

**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 Delegates**

The following GSAs are recognized by GSG, and have full representational privileges, that may be granted to members of graduate student organizations. These organizations may include graduate student organizations housed within the DU GSG and graduate student organizations outside of the DU GSG.and are hereby recognized as Delegates:
• International Students Council (ISC)

Delegate members are to represent their constituency at GSG meetings.

**Section 3 Affiliations**

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

**ARTICLE II – MEMBERS DUTIES**

**Section 1 Executive Board**

1. 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
1. GSG Vice President shall:
* Adhere to the responsibilities set forth for this position
* Create, update and administer 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 source for graduate engagement
* Work with the Office of Student Engagement to present graduate student voices and opinions
1. GSG Director of Finance shall:
* Adhere to the responsibilities set forth for this position
* Propose a decision/ discuss any problems or concerns to the E-Board members and GSG advisors quarterly regarding any deficits and surpluses that occur in 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 items purchase 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, if funding available.
1. 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.
1. GSG Director of Social Media and Marketing shall:
* Adhere to the responsibilities set forth for this position
* Work with the GA to create content that will add to 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 Facebook and works with the GA to collaborate Instagram posts on @uofdenvergrad weekly to bring attention to what GSG is doing.
* 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.
1. GSG Director of Student Groups shall:
* Adhere to the responsibilities set forth for this position
* Providing 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 for development and scheduling of events associated to graduate student organizations
* Improving overall graduate student engagement in the participation of campus-wide events and with registering with an existing student group
* Developing a system to keeping 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)
1. 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 Director of Student Groups and Director of Inclusive Excellence to foster collaborative relationships with other student organizations to support and engage 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 Director of Social Media and 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.
1. 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.
* Collaborate with necessary departments, e.g., Department of Graduate Education, Career & Professional Development, in events, activities, conversations that concerning the graduate students.
* Research and analyze to identify and assess academic and professional development needs of the graduate student's population, evaluate and report on the program effectiveness by the end of each quarter.
* Collaborate with the Director of Community Engagement and the Director of Inclusive Excellence in professional development design and programming.
* Lead and support the professional development of the GSG Executive members.
1. GSG Director of Inclusive Excellence:
* 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.

1. GSAPresidentsorGSGSenatorsshallnotmissmorethanoneGSGcouncilmeetingswithinone 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.
2. 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 III – 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 in order to ensure that 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 Boards retains the power to appoint Directors as needed without a Senate votes 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 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.