



## **BY-LAWS FOR GRADUATE STUDENT GOVERNMENT AT THE UNIVERSITY OF DENVER**

### **PREAMBLE**

The by-laws in this document supplement the Graduate Student Government (GSG) Constitution.

### **ARTICLE I - RECOGNITION**

#### **Section 1 Voting Members**

The following Graduate Student Associations (GSAs) are recognized by GSG, have full voting privileges, and are hereby recognized as The Senate:

- the College of Education Student Association (COESA)
- the Graduate Business Student Association (GBSA)
- the Josef Korbel School of International Studies GSA (KGSA)
- the Graduate School of Professional Psychology GSA (GSSP)
- the Graduate School of Social Work GSA (GSSW)
- the Graduate Students of the Four Faculties (GSFF)
- the DU-Iliff Joint Ph.D. Program

#### **Section 2 Affiliations**

The University of Denver Graduate Student Government is a member of the Colorado Federation of Graduate Students (CFGS). CFGS is an organization which shares information among existing graduate students' organizations and fosters the development and growth of these organizations. GSG has membership and voting rights in this organization.

### **ARTICLE II – MEMBERS DUTIES**

- GSG President shall:
  - Adhere to the responsibilities set forth for this position
  - Manage GSG Executive Board functioning by supporting board members' initiatives, communicating initiatives to university stakeholders, and advocating for university support
  - Encourage the growth and university-wide participation of GSG through regular attendance at and participation in graduate student-sponsored events
  - Promote opportunities for interdisciplinary dialogue among all graduate students across divisions through campus engagement, event attendance, and serving as a conduit across campus
  - Regularly meet with university-wide divisional representatives to represent graduate students and facilitate integration and collaboration across sectors
  - Cultivate a network of relationships with the Vice-Chancellors and Vice-Provosts across campus as needed to promote the needs of graduate students
  - Introduce the newly elected President, for the upcoming academic year, at the last Board of Trustees meeting each academic year

- Create a quarterly report and present it to the Board of Trustees and Board of Trustees Student Affairs Committee, and other Board of Trustees sub-committees, as needed
- Participate in ongoing research regarding the graduate student body in tandem with the Vice President and the university
- Collaborate as needed with the Undergraduate Student Government President and Council on matters affecting the global student body
- Organize and Facilitate GSG Executive Board and general council (Senate) meetings, as well as elections
- GSG Vice President shall:
  - Adhere to the responsibilities set forth for this position
  - Create, update and administer the Graduate Student Assessment Survey, if conducted
  - Schedule a meeting place for all GSG meetings
  - Recruit and support GSG liaisons
  - Review the Constitution and by-laws to ensure GSG is operating in line with current guidelines and present to the Executive Board suggestions for changes
  - Work together with the president to support executive board initiatives
  - Serve as chair of a GSG committee and/or serve as a graduate liaison to an external committee
  - Attend university-wide committee meetings, including but not limited to, Board of Trustees, Board of Trustees Student Affairs Committee, Faculty Senate Student Relations Committee, and Graduate Council
  - Represent GSG at orientation and introduce the body as a source for graduate student engagement
  - Work with the Office of Student Engagement to present graduate student voices and opinions
- GSG Director of Finance shall:
  - Adhere to the responsibilities set forth for this position
  - Present quarterly reports to E-Board members and GSG advisors, proposing decisions and addressing any issues or concerns related to deficits or surpluses in the GSG budget.
  - Document, track, and review all budget balances and put them in spreadsheet format.
  - Keep a record of GSG inventory at the beginning of the academic year.
  - Request to purchase items as needed for GSG E-board members and/or any items needed for GSG events.
  - Prepare to answer any questions regarding funding, rollover, and campus funding sources.
  - Review any financial bylaws with the GSG vice president.
  - Present the GSG annual budget and/ or a prepared budget for next year to be reviewed or approved by the Senate.
  - Develop a budget framework to include, at minimum:
    - GSG administrative costs
    - GSG sponsored campus events
    - Student organizational support, dependent on available funding
- GSG Director of Communications shall:
  - Adhere to the responsibilities set forth for this position
  - Serve as the general information point of contact for GSA's, delegates, partners, and other graduate students.

- Engage the graduate community through regular email communications, which includes the management of the official GSG email accounts
- Serve as an information conduit between GSA's, other graduate bodies, and the GSG Executive Board
- Record, distribute, and archive GSG meeting minutes
- Manage GSG listservs and contacts, including GSA's, delegates, partners and individual graduate students
- Work with the Director of Community Engagement to promote GSG's graduate events and initiatives
- Maintain and update the GSG website.
- Publish a Bi-Weekly Newsletter for all graduate students
- GSG Director of Social Media and Marketing shall:
  - Adhere to the responsibilities set forth for this position
  - Work with the GA to create content used in the GSG section for the bi-weekly grad newsletter.
  - Create a unified GSG Brand that matches with our GSG style guide utilizing GSG colors and font.
  - Create social media posts on Instagram weekly to bring attention to GSG initiatives.
  - Create and promote marketing for GSG events.
  - Work with the Director of Community Engagement and Director of Professional Development to promote GSG's graduate events and initiatives on multiple social platforms.
  - Responsible for tracking and analyzing social media engagement using the latest SEO techniques.
  - Maintain relationships with University Relations to aid GSG Marketing.
- GSG Director of Student Groups shall:
  - Adhere to the responsibilities set forth for this position
  - Provide assistance on the application process of graduate student groups (i.e., constitution and general processes)
  - With the support of an advisor, approving and registering affinity groups and organizations
  - Acting as the main representative of graduate students in student groups across campus
  - Participating in the creation of resolutions and/or bylaws that could be beneficial for graduate student organizations
  - Working with GSG's Vice-President and Finance Chair to manage the budget and funding of student groups
  - Working with the Director of Community Engagement to plan and schedule events associated with graduate student organizations
  - Improving overall graduate student engagement in the participation of campus-wide events and registering with an existing student group
  - Developing a system to keep track of different organizations, members, finances, and all aspects related to graduate student groups across the University
  - Collaborating (when possible) with the undergraduate student groups chair from the Undergraduate Student Government (USG)

- Providing support and supervision to the newly formed International Student Council (ISC)
- GSG Director of Community Engagement shall:
  - Adhere to the responsibilities set forth for this position
  - Foster a sense of community and inclusivity through dynamic programming including both professional and social events, virtual or in-person, at least once a quarter.
  - Support the Director of Student Groups and the Director of Global Affairs to foster collaborative relationships with other student organizations to support and engage the graduate student body.
  - Participate in developing and supporting events with departments, colleges, and graduate programs to engage and connect graduate students.
  - Lead the collaboration within the executive board.
  - Work with the Director of Social Media and the Director of Communication to connect and engage the DU community.
  - Lead the research of the graduate students' needs and implement their needs and wants to stimulate holistic growth and development.
  - Provide detailed reports on each event to the Executive Board.
- GSG Director of Professional Development shall:
  - Adhere to the responsibilities set forth for this position
  - Develop and facilitate the planning and implementation of academic, research, and career development with departments, colleges, and graduate programs.
  - Engage in collaborative efforts with relevant departments, such as the Department of Graduate Education and Career & Professional Development, in organizing events, activities, and discussions pertaining to graduate students.
  - Research and assess academic and professional development needs of the graduate student population. Evaluate and report on the program's effectiveness by the end of each quarter.
  - Collaborate with the Director of Community Engagement and the Director of Global Affairs in professional development design and programming.
  - Lead and support the professional development of the GSG Executive members.
- GSG Director of Global Affairs shall:
  - Serve as the primary liaison between GSG and the international graduate student community, including coordination with the International Student Council (ISC).
  - Advocate for the interests and needs of international and underrepresented graduate student groups within all GSG initiatives.
  - Collaborate with campus offices such as the Office of Internationalization, ISSS, and community partners to support inclusion, engagement, and cross-cultural understanding.
  - Conduct evaluations of GSG programs and initiatives to ensure equitable access, engagement, and representation across all graduate student demographics.
  - Provide findings and recommendations to the GSG Executive Board in written reports each quarter.
  - Support and organize programs and events that promote intercultural dialogue, student integration, and belonging within the DU graduate community.
  - Represent GSG in relevant university committees or initiatives connected to student engagement, global affairs, and campus culture.

- Maintain consistent communication with student leaders, organizations, and committees to foster collaboration and share resources.

## **Section 2 Senate and Delegates**

The GSG Senate and Delegates shall:

- Adhere to the responsibilities set forth for this position
- Inform said GSA's graduate unit and graduate students of GSG announcements, events, and printings
- Present an oral report of said GSA events, accomplishments, and announcements to GSG at the beginning of each meeting
- Participate in the development and execution of GSG committees and events

## **ARTICLE III – MEETINGS AND REPRESENTATION**

### **Section 1 Meetings**

The GSG E-Board shall schedule full Senate meetings every other week during the fall, winter, and spring quarters. No more than one GSG meeting shall be cancelled each quarter. All GSG Senate members are expected to participate in a committee. Committees shall meet as frequently as necessary as their work is required.

### **Section 2 Representation**

Representation by the GSG E-Board members and each of the GSA Presidents or GSG Senators are required at all scheduled GSG full council meetings.

1. GSA Presidents or GSG Senators shall not miss more than one GSG council meeting within one academic quarter without excuse. Any GSA without any representation at more than one GSG meeting per quarter shall give up their recognition from GSG. Loss of recognition leads to a loss of voting privileges for the GSA during the current quarter.
2. GSG Executive Officers shall not miss more than one GSG council meeting without excuse. GSG Executive Officers missing more than one GSG meeting without excuse shall forfeit their GSG Executive Officer position.

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## **ARTICLE IV – EXECUTIVE BOARD**

### **Section 1 Eligibility**

1. All GSG Executive Board positions are open to members of GSA's represented by The Senate.
2. Each person seeking to become or remain the GSG President, Graduate Student Government GTA, or GSG Executive Board member must be enrolled in a graduate academic program at DU, in good academic standing (3.0 GPA or better), and not on academic, disciplinary or administrative probation.

### **Section 2 Elections**

The GSG Executive Board elections will be held during the spring quarter. This shall include holding nominations and elections in a timely manner to ensure the outgoing GSG President can introduce the new GSG President at the last Board of Trustees meeting. In the event of position vacancies, the Executive Board retains the power to appoint Directors as needed without a Senate vote or additional election.

### **Section 3 Conflict of Interest**

Any member of the Executive Board of GSG is considered to have a conflict of interest when he/she/they hold an executive position in a Graduate Student Association or possess interest in an activity that involve his/her/their responsibilities as an executive board member of GSG.

Each Board member must be aware that situations may arise where he/she/they may be asked by a GSA to participate in a decision that may affect an organization or entity which that executive board member represents in another capacity. In such cases, the executive board member must act in a manner consistent with his/her/their professional loyalty and fiduciary obligation to the Graduate Student Government. If uncertain whether a conflict exists, the board member should recuse himself/herself/themselves from discussions, deliberations, and voting on the matter.

## **ARTICLE V – STUDENT GROUPS**

### **Section 1: Recognition**

DU clubs and organizations who wish to be recognized by the GSG must go through the following steps to be considered.

- Complete a Graduate Student Organization Registration Form on Crimson Connect.
- Must currently include membership from three or more schools within the University of Denver AND include a comprehensive plan to recruit student membership across multiple schools within the University of Denver and invite their participation in group activities.
- Students can obtain membership but not those of which who are executive members, i.e. President, Vice President and Treasurer.

After completing the form, the Director of Student Groups and DU Office of Student Engagement (OSE) will either confirm or deny the request. Once confirmed as a GSG Student Group, the following training is required.

- Attend the GSG Student Organization Training with Student Affairs.

Applications will be evaluated based on their strength on reflection and advancement of the DU 4D principles” GSG will be moving towards the first come, first serve application system.

### **Section 2: Finances**

Of the funds GSG receives from DU Student Affairs, 50% will be set aside for registered GSG Student Groups. An initial \$500 will be allotted to GSG Student Groups upon request - availability will be subject to demand and the available funds provided by DU Student Affairs each year. Purchases can only be made through GSG authorized methods of payment; reimbursements will not be made to personal accounts. Further requests can be made through a Supplementary Funding request form on Crimson Connect not exceeding a \$500 limit. Requests will be voted on within the following two GSG meetings. All purchases completed by GSG Student Groups will be conveyed to the Director of Finance with receipt of purchase.

Student groups are funded primarily by the student activities fee; organization makeup must be at least 75% students from schools which pay said fee. 25% of an organization’s makeup may be of other student affiliations. Leadership positions are reserved for graduate students paying the aforementioned fee.

## ARTICLE VI – REMOVAL PROCEDURES

### REMOVAL OF AN EXECUTIVE BOARD MEMBER OR SENATOR

#### Section 1: Grounds for Removal

A GSG Executive Board member, Senator, or Delegate may be subject to removal for:

- Failure to fulfill the duties of their office as outlined in the GSG Constitution or Bylaws.
- Violations of the University of Denver Honor Code, discrimination policies, or other conduct inconsistent with the values of the Graduate Student Government.
- Engaging in unethical, disruptive, or harmful behavior that compromises the integrity or functionality of GSG.

#### Section 2: Initiation of the Removal Process

1. Any member of the GSG Executive Board, Senate, or a recognized Graduate Student Association (GSA) may submit a written request for removal proceedings to the GSG President and Vice President.
2. The written request must include:
  - a. The name and position of the individual in question.
  - b. The grounds for removal, supported by documentation or statements.
  - c. The names of at least three supporting members of GSG or GSAs.

#### Section 3 : Review and Hearing Procedure

1. Upon receipt of a removal request, the **GSG Executive Board** shall convene a **Removal Review Committee (4 Members) within** fourteen (14) business days.
2. The Removal Review Committee shall include:
  - a. One representative from the Executive Board (not involved in the complaint).
  - b. One representative from the Office of Student Engagement (non-voting, non-advisor role).
  - c. Graduate Student Government Staff Advisor
3. The Committee will review the evidence, interview the parties involved, and determine if a hearing before the full Board is warranted.
4. If a hearing is approved, the individual subject to removal shall be notified in writing and given at least five (5) business days' notice prior to the hearing.

#### Section 5 : Vacancies

Should a position be vacated due to removal or resignation, the GSG President may appoint an interim officer, subject to E-Board confirmation by a simple majority vote, until a formal election or appointment is held.

## **Section 6 : Voting Protocols**

### **1. Governing Authority**

All voting procedures of the Graduate Student Government (GSG) shall be conducted in accordance with **Robert's Rules of Order Newly Revised**, except where otherwise specified by GSG bylaws, constitution, or standing rules.

### **2. Eligibility to Vote**

Voting privileges are limited to:

- Elected and appointed GSG members in good standing
- Members who are present at the meeting and have voting rights as defined by GSG governing documents.

### **3. Motion and Voting Process**

All votes shall follow this standard sequence:

1. A motion is made by a voting member.
2. The motion must be seconded.
3. The Chair (i.e. President) formally states the motion.
4. Discussion is opened, if permitted.
5. The Chair (i.e. President) closes discussion and calls the vote.
6. The Chair announces the result and effect of the vote.

### **4. Voting Methods**

GSG may utilize the following voting methods:

- **Voice Vote** – Default method for general motions.
- **Show of Hands / Standing Vote** – Used when clarity is needed.
- **Ballot Vote** – Used for elections, appointments, or sensitive matters; ballots may be electronic or paper.
- **Unanimous Consent** – Used for routine or non-controversial matters when no objection is raised.

The Chair (i.e. President) determines the voting method unless otherwise required by bylaws or motion.

### **5. Vote Thresholds**

Unless otherwise specified:

- **Majority Vote** (more than half of votes cast) is required for passage of most motions.

- **Plurality Vote** may be used for elections unless otherwise specified.

## **6. Role of the Chair**

- The Chair presides impartially and facilitates the voting process.
- The Chair shall formally announce whether a motion passes or fails and state its effect
- If the President is not in attendance, the Vice President shall take their place as chair.

Last Updated on January 6<sup>th</sup> 2026 by GSG Executive Board.