



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 Graduate School of International Studies GSA (GSIS)
- 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 Delegates

The following GSAs are recognized by GSG, and have full representational privileges, and are hereby recognized as Delegates:

- the Student Bar Association (SBA)
- the University College Association (UCA)
- affinity Groups that represent graduate populations across divisions

Delegate members are to represent their constituency at GSG meetings.

ARTICLE II - MEMBERS DUTIES

Section 1 Executive Board

A. GSG President shall:

- Adhere to the responsibilities set forth for this position
- Be responsible for at least two events per quarter, one professional and one social, which address the needs of the graduate community
- Encourage the growth and the University-wide participation of GSG
- Promote opportunities for interdisciplinary dialogue among all graduate students across divisions
- Organize GSG representation at incoming graduate student orientations
- Work with the Office of Graduate Studies to promote graduate students
- Post meeting agendas three day prior to a GSG meeting

- Create a quarterly report to be presented at the Board of Trustees and Board of Trustees Student Affairs meetings
 - Introduce the newly elected President, for the upcoming academic year, at the last Board of Trustees meeting each academic year
 - Create a transition report at the conclusion of the term of office to be handed down to the newly elected President and provide to the Office of Graduate Studies
- B. GSG Vice President and Director of Finance 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
 - Develop a budget framework to include, at minimum:
 - GSG administrative costs
 - Student organizational support
 - GSG sponsored campus events
- C. GSG Director of Communications shall:
- Adhere to the responsibilities set forth for this position
 - Email GSG meeting minutes to the GSG President for review, no later than 3 days after a GSG meeting
 - Create and distribute regular GSG announcement emails to all graduate students
 - Send out meeting reminders two days prior to a GSG meeting, along with the current GSG agenda and the previous meeting's minutes
 - Assist the Vice President in the creation and/or update of the Graduate Student Assessment Survey
 - Create and distribute the bi-weekly newsletter for the fall, winter, and spring quarters
 - Work with the E-Board to create any communications necessary for promotion of GSG sponsored events
 - Build and cultivate a working relationship with the University of Denver's Division of Marketing and Communications
- D. GSG Director of Inclusive Excellence shall:
- Adhere to the responsibilities set forth for this position
 - Report to the wider GSG meetings about the IE Committees
 - Conduct evaluations on the GSG using the IE Toolkit
 - Provide findings of evaluation in the form of a written report
 - Be responsible for organizing at least one IE program or activity per academic year
 - Sit on the Diversity Summit planning committee, IRISE and the IE Collective

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 requires.

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.

- A. GSA Presidents or GSG Senators shall not miss more than one GSG council meetings 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 academic year.
- B. GSG Executive Officers shall not miss more than one GSG council meetings without excuse. GSG Executive Officers missing more than one GSG meetings without excuse shall forfeit their GSG Executive Officer position.

ARTICLE IV – EXECUTIVE BOARD

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, 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 in order to ensure that the outgoing GSG President can introduce the new GSG President at the last Board of Trustees meeting.

Section 3 Conflict of interest

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

Each Board member must be aware that situations may arise where he or she 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 or her professional loyalty and fiduciary obligation to the Graduate Student Government. If uncertain a conflict exists, the board member should recuse himself or herself from discussions, deliberations and voting on the matter.