

UNIVERSITY OF DENVER GRADUATE STUDENT GOVERNMENT BY-LAWS

Amended January 6th, 2026

Amended September 14th, 2026

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

ARTICLE I - RECOGNITION

Section 1. Voting Members

A. The following Graduate Student Associations (GSAs) are recognized by GSG, have full voting privileges, and are hereby recognized as affiliates of the Graduate Student Government:
    a. the College of Education Student Association (COESA)
    b. the Graduate Business Student Association (GBSA)
    c. the Josef Korbel School of International Studies GSA (KGSA)
    d. the Graduate Students of the Four Faculties (GSFF)
    e. the DU-Iliff Joint Ph.D Program

Section 2. Community Affiliations

A. 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

Section 1. GSG Officers

A. GSG President Duties:
    a. Support Executive Board initiatives, communicate initiatives to university stakeholders, and advocate for university support.
    b. Attend and participate in graduate student-sponsored events.
    c. Promote opportunities for interdisciplinary dialogue among all graduate students across divisions through holistic campus engagement.
    d. Regularly meet with university-wide divisional representatives to represent graduate students and facilitate integration and collaboration across sectors.
    e. Cultivate a network of relationships with the Vice-Chancellors and Vice-Provosts across campus to promote the needs of graduate students.
    f. 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 allowed.
    g. Participate in ongoing research regarding the graduate student body.
    h. Collaborate as needed with the Undergraduate Student Government President on matters affecting the greater student body.
    i. Organize and facilitate GSG Executive Board and Congress meetings.
    j. Maintain a minimum of six (6) office hours per week.
    k. Other mutually agreed upon assignments and responsibilities.
B. GSG Vice President Duties:
    a. Schedule, in consultation with the President, a meeting place for all GSG meetings.
    b. Recruit and support GSG liaisons.

c. Review the Constitution and by-laws to ensure GSG is operating in line with current guidelines and present to the Executive Board amendments for consideration.
d. Work together with the President to support Executive Board initiatives.
e. Attend university-wide committee meetings.
f. Represent GSG at orientation and introduce the organization as a source for graduate student engagement.
g. Work with the Office of Student Engagement to present graduate student voices and opinions.
h. Maintain a minimum of five (5) office hours per week.
i. Other mutually agreed upon assignments and responsibilities.

C. GSG Parliamentarian Duties:
a. Prepare Roberts Rules of Order trainings and materials for GSA and GSG Student Organization leadership.
b. Maintain compliance with the GSG Constitution and these bylaws from all members of the GSG.
c. Attend all regularly scheduled and special Congress meetings, Executive Board meetings, and student/community forums.
d. Maintain a minimum of four (4) office hours per week.
e. Other mutually agreed upon assignments and responsibilities.

D. GSG Clerk and Recorder Duties:
a. Take and distribute records of attendance, agenda, and minutes of all GSG Congress, Senate, and Executive Board meetings through email to members and via a physical medium available to all students, faculty, staff, and administration.
b. Update a physical collection with new, revised, and correct minutes.
c. Maintain a minimum of four (4) office hours per week.
d. Other mutually agreed upon assignments and responsibilities.

E. GSG Chief of Staff Duties:
a. Assist in evaluating the effectiveness of GSG programs and making recommendations for improvement.
b. Meet weekly and work closely with the GSG President and Advisor(s).
c. Track progress on GSG initiatives and ensure timely completion of action items.
d. Facilitate inter-committee communication and collaboration.
e. Promote a culture of professionalism, collaboration, and inclusion within the GSG.
f. Maintain a minimum of five (5) office hours per week.
g. Other mutually agreed upon assignments and responsibilities.

F. GSG Director of Academic Affairs
a. Maintain communication with the Provost, Vice Provost(s), Academic Dean(s), and Faculty Assembly.
b. Recommend new and revised academic policies.
c. Present a quarterly report on changes to academic program offerings and program rankings.
d. Maintain a minimum of three (3) office hours per week.
e. Other mutually agreed upon assignments and responsibilities.

G. Director of Finance Duties:
a. Present quarterly reports to the Executive Board, proposing decisions and addressing any issues or concerns related to deficits or surpluses in the GSG budget.

b. Document, track, and review all budget balances in a reasonable format.
c. Keep a record of GSG inventory throughout the academic year.
d. Request to purchase items as needed for the Executive Board and official GSG Events.
e. Prepare to answer any questions regarding funding, rollover, and campus funding sources.
f. Review any financial bylaws with the Vice President.
g. Present the GSG annual budget to be reviewed and approved by the Senate.
h. Develop a budget framework to include, at minimum:
    i. GSG administrative costs
    ii. GSG sponsored campus events
    iii. Student organizational support, dependent on available funding
i. Maintain a minimum of three (3) office hours per week.
j. Other mutually agreed upon assignments and responsibilities.

H. Director of Communications Duties:
    a. Serve as the general information point of contact for GSA's, delegates, partners, and the Graduate Student membership.
    b. Manage the official GSG email accounts.
    c. Manage GSG listservs and contacts.
    d. Work with the Director of Community Engagement to promote GSG's events and initiatives.
    e. Maintain and update the GSG website.
    f. Publish a Newsletter for all graduate students.
    g. Maintain a minimum of three (3) office hours per week.
    h. Other mutually agreed upon assignments and responsibilities.

I. Director of Social Media and Marketing Duties:
    a. Create content used in the GSG section for the grad newsletter.
    b. Create and maintain a unified GSG Brand that matches with our GSG style guide utilizing GSG colors and font.
    c. Create social media posts on Instagram to bring attention to GSG initiatives.
    d. Create and promote marketing campaigns for GSG events.
    e. Work with the Director of Community Engagement and Director of Professional Development to promote GSG's graduate events and initiatives across social platforms.
    f. Responsible for tracking and analyzing social media engagement using the latest SEO techniques.
    g. Maintain relationships with University Relations to aid GSG Marketing.
    h. Maintain a minimum of three (3) office hours per week.
    i. Other mutually agreed upon assignments and responsibilities.

J. Director of Student Groups Duties:
    a. Provide assistance on the application process of graduate student groups.
    b. With the support of the Executive Board and GSG advisor, approve and register affinity groups and organizations.
    c. Draft resolutions and/or bylaws that could be beneficial for graduate student organizations.
    d. Work with the Director of Community Engagement and Director of Professional Development to promote GSG's graduate events and initiates across social platforms.

e. Work with the Director of Community Engagement to plan and schedule events associated with graduate student organizations.
f. Improve overall graduate student engagement in campus-wide events.
g. Develop a system to keep track of different organizations, members, finances, and all aspects related to graduate student groups across the University.
h. Collaborate with the undergraduate student groups chair, or position equivalent, from the Undergraduate Student Government (USG).
i. Provide support and supervision to the International Student Council (ISC).
j. Maintain a minimum of three (3) office hours per week.
k. Other mutually agreed upon assignments and responsibilities.

K. Director of Community Engagement Duties:
a. 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.
b. 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.
c. Participate in developing and supporting events with departments, colleges, and graduate programs to engage and connect graduate students.
d. Work with the Director of Social Media and the Director of Communication to connect and engage the DU community.
e. Provide reports on each event to the Executive Board.
f. Maintain a minimum of three (3) office hours per week.
g. Other mutually agreed upon assignments and responsibilities.

L. Director of Professional Development Duties:
a. Develop and facilitate the planning and implementation of academic, research, and career development with departments, colleges, and graduate programs.
b. Engage in collaborative efforts with relevant departments in organizing events, activities, and discussions pertaining to graduate students.
c. 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.
d. Collaborate with the Director of Community Engagement and the Director of Global Affairs in professional development of the GSG Executive members.
e. Maintain a minimum of three (3) office hours per week.
f. Other mutually agreed upon assignments and responsibilities.

M. Director of Global Affairs Duties:
a. Serve as the primary liaison between GSG and the international graduate student community.
b. Advocate for the interests and needs of international and underrepresented graduate student groups within all GSG initiatives.
c. Collaborate with campus offices to support inclusion, engagement, and cross-cultural understanding.
d. Conduct evaluations of GSG programs and initiatives to ensure equitable access, engagement, and representation across all graduate student demographics.

e. Provide findings and recommendations to the GSG Executive Board in written or oral reports each quarter.
f. Support and organize programs and events that promote intercultural dialogue, student integration, and belonging within the DU graduate community.
g. Represent GSG in relevant university committees or initiatives connected to student engagement, global affairs, and campus culture.
h. Maintain consistent communication with student leaders, organizations, and committees to foster collaboration and share resources.
i. Maintain a minimum of three (3) office hours per week.
j. Other mutually agreed upon assignments and responsibilities.

Section 2. Senate and Delegates

A. The GSG Senate and Delegates Duties:
    a. Inform said GSA's graduate unit and graduate students of GSG announcements, events and printings.
    b. Present an oral report of said GSA events, accomplishments, and announcements to GSG at the beginning of each meeting.
    c. Participate in the development and execution of GSG committees and events.
    d. Maintain a minimum of two (2) office hours per week.
    e. Other mutually agreed upon assignments and responsibilities.

Section 3. Cabinet Officials

A. Cabinet Appointee Duties
    a. Serve as a voting member of the GSG President's cabinet.
    b. Participate in developing and executing a strategic plan for the GSG Congress.
    c. Collaborate with all relevant Executive Board members on project and event execution.
    d. Other mutually agreed upon assignments and responsibilities.

ARTICLE III – MEETINGS AND REPRESENTATION

Section 1. Meetings

A. The GSG E-Board shall schedule full Congress meetings every week during the fall, winter, and spring quarters. No more than one Congress meeting shall be cancelled each quarter.
B. The GSG E-Board shall schedule full Senate meetings at least once during the fall, winter, and spring quarters. No more than one GSG meeting shall be cancelled each quarter.
C. Committees shall meet as frequently as necessary as their work is required.

Section 2. Representation

A. Representation by the GSG Executive Board and Senate members are required at all scheduled GSG Congress meetings.
    a. 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 may forfeit their recognition within the GSG.

Loss of recognition leads to a loss of voting privileges for the GSA during the current quarter.

B. GSG Executive Offers shall not miss more than one GSG Congress or Executive Board meeting without excuse. GSG Executive Officers missing more than one GSG meeting without excuse may forfeit their GSG Executive Officer Position subject to the GSG Constitution and these by-laws.

ARTICLE IV – OFFICERS AND REPRESENTATIVES

Section 1. Eligibility

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

Section 2. Elections

A. The GSG Executive Board elections will be held during the spring quarter.
B. 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.
C. In the event of position vacancies, the President shall appoint Directors with Senate confirmation.

Section 3. Conflict of Interest

A. Any member of the Executive Board of GSG is considered to have a conflict of interests when:
    a. They hold an executive position in a Graduate Student Association or possess interest in an activity that involves their responsibilities as an executive board member of GSG.
    b. Executive Board members may cure this conflict by obtaining consent from each respective governing body at their first meeting of the academic year. Failure to cure a conflict requires resignation from the GSG.
B. Each Board member must be aware that conflicts may arise where they:
    a. 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
        i. In such cases, the executive board member must act in a manner consistent with their professional loyalty and fiduciary obligation to the Graduate Student Government.
    b. When uncertain whether a conflict exists, the board member shall recuse themself from discussions, deliberations, and voting on the matter.

ARTICLE V – STUDENT GROUPS

Section 1. Recognition

A. DU clubs and organizations who wish to be recognized by the GSG must comply with the GSG approval process:
    a. Complete a Graduate Student Organization Registration Form on Crimson Connect.

i. Include membership from two or more schools within the University of Denver
    1. Non-Graduate students may obtain membership in any GSG affiliated club or organization, but shall not serve as executive officers.
ii. Include a comprehensive plan to recruit student membership across multiple schools within the University of Denver and invite their participation in group activities.

b. Upon submission and request for GSG approval, the Director of Student Groups and DU Office of Student Engagement (OSE) shall make a recommendation for approval to the GSG Congress.
c. Applications will be evaluated based on their strength on reflection and advancement of the "DU 4D principles."
d. Confirmed GSG Student Groups must attend the GSG Student Organization Training provided by the Office of Student Affairs.

Section 2. Finances

A. Of the funds GSG receives from DU Student Affairs, 50% shall be set aside for registered GSG Student Groups.
    a. An initial $500 shall be allotted to GSG Student Groups upon request until all budgeted funds have been allocated.
    b. Student Group purchases can only be made through GSG Authorized methods of payment; reimbursements shall not be made to personal accounts.
B. Additional requests can be made through a Supplementary Funding request form on Crimson Connect, not exceeding a $500 limit.
    a. Requests shall be voted on within a reasonable time from submission.
C. All purchases completed by GSG Student Groups will be conveyed to the Director of Finance with receipt of purchase.

ARTICLE VI – REMOVAL AND VACANCY PROCEDURES

Section 1. Grounds for Removal

A. A GSG Executive Board member, Senator, or Delegate may be acting out of malfeasance or nonfeasance and be subject to removal for:
    a. Failure to fulfill the duties of their office as outlined in the GSG Constitution or these bylaws.
    b. Violations of the University of Denver Honor Code, discrimination policies, or other conduct inconsistent with the values of the Graduate Student Government.
    c. Engaging in unethical, disruptive, or harmful behavior that compromises the integrity or functionality of GSG.

Section 2. Initiation of the Removal Process

A. 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.
B. The written requests must include:

a. The name and position of the individual in question.
b. The grounds for removal in the GSG Constitution and these bylaws, supported by documentation or statements.
c. The names of at least three supporting members of GSG or GSAs.

Section 3. Review and Hearing Procedure

A. Upon receipt of a removal request the GSG Executive Board shall convene a Removal Review Committee of four members within fourteen business days of initiation.
B. The removal Committee shall include:
    a. At least one representative from the Executive Board.
    b. One non-voting representative from the Office of Student Engagement.
    c. One non-voting Graduate Student Government Staff Advisor.
C. The Committee will review the evidence, interview the parties involved, and determine if a hearing before the full Executive Board is warranted.
D. 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 4. Hearing and Impeachment

A. Should the Executive Board hold a hearing, the Executive Board shall meet in closed session.
B. The Executive Board shall exit closed session and vote to subject the member in question to an impeachment hearing before the GSG Congress.
C. Upon a successful vote, the Executive Board shall deliver all materials and documents to the Congress for a formal impeachment hearing, subject to the guidelines and requirements present in the GSG Constitution.

Section 5 . Vacancies

A. 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.

ARTICLE VII - VOTING PROTOCOLS

Section 1. Governing Authority

A. 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.

Section 2. Eligibility to Vote

A. Voting privileges are limited to:
    a. Elected and appointed GSG members in good standing
    b. Members who are present at the meeting and have voting rights as defined by GSG governing documents.

Section 3. Motion and Voting Process

A. Voting may only occur where a quorum of the board or committee is present.
    a. Quorum shall be met with attendance of one-half plus one of all voting members. Attendance can be met either through participation in person or through a virtual modality of the chair's choosing.
B. All votes shall follow this standard sequence
    a. A motion is made by a voting member.
    b. The motion must be seconded.
    c. The Chair formally states the motion
    d. Discussion is opened, if permitted.
    e. The Chair closes discussion and calls the vote.
    f. The Chair announces the result and effect of the vote.

Section 4. Voting Methods

A. GSG may utilize the following voting methods:
    a. Voice Vote – Default method for general motions
    b. Show of Hands/Standing Vote – Used when clarity is needed or when called for by any voting member.
    c. Ballow Vote – Used for elections, appointments, or sensitive matters; bellows may be electronic or paper.
    d. Unanimous Consent – Used for routine or non-controversial matters when no objection is raised.
B. The Chair determines the voting method unless otherwise required by bylaws or motion.

Section 5. Vote Thresholds

A. Unless otherwise specified:
    a. Majority Vote (more than half of votes cast) is required for passage of most motions.
    b. Plurality Vote may be used for elections unless otherwise specified

Section 6. Role of the Chair

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