

University of Denver
Graduate Student Association Council (G.S.A.C.)
By-Laws

Article I. G.S.A.C. Recognition

Section 1. The following Graduate Student Associations (G.S.A.s) are recognized by G.S.A.C. and have full voting privileges:

- the College of Education Student Association (C.O.E.S.A.)
- the Conflict Resolution Graduate Student Association (C.R.G.S.A.)
- the Graduate Business Student Association (G.B.S.A.)
- the Graduate School of International Studies G.S.A. (G.S.I.S.)
- the Graduate School of Professional Psychology G.S.A. (G.S.P.P.)
- the Graduate School of Social Work G.S.A. (G.S.S.W.)
- the Graduate Students of the Four Faculties (G.S.F.F.)
- the Student Bar Association (S.B.A.)
- the DU-Iliff Joint Ph.D. Program

Section 2. The following procedures delineate the process for which G.S.A.C. will recognize any University of Denver G.S.A.

1. G.S.A.C. Recognition Applications shall be housed on the G.S.A.C. website.
2. Each G.S.A. must apply for G.S.A.C. recognition once each academic year.
3. If said G.S.A. is applying for G.S.A.C. recognition for the FIRST time, said G.S.A. shall complete the FIRST TIME APPLICATION.
4. If said G.S.A. is REAPPLYING for G.S.A.C. recognition, said G.S.A. shall complete the RENEWAL APPLICATION.
5. All G.S.A.C. recognition applications shall be returned to the G.S.A.C. President by the due date delineated on the G.S.A.C. Recognition Application.
6. G.S.A.C. shall form a G.S.A.C. Recognition Committee to assist the G.S.A.C. President in reviewing said applications.
7. The G.S.A.C. President and the G.S.A.C. Recognition Committee shall report the results of said applications to G.S.A.C.
8. After G.S.A.C. has reviewed all G.S.A.C. Recognition Applications, the G.S.A.C. President and the G.S.A.C. Recognition Committee shall submit the results of said application to the G.S.A.s.

Article II. G.S.A.C. Members Duties

Section 1. G.S.A.C. Executive Council

1. G.S.A.C. President shall:
 - a. Align G.S.A.C.'s activities with G.S.A.C.'s mission
 - b. Encourage the growth and the University-wide participation of G.S.A.C.
 - c. Support and oversee other G.S.A.C. Officers in their duties
 - d. Organize G.S.A.C. representation at incoming graduate student orientations
 - e. Work with the Office of the Vice Provost to promote graduate students
 - f. Post meeting agendas three day prior to a G.S.A.C. meeting

- g. Attend all Board of Trustees, Board of Trustees Student Affairs Committee, Student Relations Committee of the Faculty Senate, and Graduate Council meetings.
 - h. Introduce the newly elected President, for the upcoming academic year, at the last Board of Trustees meeting each academic year.
2. G.S.A.C. Vice President of Communication:
 - a. Attend all Board of Trustees Student Affairs Committee and All Undergraduate Student Association meetings.
 - b. Shall maintain and update the G.S.A.C. website.
 - c. Create and/or update and administer the Graduate Student Assessment Survey.
 3. G.S.A.C. Vice President of Finance shall:
 - a. Develop a budget framework to include:
 - i. G.S.A.C. Administrative Costs – 20% of annual budget
 - ii. Student Organizational Support – 40% of annual budget
 - iii. G.S.A.C. Sponsored Campus Events – 30% of annual budget
 - iv. Conference/Graduate Student Research – 10% of annual budget
 - b. Develop an itemized report of the expenditures and deposits at the first and last meeting of each quarter.
 - c. Handle any graduate student activity fee issues.
 4. G.S.A.C. Vice President of Administration shall:
 - a. Create a G.S.A.C. Contact List for all G.S.A.C. Members.
 - b. Create a G.S.A. Contact List for all G.S.A.C. Members. Include all G.S.A.'s Officers' contact information.
 - c. Schedule a meeting place for all G.S.A.C. meetings.
 - d. Email G.S.A.C. meeting minutes to the G.S.A.C. President for review, no later than 3 days after a G.S.A.C. meeting.
 - e. Send out meeting reminders two days prior to a G.S.A.C. meeting, along with the current G.S.A.C. agenda and the previous meeting's minutes.
 - f. Assist the Vice President of Communication in the creation and/or update of the Graduate Student Assessment Survey.
 - g. Be a member of all committees formed in G.S.A.C.
 5. G.S.A.C. Vice President of Public Relations and Marketing shall:
 - a. Coordinate and execute at least one G.S.A.C. event each academic quarter.
 - b. Create and distribute regular G.S.A.C. announcement emails to all graduate students.
 - c. Create and distribute the G.S.A.C. quarterly newsletter by the ninth week of the Fall, Winter, and Spring quarters.
 6. G.S.A. Presidents and G.S.A.C. Representatives shall:
 - a. Inform said G.S.A., graduate unit, and graduate students of G.S.A.C. announcements, events, and printings.
 - b. Submit a G.S.A.C. Newsletter Report of said G.S.A. events, accomplishments, and announcements to the G.S.A.C. Public Relations Officer no later than the seventh week of the Fall, Winter, and Spring quarters.
 - c. Participate in the development and execution of standing G.S.A.C. Committees.

Article III. G.S.A.C. Meetings

Section 1. The G.S.A.C. Executive Council shall schedule meetings every other week during the Fall, Winter, and Spring quarters. No more than one G.S.A.C. meeting shall be cancelled each quarter.

Section 2. Representation by each of the nine G.S.A.C. Executive Council members and the G.S.A. Presidents and G.S.A.C. Representatives is required at all scheduled G.S.A.C. meetings.

1. G.S.A. Presidents or G.S.A.C. Representatives shall not miss more than two G.S.A.C. meetings within one academic quarter without prior notice. Any G.S.A. that misses the G.S.A.C. meetings for an entire quarter shall give up their recognition from G.S.A.C.
2. G.S.A.C. Officers shall not miss two consecutive G.S.A.C. meetings without excuse. G.S.A.C. Officers not present for two consecutive G.S.A.C. meetings without excuse shall forfeit their G.S.A.C. Officer position.

Article IV. G.S.A.C. Elections

Section 1. All G.S.A.C. Executive Council positions are open to University of Denver graduate students.

Section 2. The G.S.A.C. President, Vice President of Finance, Vice President of Administration, and Vice President of Public Relations and Marketing elections will be held during the Spring quarter. Nominations shall be held no later than the fourth week and elections shall be held no later than the sixth week of Spring quarter.

Section 3. The G.S.A.C. Vice President of Communication elections will be held during the Fall quarter. Nominations shall be held no later than the fifth week and elections shall be held no later than the eighth week of Fall quarter.

Article V. G.S.A.C. Committees

Section 1. Grievance Committee

1. The committee shall be created no later than the fifth week of the Fall quarter each academic year.
2. The committee shall be comprised of three members:
 - a. Current G.S.A.C. Vice President of Administration.
 - i. Current G.S.A.C. Vice President of Administration shall be chair of the committee.
 - ii. Chair shall run all committee meetings.
 - b. G.S.A.C. Ex-officio
 - i. G.S.A.C. Ex-officio shall take minutes at all committee meetings.
 - ii. G.S.A.C. shall nominate and elect by a majority vote a replacement for the G.S.A.C. Ex-officio member if a G.S.A.C. Ex-officio is unable to serve.
 - c. Undergraduate Representative elected by the All Undergraduate Student Association (A.U.S.A.).

- d. G.S.A.C. shall nominate and elect substitute members if the current G.S.A.C. Vice President of Administration, G.S.A.C. Ex-officio, and/or Undergraduate Representative is found, by a majority of the G.S.A.C. members, to have a conflict of interest with a grievance.
 - i. A conflict of interest is a relationship to a party or particular knowledge of the grievance that would prevent a person from deciding the case solely based on the evidence presented by the grievance parties.
3. The committee members shall:
 - a. Maintain, at all times, a impartial status vis-à-vis the parties to the grievance.
 - b. Discuss the grievance only at grievance committee meetings and only with other members of the committee until a formal recommendation has been presented to G.S.A.C.
 - c. Maintain confidentiality of all aspects of the grievance (i.e., grievance statements, memoranda and meetings) until a formal recommendation has been presented to G.S.A.C.
4. The committee's role shall entail the following:
 - a. The committee shall act as the agent of the University of Denver graduate student body to hear and determine grievances brought by a current University of Denver graduate student or current G.S.A.C. member.
 - b. The jurisdiction of the committee shall be bound to all G.S.A.C. decisions and procedures.
 - c. The committee shall not be used for the University of Denver administration, departments, schools, and colleges.
 - d. The committee shall be responsible for making recommendations with regard to a grievance.
 - e. The committee has no power to reverse a G.S.A.C. decision.
 - i. The committee's authority shall be only to recommend a reassessment of a decision if the committee finds that the decision was reached improperly or unfairly.
5. The committee shall adhere to the following grievance procedures:
 - a. A grievance statement must be submitted to G.S.A.C. by the grievant within 30 days of the incident. A copy of said statement(s) shall be delivered to the Grievance Committee chair. Original copies will be kept with G.S.A.C.
 - i. Grievance statement shall be no more than 500 words in length and include:
 1. A challenge of a decision made by G.S.A.C. that is adverse to the grievant.
 2. Whether or not the grievant met with G.S.A.C. to attempt informal resolution of the grievance before filing the grievance statement.
 - b. Hold and attend preliminary meeting.
 - i. At said meeting the Chair shall ensure that the members of the committee have received the grievance statement, that each member is familiar with the grievance procedures and that no member has any conflicts of interest that would prevent the member from serving on the grievance committee.
 - ii. The committee's task shall be:

1. To determine whether the grievance presents a matter that is within the jurisdiction of the Committee and if so, to hear the grievance.
 2. To determine the number of parties involved with the grievance.
- c. Request memoranda from each party.
- i. Memoranda shall be no more than 2500 words in length and include:
 1. A clear description of the timeline of events and decisions surrounding the grievance.
 2. A clear argument of a requested resolution of the grievance.
 3. Parties should submit any available documentation for events and decisions described, and in support of requested resolution.
 - ii. Memoranda shall be delivered in triplicate to, and only to, the committee chair by a due date set forth by the committee.
 - iii. The chair shall communicate the due date for receipt of the memoranda to each party by way of a letter sent via mail and/or email.
 - iv. The chair shall distribute copies of the memoranda to all committee members three days after receipt of said memoranda.
- d. Hold and attend deliberation meeting.
- i. A deliberation meeting shall be held by the committee to discuss and decide on a resolution for the grievance.
 - ii. The committee shall decide on a resolution by a majority vote.
 - iii. Chair shall prepare a written report of the committee's resolution and submit said report to the G.S.A.C President before presenting report to G.S.A.C.
 - iv. Chair shall present the committee's report to G.S.A.C. at the forthcoming G.S.A.C. meeting.
 - v. Written report shall include:
 1. The composition of the grievance committee.
 2. The grievance process followed by the committee.
 - a. A description of the process shall include the dates the committee met and the length of time spent in the preliminary and deliberation meetings.
 3. The identity of all parties to the grievance.
 4. A description of the grievance, including what policies, regulations, rules or practices were alleged to be violated.
 5. Resolution(s) addressing what actions the committee has decided should be taken. The resolutions must be supported by the memoranda and provide a justification for said resolution.

Section 2: Communications Committee

1. The committee shall oversee, update, and implement the Strategic Communications Plan.
2. The committee shall be comprised of the current G.S.A.C. President, Vice President of Communication, and Vice President of Public Relations and Marketing.
3. Copies of the Strategic Communications Plan shall be kept by all G.S.A.C. officers and in the G.S.A.C. files.

4. The committee members shall be charged with ensuring all communications coming from G.S.A.C. follow the guidelines set forth in the Strategic Communications Plan in order to promote effective and efficient communication with the graduate student body.
5. The committee members shall:
 1. Meet during the first two weeks of the Fall quarter.
 2. Review the Strategic Communications Plan and update all contact information contained in the plan by the fourth week of the Fall quarter.
 3. Present the revised Strategic Communications Plan to G.S.A.C. by the third meeting of the Fall quarter for feedback and/or corrections.
 4. Update the Strategic Communications Plan throughout the academic year as needed.