Preamble

The by-laws in this document are meant to supplement the GSG Constitution.

Article I. GSG Recognition

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

- the College of Education Student Association (C.O.E.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-IIliff Joint Ph.D. Program

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

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

**Article II. GSG Members Duties**

Section 1. GSG Executive Council

A. GSG President shall:
   i. Adhere to the responsibilities set forth for this position, as listed on the GSG Constitution
   ii. Encourage the growth and the University-wide participation of GSG
   iii. Organize GSG representation at incoming graduate student orientations
   iv. Work with the Office of Graduate Studies to promote graduate students
   v. Post meeting agendas three day prior to a GSG meeting
   vi. Introduce the newly elected President, for the upcoming academic year, at the last Board of Trustees meeting each academic year.
   vii. Create a transition report at the conclusion of the term of office to be handed down to the newly elected President

B. GSG Vice President and Director of Finance
   i. Adhere to the responsibilities set forth for this position, as listed on the GSG Constitution
   ii. Create and/or update and administer the Graduate Student Assessment Survey
   iii. Schedule a meeting place for all GSG meetings.
   iv. Develop a budget framework to include, at minimum:
      - GSG Administrative Costs
      - Student Organizational Support
      - GSG Sponsored Campus Events
      - Graduate Student Conference/Research

C. GSG Director of Communication:
   i. Adhere to the responsibilities set forth for this position, as listed on the GSG Constitution
   ii. Email GSG meeting minutes to the GSG President for review, no later than 3 days after a GSG meeting.
   iii. Create and distribute regular GSG announcement emails to all graduate students.
   iv. Send out meeting reminders two days prior to a GSG meeting, along with the current GSG agenda and the previous meeting’s minutes.
   v. Assist the Vice President in the creation and/or update of the Graduate Student Assessment Survey.
   vi. Create and distribute the GSG quarterly newsletter by the ninth week of the Fall, Winter, and Spring quarters.

D. GSG Director of Inclusive Excellence shall:
   a. Adhere to the responsibilities set forth for this position, as listed on the GSG Constitution
   b. Report to the wider GSG meetings about the IE Committees
   c. Conduct evaluations on the GSG using the IE Toolkit
   d. Provide findings of evaluation in the form of a written report
E. G.S.A. Presidents and GSG Representatives shall:
   i. Adhere to the responsibilities set forth for this position, as listed on the GSG Constitution
   ii. Inform said G.S.A., graduate unit, and graduate students of GSG announcements, events, and printings.
   iii. Submit a GSG Newsletter Report of said G.S.A. events, accomplishments, and announcements to the GSG Director of Communications no later than the seventh week of the Fall, Winter, and Spring quarters.
   iv. Participate in the development and execution of GSG Committees.

Article III. GSG Meetings

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

Section 2. All GSG members are expected to participate in a committee. Committees shall meet as frequently as necessary as their work requires.

Section 3. Representation by the GSG Executive Council members and each of the G.S.A. Presidents or GSG Representatives is required at all scheduled GSG full council meetings.

   A. G.S.A. Presidents or GSG Representatives shall not miss more than one GSG council meetings within one academic quarter without excuse. Any G.S.A. 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 funding for the G.S.A. either during the current academic year or in future academic years.
   B. GSG Officers shall not miss more than one GSG council meetings without excuse. GSG Officers missing more than one GSG meetings without excuse shall forfeit their GSG Officer position.

Article IV. GSG Elections

Section 1. All GSG Executive Council positions are open to University of Denver graduate students.

Section 2. The GSG Executive Council 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.