall be comprised of no fewer than five GSC Representatives. The committee will elect at their first meeting, and from among themselves, a Chairperson who will be responsible for interfacing between the Committee, the GSC, and the students. This committee will be responsible for organizing, arranging, and overseeing one party for the general student body each quarter and a smaller-scale monthly mixer. This committee will be responsible for maintaining expenses for these parties within the limits of funding allocated by the GSAUCR budget.
- G) The Academic Affairs Committee
 - 1) The Academic Affairs Committee will be comprised of the Vice President for Academic Affairs, who shall act as Chair, and the six Academic Affairs Officers from each of the colleges or schools (College of Engineering, College of Humanities, Arts and Social Sciences, College of Natural and Agricultural Sciences, Division of Biomedical Sciences, Graduate School of Management and School of Education). For each of the six colleges and schools, applications will be considered by the Executive Board, and the individual who is considered best suited to represent the interest of the broad spectrum of students

- studying the discipline within their college or school will be selected as Academic Affairs Officer, who will act as GSAUCR Academic Representative to the Dean of their college or school.
- 2) Applications for the position of Academic Affairs Officer must be received no later than the last week of October. Final selection must be announced by the Executive Board no later than November 15.
 - 3) In the case that no representative has been selected, the Vice President of Academic Affairs or a temporary appointment will serve as the representative for the college or school lacking a representative.
 - 4) The Chairperson shall call regular committee meetings to discuss developments among the six colleges.
 - 5) Each member of the GSAUCR Academic Affairs committee will meet monthly with the Dean of their college or school to keep up-to-date with the academic, budgetary, or other developments and changes within their colleges; to consult with the Dean regarding these and other matters for which the Dean may request student input; and to represent the interests and concerns of students within that college or school.
 - 6) The Academic Affairs Committee will report regularly to the Executive Board on important developments, events and changes within the various colleges. Issues requiring specific decision-making must come before the Executive Board for interim decision making, and be brought before the GSC for discussion, a motion, and a vote.
- H) Elections Committee
- 1) The Elections Committee shall consist of at least 5 individuals who shall volunteer to serve on the committee at the first GSC meeting of the year.
 - 2) The Committee shall meet and elect from among themselves a Chairperson who shall be responsible for all communication and logistics for the elections as outlined in the Election Bylaws, Section XVII herein.
- I) Bylaws Committee
- 1) The Bylaws Committee shall consist of at least 3 individuals who shall volunteer to serve on the committee at the first GSC meeting of the year.
 - 2) The Committee shall meet and elect from among themselves a Chairperson.
 - 3) The Committee shall be responsible for reviewing any amendments to the Bylaws as per Section XVI.
- J) Health Insurance Advisory Committee
- 1) The Health Insurance Advisory committee shall consist of the Health Insurance Chair, appropriate representatives from the administration and no fewer than three, but no more than eleven, graduate students.
 - 2) The Committee is charged with determining the insurance needs of graduate students and negotiating the health insurance plan for the coming academic year. By December, the committee begins meeting (as often as necessary) to research coverage items, discuss cost limits, and solicit bids from insurance companies. The committee ranks the viable bids and presents the options to the Council for vote by March.
 - 3) The Committee must complete a yearly survey addressing graduate students' health insurance needs at least a month before negotiations. This survey must be carried out independently of any other GSA survey
- K) International Student Concerns Committee
- 1) The International Student Concerns Committee shall be chaired by the appointed International Student Affairs Officer and composed of no less than three individuals.
 - 2) The International Student Affairs Officer shall be appointed by the incoming executive board and subject to confirmation at the first GSC meeting subsequent to the interview and selection process.
 - 3) The Committee shall 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.
 - 4) The Committee shall work to ensure that international students are well-informed, fairly treated, and able to participate in student government at UCR.
- L) Event and Clubs Allocations Committee
- 1) The Allocations Committee shall be comprised of the Vice President of Academic Affairs 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 interfacing between the committee, the GSC, and the students.
 - 2) The Allocations Committee shall oversee the application and granting process for all event and club grants, specifically the funds designated as Conference and Speaker funds as well as the revenue generated by the Event and Clubs referendum. The Committee shall establish policies to govern the programs and will be the judge of all appeals, subject to the oversight of the Graduate Student Council.

- 3) The Allocations Committee will meet monthly throughout the calendar year to review applications for event funding. After meeting to review each application and allowing the applicants to explain their proposal, the Committee shall make a recommendation to GSC at its next scheduled meeting regarding whether or not to fund the event application and at what amount.
- 4) Club allocations will be made on an annual basis to clubs with a membership that contains a majority of graduate students. Club allocations are still subject to all relevant university regulations concerning the use of student fees. Funding shall be determined by criteria laid out by the Allocations Committee and approved by council. These criteria shall be attached to these Bylaws as Appendix C.
- 5) Committee decisions are determined by majority vote after discussion. All decisions are then submitted to the Council for approval.

Section VIII: ad hoc Committees

- A) As the need arises, ad hoc committees will be constituted by the GSC to deal with specific issues. At least one member of each committee shall be a GSC member who shall serve as Chairperson for that committee. In the event that more than one GSC member serves on the committee, the committee shall elect at its first meeting a Chairperson from the GSC members who are serving on the committee.
- B) The President may appoint at his/her discretion ad hoc committees as required for the carrying forward of GSA business. No such committee shall be fewer than three persons, and each such committee shall have at least one GSC member as one of its number. The President must make a motion to confirm the constitution of the ad hoc committee, the rationale for the committee, and the operating structure of that committee before the GSC, which will require confirmation by the GSC by a majority vote.
- C) There will be no financial remuneration for any member of an ad hoc committee.

Section IX: Campus and System-wide Committees

- A) It shall be the responsibility of the President to appoint individuals to serve on the various campus committees. Such appointments are subject to approval by GSC by a majority vote. The Vice President of Academic Affairs shall solicit applications from students to serve on the various campus committees.
 - 1) Each GSC representative has a responsibility to serve on the campus committee(s) that the President requests that person to serve on.
 - 2) Should there be question of inappropriateness, personal conflict, or conflicting time commitments, the GSC member will assist the President in finding an appropriate replacement.
- B) The Executive Vice President shall solicit applications from students to serve on the various UC system-wide committees. These applications will be forwarded to UCSA.

Section X: Grievances

- A) It is intended that the procedure delineated in this section be used for internal GSAUCR grievances only. These shall be construed to include grievances between any combination of officers, GSC representatives, GSC committee members, or members of the general GSAUCR student body, in disputes that directly relate to the operations of the GSAUCR. Grievances between students that do not directly relate to the GSAUCR shall be referred to the UCR Student Conduct Committee or Ombudsman as appropriate.
- B) All disputes not reconciled on a personal level shall first be heard by the GSA President. The President shall hear both sides and attempt to find a resolution satisfying both parties.
- C) Should this not occur, the President shall call a meeting of the Executive Board within two weeks.
- D) The Executive Board shall request a letter of explanation and/or rebuttal from the two sides. In addition, the Executive Board is encouraged to interview the parties involved. The Executive Board shall review the case and attempt to find a resolution satisfying both parties.
- E) Should this not occur, the Executive Board shall, upon request of either involved party, request a hearing of the dispute to be placed on the agenda of the next GSC meeting. The President shall also give a report outlining the history of and attempted resolutions of the grievance at the next GSC meeting.
- F) The GSC may vote a resolution of the grievance by a majority vote. Should the resolution not satisfy either party, the parties may decide to take the grievance to the UCR Student Conduct Committee or Ombudsman as appropriate.

- G) The GSAUCR grievance procedure shall be separate from (but may be utilized concurrently with) the stipend review process (section III).

Section XI: Finances

- A) Budget
 - 1) The GSAUCR budget for the next year will be prepared by the President in consultation with the Executive Vice President and will be presented to the GSC for its approval at the May meeting of GSC.
 - 2) No budget of the GSAUCR can contain a projected or actual deficit.
 - 3) Conference Travel Grant funds are independent of general funds; transfers cannot be made between the two.
 - 4) At the end of each fiscal year, unencumbered balances of each general fund budgeted category and any additional income not accounted for in budget projections, will roll over into a discretionary fund that the incoming GSC will use to:
 - a) Increase the GSA's financial reserves, not to exceed 50% of the annual budget;
 - b) Supplement specific portions of the existing year's budget
 - c) Fund one-time events and interim annual programs, pending incorporation into the following year's budget allocations.
 - d) The President may authorize transfers of up to \$1,500 between budget categories during the fiscal year.
- B) Expenditures
 - 1) Expenditures by the GSA shall be authorized by one of the following two methods:
 - a) By signature of the President and Finance Officer, within budgeted amounts and up to \$1,500 with the following two exceptions:
 - I. Within the conference travel grant budget, expenditures shall be authorized by signature of the Executive Vice President and the Finance Officer
 - II. Under the discretionary line item, the President and Finance Officer may authorize expenditures of no more than \$500
 - b) By majority vote of the Graduate Student Council.
 - 2) Travel Expenses
 - a) Mileage costs shall be computed according to common University procedures.
 - b) Food costs should not exceed a per diem of \$30 per day. Banquets or meals with set prices at events attended in fulfillment of an officer's duties are not subject to the per diem limitation.
- C) Financial Assets
 - 1) The GSA shall maintain sufficient reserves to insure the day-to-day operations of the Association.
 - 2) Expenditures from financial reserves must be approved by the Graduate Student Council.
 - 3) The President shall report regularly to the Council regarding the size of the financial reserve and any investment allocations.

Section XII: Interim Decisions and Actions

- A) The Executive Board is 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 defined within the GSAUCR Constitution. The President will 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 so as to authorize or to alter that interim decision or action. In the case of a dispute regarding such a decision or action, the will of the majority of the Executive Board shall rule until such time as the GSC can be presented with the issue and vote upon it. All interim decisions and actions must be consistent with the GSAUCR Constitution and Bylaws, and within the parameters of the GSAUCR budget.
- B) For purposes of interim decision making, the Executive Board shall be construed as to consist of those officers on payroll (see Section II: Stipends) unless otherwise determined by the GSC in majority vote.

Section XIII: Quorum

- A) A quorum shall consist of 1/4 of the voting members on record at the time of the meeting or 2/3 of the voting members present at the last meeting, whichever is greater. The Vice President of Academic Affairs shall be responsible for maintaining a current list of all documented GSC members prior to each meeting.
- B) The Vice President of Academic Affairs shall be responsible for maintaining a current list of all documented GSC members prior to each meeting.

Section XIV: Meetings

- A) The GSC shall be convened on a monthly basis from October through May during each academic year. Agendas, minutes from the previous meeting to be approved, a summary of Executive Board actions taken since the previous GSC meeting, and relevant documents will be mailed to each GSC member at least one week prior to each meeting.
- B) Any action item which requires a vote must have the wording of the motion mailed to all GSC members, and publicly posted, at least one week in advance of the meeting. Public posting shall include posting at the GSAUCR office.
- C) Action items may be brought forth without the one (1) week waiting period if there are no objections to unanimous consent - counting any non-voting UCR graduate students present.
- D) All meetings of the GSC and the Executive Board will be open meetings open to any members of the student body, graduate or undergraduate, to any member of the media, whether University related or public, or to any member of the Administration or faculty which should desire to attend except with the exception delineated in the Constitution, Article II, Section 3, sub-sections 'a' and 'c.'
- E) Discussion time for each agenda item will be limited to ten minutes. If any voting member of the GSA wishes to extend this period, s/he may request an additional five minutes. This extension may be approved by a simple majority a voting members present.
- F) The Executive Board will convene at least once each month and more frequently as required by the necessity of carrying forth GSAUCR business effectively and for an appropriate degree of decision making consultation with other Executive Board members.
- G) In the case that an elected GSC Representative cannot attend one or more GSC meetings, s/he may send an alternate who may vote in place of the representative. In such cases, written notice must be received by the Vice President of Academic Affairs before the alternate may vote. Such written notice must be made by the elected representative.
- H) When a department wishes to split a representative position, one person must be designated the regular representative to be maintained on GSA records. The alternate representative may participate and vote upon presentation of written notice as outlined in the previous paragraph.

Section XV: Miscellaneous Duties of Elected Officers and Discretionary Appointments

- A) President
 - 1) At the end of each quarter, the President shall compile a report of the activities of all the officers.
- B) Vice President of Academic Affairs
 - 1) In the event that both the President and the Executive Vice President are both absent or incapacitated, the Vice President of Academic Affairs shall act as presiding officer for the GSAUCR.
 - 2) The Vice President of Academic Affairs is responsible for encouraging the formation of academic mini-GSA's within departments or programs and accepting applications to form mini-GSA's. Applications must fulfill the criteria of Student Life and policies set by the GSA and included in Appendix D.
 - 3) The Vice President of Academic Affairs shall serve as the GSA liaison to the UAW.
- C) Health Insurance Chairperson
 - 1) The Health Insurance Chairperson must serve as the GSA liaison to the UCR wellness center and attend meetings of the UAW that involve negotiations involving graduate student health policies.
- D) Secretary/Webmaster
 - 1) Shall attend and record minutes of Executive Board meetings, Council meetings, and other meetings at the request of the elected officers.
 - 2) Shall make minutes available to the executive board members, administrative assistant, and general public; shall make council meeting minutes available to the general public by posting them to the GSAUCR web-site.

- 3) Shall update and modify the GSAUCR web-site under the direction and at the discretion of the Public Relations Officer, other elected board members, and the Conference Travel Grant Coordinator.
 - 4) Shall serve, per his or her role as Parliamentarian, on the Bylaws Committee.
- E) Discretionary Appointments
- 1) Legislative Liaison (LL): the Legislative Liaison shall establish and maintain rapport with state and local elected legislators.
 - 2) Campus Organizing Director (COD): The Campus Organizing Director shall establish and maintain rapport with the campus community.
 - 3) Both the LL and COD shall act under the direction and at the discretion of the Executive Vice President per UCSA guidelines.
 - 4) Both the LL and COD shall be appointed by the incoming Executive Board and subject to confirmation at the first GSC meeting subsequent to the interview and selection process.
 - 5) In the event that the Executive Vice President cannot attend the UCSA Board meeting, the Legislative Liaison will take his or her place; if both the Executive Vice President and the LL are indisposed, the COD shall take their place.
 - 6) Executive Board Members are ineligible for the positions of LL and COD.

Section XVI: Officer Absences

- A) Executive Officers are required to attend all Executive Board meetings, GSC meetings, or other meetings in their entirety called by the President where their attendance is specifically requested of which the officer had proper notice. Excused absences shall be submitted at least two hours in advance of the meeting. (Excuses shall include, but are not necessarily limited to class, work, family crisis, etc.)
- B) It shall be at the discretion of the Vice President of Academic Affairs to accept or not accept excuses after that time. If no such excuse is submitted, or is not accepted, the officer shall be given an unexcused absence.
- C) Two such absences shall be considered sufficient to warrant proper documentation as defined in Section III herein. One additional unexcused absence shall be considered sufficient for a second documentation letter to be sent to the officer.

Section XVII: Amendments

- A) All proposed amendments to these GSAUCR Bylaws shall be submitted to and reviewed by the Bylaws committee. The committee shall take one of three positions on the proposed Bylaw amendment:
 - a. The committee may recommend approval or rejection of the amendment to the full GSC.
 - b. The committee may discuss, entertain, and approve revisions to the proposed amendment before forwarding the amendment to the GSC. In submitting a revised amendment, reasons for the changes shall be provided to the Graduate Student Council.
 - c. The committee may submit the amendment to the GSC without a recommendation for adoption. In submitting such amendment, reason why no recommendation was given shall be provided to the Graduate Student Council.
- B) All proposed amendments to the GSAUCR Bylaws shall be publicly posted at least one week in advance of the GSC at which they are to be considered. Public posting shall include, but not necessarily be limited to posting in a visible place at the GSAUCR office.
- C) The Bylaws Committee may amend at their discretion the numbering of these bylaws for the sake of clarity and consistency so long as such amendments do not change the content of the bylaws.

Section XVIII: Elections

- A) All campus-wide elections for the GSAUCR shall be regulated by the following provisions. There shall be eight types of GSAUCR elections: the annual general election of officers, special elections to fill a vacated office, Graduate Student Health Insurance Program re-authorization elections, GSAUCR membership fee modification elections, GSAUCR constitution revisions elections, initiative, referendum and recall. They shall be defined as follows:
 - 1) ANNUAL GENERAL OFFICER ELECTIONS
 - a) The annual general officer election shall be held in Spring Quarter for the purpose of electing the President, Vice President, Vice President of Academic Affairs, Public Relations Officer, Finance Officer and the Health Insurance Chairperson for the following academic year. The election shall be conducted via secure online procedures provided by the University. Filing is to last at least 5 weeks and close at least 2 weeks prior to the start of the election. The EVP

shall present the Council with the timeline for that years elections by no later than the 5th week of winter quarter.

b) Officers shall be elected by a plurality vote of ballots cast.

2) SPECIAL OFFICER ELECTIONS

a) Special officer elections may be called by the GSC to fill a vacancy in any elected office. 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.

3) GRADUATE STUDENT HEALTH INSURANCE PROGRAM ELECTIONS

a) Such elections shall be held upon the presentation of a valid petition containing signatures of at least 15% of the graduate student body or any time the GSHIP fees are proposed to increase more than 19% in any one given year. Upon presentation of valid petition, the GSC shall call an election no earlier than two and no later than four weeks.

4) GSAUCR MEMBERSHIP FEE MODIFICATION ELECTIONS

a) The GSC shall authorize an election to approve modifications (in the form of an increase or decrease) to the GSAUCR Membership Fee by signatures of at least 10% of the graduate student body or by a motion passed in the GSC. After such vote or presentation the election shall be called no earlier than two weeks and no later than four weeks.

5) GSAUCR CONSTITUTION REVISION ELECTIONS

a) Any modifications to the GSAUCR Constitution shall be approved by majority vote of the ballots cast on the issue, and at least 20% of all graduate students must have returned ballots.

6) INITIATIVE

a) The GSC shall authorize an initiative election on any topic germane to GSAUCR business by majority vote or upon the presentation of a valid petition containing signatures of at least 10% of the graduate student body. After such vote or presentation the election shall be called no earlier than two weeks and no later than four weeks.

b) The action sought by any initiative shall be approved by majority vote of the ballots cast on the issue.

7) REFERENDUM

a) The GSC shall authorize a referendum on a previous action taken by the Council in response to the presentation of a valid petition containing signatures of at least 10% of the graduate student body. After such vote or presentation the election shall be called no earlier than two weeks and no later than four weeks.

8) RECALL

a) The graduate students shall reserve the right to remove any elected or appointed officer from his/her office by means of a recall election. This shall not be construed to give the members of the GSAUCR the ability to recall committee appointments. The GSC shall call an election no earlier than two and no later than four weeks after the presentation of a valid petition containing the signatures of at least 15% of the officer's constituency, where constituency is defined as the entire GSAUCR for all elected officers and campus-wide appointed officers, but is defined as members of the particular school or college for officers appointed to represent their school or college. (i.e. Academic Affairs Officers)

b) The officer shall be removed if a majority of ballots cast are in favor of recall.

B) Valid petitions shall be subject to the following regulations.

- 1) All petitions circulated shall be of identical form and shall contain the complete text of the proposed action (revisions, initiative, referendum, fee modification, GSHIP modification) or the charges against the officer under recall.
- 2) All petitions shall list the student's name, department, and student identification number (for verification purposes only).
- 3) A meeting of the GSC shall be called no later than one week after the submission of a petition. In such time the Elections committee shall be presented with the results of the verification at the meeting, which shall authorize any elections as warranted.

C) Once an election has been called, all elections shall follow the same basic procedure as outlined below.

- 1) The election will be publicly posted in the GSA office, widely on publicly accessible bulletin board though campus and by mail to all graduate students eligible to vote prior the election.
- 2) Voting will be conducted on-line using systems provided by the University for student elections to ensure honesty of elections and validity of registration.

- 3) In the event that University student election systems are not available, or if a majority of Council votes to do so, the elections committee shall devise a secure paper ballot system. Ballots must be mailed at least 10 days prior to the deadline for returning ballots. Counts must be performed twice by the elections committee, in the GSA office.
 - 4) Any complaints or protests must be written and shall first be heard by the Elections Committee. If still unresolved, the GSC shall hear the complaint or protest when considering validating the results of the election.
- D) Candidates for GSA office shall abide by the following campaign guidelines:
- 1) Candidates or their authorized representatives shall not poll voters in order to have them disclose their actual or intended ballot choices. The principle of a secret ballot shall be adhered to at all times.
 - 2) Campaign flyers must satisfy ordinary campus posting regulations.
 - 3) No campaign materials are allowed in or within 25 feet of the Graduate Student Association offices.
 - 4) Any violation of these regulations by candidates or their authorized representatives may result in a recommendation from the Elections Committee that the candidate in question be declared ineligible for office, subject to the approval of the Graduate Student Council.
- E) The GSAUCR 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 objective announcements and election ballots.
- F) In the event of a tie in officer elections, the GSC shall meet the week following the initial election. The Council will choose one of the top two candidates by plurality vote, with the President not voting. In the event of a tie in Council in such a vote, the President will break the tie.
- G) Certain elections may occur concurrently, i.e., Annual General Officer Elections, may share the same ballot and election time-frame as Initiatives, Referenda, Fee Modification Elections, etc.

Appendix A: GSAUCR Officers Accountability Form

I hereby state that I, _____, have received and read the GSAUCR constitution and bylaws.

Furthermore, I fully understand the duties of my office as laid out in both the constitution and bylaws. I agree that the issuance of my first paycheck is conditional upon my signing of this document.

OFFICER: _____

SIGNATURE: _____

POSITION: _____ DATE: _____

Appendix B: Criteria for Conference Travel Grants

Mission Statement: The purpose of the conference travel grant is to promote the presentation at conferences of original graduate student research done at UCR. Conference travel grants are small grants available to UCR graduate students who are attending professional conferences

- A) Conference travel grants are not intended to fund:
 - 1) Research, instruction, training, classes, job interviews, events in which participants are solely from UCR, memberships in professional associations, tuition, phone calls, presentation materials, or other incidental expenses.
 - 2) Conference travel grants do not fund professors or departments.
- B) Only expenses incurred by a student are eligible for reimbursement.
 - 1) A meal allowance of up to \$30 per day is eligible but applicants must submit original receipts.
 - 2) The amount of awards will depend on the number of completed applications in a given month.
- C) The conference travel grant committee decides on a maximum award per student per conference based on available funding.
 - 1) The amounts vary by the location of the conference with local conferences receiving less than international conferences.
 - 2) These caps determine the maximum amount that can be reimbursed, and expenses lower than the caps are reimbursed in full.
 - 3) The cap may be lowered for any particular month depending on the number of applicants and funding available, as set by the Conference Travel Committee
 - 4) Applicants are notified how much they can expect to receive from the conference travel grant program shortly after the application due date has passed.
- D) Eligible to apply:
 - 1) Registered graduate students in good standing at UC Riverside who are planning on presenting at or attending an event
 - 2) Students on filing fee status
 - 3) Graduating students who were accepted to present their work before their graduation.
- E) Not Eligible to Apply:
 - 1) Students on leave of absence or in absentia registration
 - 2) New graduate students that are presenting research prior to their work at UC Riverside
- F) Qualifications as a Presenter:
 - 1) Applicants must be the primary presenter of graduate student work that was completed at UCR. The Conference Travel Grant program will only fund one graduate student per presentation.
 - 2) If the applicant is not the first author, they must submit a letter from the conference organizer or the session chair indicating that they were the primary presenter.
- G) Application Procedure

- 1) Pick up a current application from the GSA office or download it from the [forms page](#).
- 2) Fill out the application and turn it in to the GSA office by the first of the month, the month preceding the conference end date.
 - i. This due date is strictly enforced; late applications will not be accepted. Applicants will be notified by email during the first week of the month preceding the end date of the conference as to how much money you can expect to receive from GSA.
 - ii. If an application is submitted late, the application is not eligible for appeal and the applicant will be notified that the application has not been accepted via email within a week after submission.
- 2) Applications can be either delivered in person to the GSA Office (203 Commons) or mailed to the GSA Office (GSA Conference Travel Grant Coordinator, 203 Commons).
- 3) Submit to GSA all supplemental application materials before the start of the conference. Please do not email any part of the application. The supplemental application materials are as follows:
 - i. For presenters:
 1. abstract
 2. proof of acceptance in the conference
 3. if applicant is not the first author, proof applicant is the primary presenter
 4. Letter from advisor that states applicant is a presenter; that the applicant is a UCR graduate student in good standing, and how much the applicant will receive in outside funding.
 - ii. For attendees:
 1. Letter from advisor that states applicant is attending the conference; that the applicant is a UCR graduate student in good standing, and how much the applicant will receive in outside funding.
 - iii. This due date is strictly enforced; applications with late supporting documents will be declined for funding. However, applicants may appeal the decline.
- 4) Materials due 2 weeks after the last day of the conference:
 - i. A signed conference travel grant expense [form](#)
 - ii. Receipts & boarding passes
 - iii. Proof of attendance (such as conference badge or letter from conference confirming attendance)

H) Submission of Receipts:

- 1) Tape individual smaller receipts that could easily get lost on a separate piece of paper (do not tape over important information).
- 2) Presenters need to submit proof of presentation at the conference. Applicants can request a letter from the conference organizers that states that they presented or submit a name badge from the conference.
- 3) The due date for receipts, expense form, boarding passes and proof of attendance is strictly enforced; applications without receipts will be declined for funding. However, this decision can be appealed.

I) Appeals:

- 1) After each committee meeting, checks will be sent to applicants.
- 2) Applicants who are denied funding will receive a letter indicating the reason they were denied.
- 3) Students may appeal an award amount or appeal the decision to decline by writing a letter to the committee explaining why they feel they deserve to have their application re-evaluated. This letter must be received by the committee within 30 days of receiving the check or letter of decline.
- 4) The conference travel grant committee will re-evaluate the application at the next conference travel meeting and issue a new decision.
 - iv. Applicants will be notified of this decision by letter or email.
 - v. If applicants are still not happy with the decision, they may appeal a second time. This appeal must be submitted in writing within 30 days of notification of the committee decision concerning the first appeal.

5) Students are limited to two appeals.

J) Outside Funding

- 1) Fixed amount means that the applicants department, advisor, or some other award pays a set amount regardless of the amount of GSA conference travel grant award.
- 2) Matching grant means that the applicants department or advisor will provide an amount of funding equal to that of GSA conference travel grant award.
- 3) Balance of expenses means that the applicants department of advisor will pay the remaining balance of expenses after receipt of GSA conference travel grant award.

Appendix C: Criteria for Event and Clubs Allocations

Mission Statement: "Through funding conferences that support scholarship and interdisciplinary, and that promote professional development, we may provide a fair and equitable resource for all graduate students at UCR."

- A) Conference organizers need to contact and meet with the Event and Clubs Allocations Committee before they present their proposal to the GSA Council.
- B) The affiliated department or college for the conference must provide support the conference. If the affiliated department or college does not provide financial support then it must verify the academic merit of the conference (e.g., via a letter to GSA from Dept. Chair).
- C) The conference must be open to all graduate students.
- D) All conference-related material will be required to have the GSA emblem included in a prominent position. The Council can decide whether this criterion should apply in a specific way (e.g., only to brochures, programs, and signs present on the day of the conference).
- E) A member of the Event and Clubs Allocations Committee (ECAC) will attend the conference for verification purposes. This GSA representative will not cause the conference to incur any additional cost. This representative will have primary responsibility for "ground-truthing" the existence, attendance, and GSA requirements of the conference.
- F) Conference organizers are required to give feedback and statistics about their conference (i.e., number of grad students served, expected vs. actual costs, number of UCR students presenting [posters, talks, or participating in discussion panels], intention to seek GSA funding during the next academic year, etc.).

Appendix D: Criteria for the Formation of Mini-GSA's

- A) All mini-GSA's must be part of an official department or interdisciplinary program and have a voting representative at Council.
- B) All mini-GSA's must meet the following criteria:
 - 1) Be led and organized by graduate students
 - 2) Fulfill all of the criteria for student organizations outlined by Student Life and complete their authorization process
 - 3) Send written confirmation (via e-mail or otherwise) to the Vice President of Academic Affairs requesting recognition as an official mini-GSA.
- C) All mini-GSA's must be approved at the discretion of the Vice President of Academic Affairs.
- D) All mini-GSA's are eligible to be reimbursed expenses up to \$300 per year.