

The Bylaws of the Graduate Student Association of The Catholic University of America

Preamble

This document is the collection of the Bylaws of the Graduate Student Association. Nothing in this document may conflict with the Constitution of the Graduate Student Association. This document should be understood with reference to the Constitution, and is subservient to it.

Article 1: Executive Committee

A: General Provisions

i. Definition:

The Executive Committee are elected members of the graduate student body. Members of the Executive Council, consisting of the Parliamentarian, Social Coordinator, Lectures Coordinator, Conferences Coordinator, and Public Relations Director, serve at the pleasure of the elected Executive Committee, and may be removed by a 2/3 vote of the Executive Committee.

ii. Compensation of officers:

Officers shall be compensated for their work.

- a. Compensation of GSA officers shall be based on a forty-week schedule. Payment begins the first week of August and continues until the conclusion of the following May. Payment shall be suspended only for university-wide academic breaks. The elected officers, along with the chairman of the Conferences Committee and the chairman of the Lectures Committee, shall be compensated at the rate of \$13 per hour. Each officer on an hourly rate shall be compensated by the following schedule:
 - President-10 hours per week
 - Vice President-8 hours per week
 - Treasurer-6 hours per week
 - Secretary-5 hours per week
 - University-wide Academic Senator- 4 hours per week
 - Conferences Coordinator-4 hours per week
 - Lectures Coordinator-4 hours per week
 - Public Relations Director – 4 hours per week
 - Events Chair – 4 hours per week
 - Parliamentarian – 3 hours per week
 - Professional Development Chair -5 hours per week

- b. Each hourly compensated officer is expected to work these hours on average and shall not be compensated for hours that exceed these numbers. Any clear and deliberate avoidance of GSA work hours of any kind may be deemed as cause for removal under Article IV, section 4 of this Constitution.
- c. The Conferences Coordinator may be compensated for work during the summer.

iii. Meetings

- a. Executive Committee meetings shall be presided over by the President.
- b. The Executive Committee shall meet at least six times per academic semester.
- c. Executive Council members are required to attend all Executive Committee meetings.

iv. Recall, Impeachment, Resignation

- A. The Executive Council may be subject to removal by recall
 - a. The recall procedure shall be initiated upon receipt by GSA of a petition with student signatures equal to twenty-five percent (25%) of the number of students who voted in the previous general election.
 - b. Upon receipt of the petition, the Elections Committee shall schedule a special election to be held within 30 days.
 - c. The officer will be removed from their office if a 2/3 majority of voting students vote to remove.
- B. The Executive Council may be subject to impeachment
 - a. Impeachment proceedings shall be initiated upon receipt of a list of charges by the Executive Committee signed by a minimum of twenty-five percent (25%) of Senators. The Executive Committee must then call a special Senate meeting to be held within 14 days of receiving the signed list of charges, at which time a 2/3 majority of the Senate must then vote to accept the charges.
 - b. If the charges are accepted, the Senate will immediately elect a presiding officer for impeachment proceedings to be held the following week. The presiding officer may not be one of the members bringing charges nor the accused officer.
 - c. The impeachment trial proceedings will follow Robert’s Rules of Order, which will be interpreted by the elected presiding officer.
 - d. Senators, acting as a jury, may ask questions of either speaker through the presiding officer.
- C. Upon resignation or removal of the President, the Vice President shall assume the Office of the President. If both the President and Vice President are removed or resign, the Treasurer shall assume the Office of the President. If the Office of the Vice President, Secretary, Treasurer, Public Relations Director or Academic Senator is vacated, the President shall have the power to appoint a new officer to be confirmed by the Senate.
- D. Any officer who is recalled, impeached, or resigns shall forfeit all future compensation and any unclaimed compensation prior to the recall, impeachment or resignation.

B: Elected Officers

- i. **President**

- a The President shall be responsible for all official acts of the GSA and shall be accountable for the operation of the GSA.
- b The President shall enforce all laws and rules of the GSA, supervise work of subordinate officers and committees, and oversee the financial operations of the GSA.
- c The President shall appoint all ad hoc committees and their chairs with the simple majority approval of the Senate.
- d The President is the only official spokesperson of the GSA.
- e The President shall set the time and location of the Senate meetings with the approval of the Executive Committee.
- f The President shall preside over Senate meetings
- g The President shall preside over Executive Committee meetings
- h Should the President be unable to serve on a University committee, the President may appoint the Vice President, Academic Senator, or Public Relations Director to serve on the committee. The president shall inform the Senate of his appointments before they take effect.
- i Directly supervise the Executive Committee
- j Serve as a representative to the Faculty Senate, in addition to the Academic Senator.
- k With the aid of the Vice President and Parliamentarian, facilitate training for all officers when their terms begin, including familiarization with the GSA Constitution and by-laws.

ii. **Vice President**

It shall be the duty of the Vice President to:

- a Serve as an *ex officio* member of all GSA committees
- b Assume responsibility for depositing and withdrawing all GSA funds in absence of the Treasurer
- c Represent the GSA at all Board of Trustees meetings
- d Function as the President at Senate meetings without the President in attendance
- e Assume the Presidency upon the resignation, impeachment, or recall of the President
- f Directly supervise the Parliamentarian and all ad hoc Committee Chairs
- g Share responsibility for all necessary GSA duties not under job descriptions of currently-serving officers
- h Assist the President in training officers
- i Oversee the annual scholarship dissertation research fund and selection committee per the guidelines of the grant selection process

iii. **Treasurer**

It shall be the duty of the Treasurer to:

- a Collect, maintain, and distribute all GSA funds
- b Maintain the financial records of the GSA
- c Submit necessary financial records at all regular meetings of the Senate
- d Assume the responsibilities of the President and Vice President if both are absent
- e Oversee purchase requests made by all committee chairs
- f Directly supervise the Events, Conferences, and Lectures Chairs
- g If the offices of President and Vice President are vacant, the Treasurer shall immediately assume the office of President

iv. **Secretary**

It shall be the duty of the Secretary to:

- a Record, manage, and present the minutes of all senate and executive committee meetings.
- b Keep an accurate record of attendance for all meetings.
- c Maintain the contact information for all officers, senators, and alternates.
- d Notify all senators and officers of meeting times and locations.
- e Collect and maintain the appointment forms for all senators and alternates.
- f Notify the administration of each unrepresented school/department that senator(s) must be appointed, and provide them with a form letter that may be shared with the graduate students in their school/department.
- g Maintain the GSA Office Space
 - 1 Maintain an accurate supply inventory
 - 2 Inform the Treasurer and President about needed supplies
 - 3 After consultation, purchase supplies using the relevant GSA account

v. **Academic Senator**

It shall be the duty of the Academic Senator

- a To serve on University committees, as specified in the Constitution and by the Senate.
- b Other GSA duties assigned by the President or Vice President not specified in the duties of other officers
- c

C: Appointed Officers

The Executive Committee are elected members of the graduate student body. Members of the Executive Council, consisting of the Parliamentarian, Events Chair, Lectures Coordinator, and Conferences Coordinator, serve at the pleasure of the elected Executive Committee, and may be removed by a 2/3 vote of the Executive Committee.

i. **Conference Coordinator:**

- a The Conferences Coordinator shall hear and fund appropriately requests from GSA members for expenses incurred through participation in academic conferences, in keeping with the below guidelines:
- 1 Applicants will be awarded a maximum reimbursement of \$500.00 for conference presentations and \$150.00 for conference attendance.
 - 2 An applicant (who is not presenting) who has a scheduled interview in their field of study at a conference may receive a maximum of \$300 for attendance at that conference.
 - 3 Canon law graduate students, participating in their field's conferences at the highest level available for graduate students, are eligible for a maximum of \$300 for conference attendance.
 - 4 Each award may amount to no more than 75% of the total eligible expenses of the applicant.
 - 5 No individual member of the GSA may be awarded more than \$600.00 per fiscal year.
 - 6 Promissory notes will be issued to applicants who apply before the conference date. No reimbursement will be issued until after the conference has been completed.
 - 7 The Conferences Coordinator may define new equivalents for academic conferences with the consultation of the relevant field's Senators. Any new equivalents must be announced at the soonest Senate meeting.
 - 8 The total budgeted allowance for the conferences committee will be divided into three even amounts, one amount set aside for each of three funding periods.
 - i. The funding periods shall be defined as: The summer period (defined as May 01-August 31), the fall period (defined as September 01- December 31), and the spring period (defined as January 01-April 30).
 - ii. A conference will be defined as falling within a period if the first day of the conference falls within the period.
 - iii. If funds set aside for a funding period remain unawarded after the period ends, they will be evenly redistributed between the remaining funding periods.
- b Application Process:
- In order to receive a promissory award, a GSA member must adhere to the following process:
- i. Each applicant must submit a Travel Expense Report to the conferences committee, in which the details of the conference as well as estimates of eligible expenses are reported.
 - ii. Each applicant requesting funding for a conference presentation must submit proof that they will be presenting a paper at the conference
 - iii. In order for a reimbursement to be issued, applicants must submit a Travel Expense Report, proof of payment for all eligible expenses, and, for applicants who request money for presentations, proof that they

presented at the conference. All of this paperwork must be submitted within two weeks of the last travel date to ensure consideration.

iv. The only expenses that are eligible for funding are:

- 1 Plane, heavy rail, and bus tickets
- 2 Car rental
- 3 Taxi Fare
- 4 Registration fees
- 5 Lodging fees
- 6 Conference Banquet
- 7 Presentation materials (if required)

c Methods: The Conferences Committee will issue awards, either in the form of promissory notes in the case of future conferences or actual reimbursements for past conferences, on a first come, first serve basis.

ii. **Lectures Coordinator**

The purpose of the Lectures Committee of the Graduate Student Association is to provide funding to enable graduate students to bring guest speakers to campus. Any graduate student can apply for support. The Lectures Committee hopes to enrich the graduate experience at Catholic University outside of the classroom. Therefore, the Lectures Committee does not provide support for lectures that are arranged by faculty or staff or that are intended for a specific course (including departmental seminars, colloquia, etc.).

A. Funds: Lectures Committee provides three kinds of funds: Lecture Fee, Travel Fee and Reception Fee. The award amount is according to the size of the expected CUA participants and is graphed below.

	10 Students	20 Students	30 Students	40 Students	50 Students	75 Students	100 Students	150 Student
Lecture Fee	\$200	\$300	\$400	\$400	\$500	\$500	\$500	\$750
Travel	\$100	\$200	\$300	\$300	\$400	\$400	\$500	\$500
Reception	\$50	\$100	\$150	\$200	\$250	\$375	\$500	\$750

B. The Lectures Coordinator shall have the power to allocate funds in the manner best suited for each request, provided the total amount does not exceed the total prescribed for the event's size according to the guidelines table.

I Lectures:

a GSA Lectures: The Lectures Committee strives to host at least two lecture events each year that will appeal to the general graduate student body at CUA. The committee welcomes topic ideas from all disciplines. Any graduate student or student organization is encouraged

to submit recommendations for speakers by completing a Suggestion Form from online. Students whose suggestions are chosen by the Lectures Committee will become pro tem members of the committee and shall serve as the point of contact for the guest lecturer. Suggestions or proposals for GSA lectures must be submitted before May 1 for the fall semester and before December 1 for the spring semester.

- b Departmental Lectures: The Lectures Committee will provide partial to full funding for department-specific lectures. These lectures must still have department-wide appeal and may not be arranged solely for the benefit of a specific course, and must be organized by students. Applications for department lectures must be received at least four weeks before the event.

2 Process:

- a Each applicant should fill out an application to apply the fund. A flyer should be submitted along with the application or directly to the Lectures Chair as the proof for completion of application. After being notified of approval, applicants can start the process of fund request for lecture, travel and reception fee.
- b Lecture Fee and Travel Fee:
 - Reimbursement for a lecture fee requires the completion of the Contract Routing Form and the Speaker Contract that relate to the speaker's information. The Speaker Contract includes lecture fees and/or travel expenses. Applicants also have to complete a Vendor Application if the speaker has not received payment from CUA before.
- c Reception Fee:

Reimbursement for a reception fee requires an invoice from any catering service or food choice.

3 Approval:

- a After the application is submitted, the Lecture Chair gathers all the information of the proposals and sends them to the committee member for vote. The decision for the approval and disapproval of proposals should be done no later than two weeks.
- b The decision of the committee should be sent out to the applicant through an official notification letter written by the Lectures Chair regarding the approval amounts, the name of the department, the lecture topic and other important reminders regarding the process of the fund request.
- c When total amount of the multiple proposals received may exceed the existing budget, the committee should split the remaining budget among all eligible lectures according to reasonable proportions.

iii. Events Coordinator

It shall be the duty of the Events Coordinator to:

- a Inform the Public Relations chair of upcoming events
- b Plan a year-long schedule of events, with a tentative schedule being set by August
- c Events should appeal to a wide range of interests, and take advantage of the Washington Metropolitan Area, with at least one event in Maryland and Virginia, and at least one event on campus, per semester.
- d Plan an all-graduate student party in the early Fall, utilizing up to half of the Events budget up to \$25k.

- e. Ensure that three or more events are planned between the start of the fall term and October 31 and communicated to the PR Director for new graduate students.

iv. **Parliamentarian**

It shall be the duty of the Parliamentarian to:

- a. Maintain the governing documents of the GSA
- b. Ensure proper procedure according to Robert's Rules is followed in meetings
- c. Advise the Senate and Executive Committee on constitutionality
- d. Remain neutral in judging constitutionality
- e. Deliver a presentation on Robert's Rules of Order to the GSA Senate at the first Senate meeting each semester to ensure quick Senate meetings.
- f. Assist with training new GSA officers.

v. **Professional Development Chair**

It shall be the duty of the Professional Development Chair to:

- a. Collaborate with on---campus offices to facilitate professional development opportunities
- b. Opportunities should address concerns of PhD and terminal Masters students
- c. Become the dedicated contact between the graduate students, on---campus support offices, and departments planning professional supportevents
- d. Center for AcademicSuccess
- e. Writing Center
- f. Alumni Relations

vi. **Public Relations Director**

It shall be the duty of the Public Relations Direct to:

- a. Maintain the GSA website
- b. Provide materials to the student body informing them of GSA actions
- c. Advertise GSA events to the student body
- d. Increase the visibility of the GSA
- e. Serve on University Committees
- f. Maintain GSA social networking, including Facebook, Twitter, and LinkedIn
- g. Assist with all PR matters
- h. Chair GSA Elections Committee, and publicize all elections information
 - 1. If the PR Director is seeking election, the President shall appoint an Events Chair
 - 2. All positions are to be advertised with the description of duties listed in the by-laws

Article 2: Senate

A: General Provisions

i. Meetings

- a. Senate meetings shall be presided over by the President.
- b. The Senate shall meet at least six times per academic semester.
- c. All meetings will be run in accordance with the current edition of Robert's Rules of Order.
- b. Article II, Section 6 of the GSA Constitution states that a senator's term begins upon receipt of written appointment, and continues until the end of the academic year. An academic year is hereby defined to end, and the new academic year begins, at the beginning of the first GSA Senate meeting of the Fall Semester.

ii. Procedure

- a. A two minute time limit shall be imposed on all speakers (excluding presenters of official reports) unless altered by a majority vote of the Senate.
- b. There shall be a section of each regular meeting during which GSA members who are not Senate members may speak. With the exception of this section of the meeting, only those enumerated beforehand or specially designated may speak during the meetings of the Senate.
- c. Each senator and elected officer of the Senate shall have one vote, except for the president who shall vote only in case of a tie.
- d. The attendance of a quorum shall be required for the Senate votes to be binding.
- e. A schedule of meetings shall be made available to members of the GSA at least a week prior to the first meeting of the semester.

Article 3: Organizational Procedures

A: Bylaws

- i. Edits to the Bylaws may be proposed by any Senator.
 - a. If a proposed change is to become effective upon voting, it must be submitted in writing to the Executive Committee a week before the next Senate meeting for inclusion in the Senate Packet.
 - b. If an edit is proposed with less than a week before voting, it may be voted upon by the Senate, but will not become effective for two weeks.
 - c. All bylaw edits must pass the Senate with a 2/3 majority vote.
- ii. Bylaw edits are not required to be placed for referendum before the student body, nor must they be advertised to the student body.

Article 4: Additional Bylaws

- i. In view of such mandatory expenditures as rebates, officer compensation and office operating expenses (phone, printer supplies, etc.), the GSA treasurer will report to the GSA Senate at the first Senate meeting of the academic year an itemized list of fixed expenses (estimated if necessary), and 1.15 times that amount shall be reserved to pay those

expenses, allowing for 15% overage. This amount will be held in the GSA general account (520200) until it is spent. Any monies carried over from the prior academic year will be considered released from this provision.

- ii. The GSA Treasurer and the Conferences, Social, and Lectures Coordinators shall keep copies of all Universal Expenditure Forms (UEFs), and shall deliver these copies to their successors. These copies may be paper or electronic format and shall be kept for a minimum of 7 years. This bylaw serves as a minimum; keeping additional financial records may be required.