



GRADUATE STUDENT COUNCIL BY-LAWS¹
As Amended October 25, 2019

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¹ As Adopted September 7, 2009, As Amended February 24, 2010, As Amended April 15, 2013 and As Amended March 17, 2014

PREAMBLE

These by-laws, originally ratified by unanimous vote of the Graduate Student Council on the seventh day of the month of September in the year 2009 in the city of San Diego, California, are recognized to be the governing document of the Graduate Student Council of the University of San Diego.

ARTICLE I: THE ORGANIZATION

Section 1. Name. The name of this organization is the Graduate Student Council of the University of San Diego, herein referred to as the “Council” or “GSC.”

Section 2. Mission Statement. In support of the University of San Diego’s mission and values, the GSC serves the University of San Diego graduate student communities. The GSC promotes opportunities for connection, addresses graduate student issues, and enriches a diverse, inclusive, and engaged community.

Section 3. Limitations of power. Unless authorized in writing in advance by the Vice President of Student Affairs, the GSC shall not pledge the credit of any of the graduate schools of the University of San Diego (USD) or of the university itself, agree to or incur any obligation in the name of or enforceable against the USD, nor levy dues or assess fees on its members.

Section 4. Fiscal Year. The GSC’s fiscal year shall begin on July 1 and end on June 30.

ARTICLE II: PURPOSES

Section 1. Communication. To maintain a close relationship between the students of the various graduate schools at USD through written and electronic communication as well as social media.

Section 2. Programming and Events. To foster and enhance cooperation, communication, engagement, and networking between graduate students and between and within the graduate schools at USD through relevant, meaningful campus-wide programs and events.

Section 3. Leadership. To serve as an advocate and resource for graduate student issues, and also promote the professional development of graduate students within their individual schools and colleges.

ARTICLE III: MEMBERSHIP

Section 1. Regular Members. A person who is a Student in a USD graduate school program is automatically a regular member of the GSC. A Student is any student officially enrolled in a USD graduate school who is also an eligible member of their respective graduate school’s student association. Regular members are non-voting members, and are allowed to attend all monthly meetings except retreat meetings.

Section 2. Accountability.

1. All the Executive Team members of the Graduate Student Council shall be held accountable for the fulfillment of the Graduate Student Council’s mission and University of San Diego’s mission.
2. An Executive Team member may be removed if his/her/their Council sees gross violations of this section or other rules of the Graduate Student Council that they feel warrant such action. This removal of an Executive Team member will be initiated by either (a) a two-thirds vote of the Student Senate, or (b) a petition signed by at least 20% of the Council.

Section 3. Voting Members. A graduate student who is appointed to the GSC by either their school’s graduate student association or their academic department is a “Councilor;” all Councilors are voting members. The Chairperson and Vice Chairperson have limited voting powers, as outlined in Article V, Section 4.

- A. Difference between a student organization and an association.

Student Organization: A group/community formed by graduate students of the University of San Diego to address the needs of graduate students within a certain profession, school, identity, or group. Note: Organizations may have the word “association” in their names, and are still considered organizations, rather than associations.

Association: A group/community formed by graduate students which officially represents a particular academic department/graduate school within the University of San Diego. All Associations have the word “association” within their name, however, some organizations exist with the word “association” and are considered an organization.

Section 4. Ex-officio Members.

- A. **Advisor.** The Advisor is a full-time employee at USD. The Advisor serves as a resource, university liaison, and advocate for the Council. This person closely advises the Chairperson and Executive Team to help set goals, manages their agenda, addresses issues of concern to the GSC, and ensures that university policies and procedures are followed. The Advisor has primary authorization for the GSC budget and advises the Council on the appropriate use of student activity funds.
- B. **Graduate Assistant.** The Graduate Assistant (GA) acts as a second ex-officio for the Council and serves as a resource and event advisor to the GSC programs and event committees. The GA oversees operations of the Graduate and Law Student Commons (SLP 401), which hosts the GSC office. This person is responsible for advising any GSC event committee prior to, during, and after the planning stages of every GSC program. The GA also serves as a member of the Executive Team and advises the advisor ex-officio about event committee budget needs and authorization.

ARTICLE IV: GOVERNANCE

Section 1. Councilors. Each graduate school is entitled to a minimum of one (1) Councilor, and

a maximum of three (3) Councilors at any meeting of the GSC. The voting member of the College of Arts & Sciences will be the President of the Master of Arts in International Relations Graduate Student Association or their designee. The voting member of the School of Engineering will be the President of the Cyber Security Student Association or their designee. This exception becomes void in the event that the College of Arts and Sciences and/or the School of Engineering creates a graduate student association.

Section 2. Councilor Terms. The term for each Councilor shall commence at the installation of new Councilors and continue until the installation of new Councilors one-year hence.

Section 3. The Council. The GSC is governed by the Executive Team. The Council shall have of a minimum of five (5) Councilors, one (1) Advisor, and/or one (1) Graduate Assistant. The Council's ~~six~~ five Councilors shall consist of a minimum of four (4) regular members, the Chairperson ("Chair"), the Vice Chairperson ("Vice Chair"), and the Communication and Operations Coordinator. Quorum is stipulated in Section 6 of Article VI. The Executive Team shall reflect, to the extent possible, the diversity of the USD graduate school community including Councilors from varied geographical regions, expected graduation dates, ethnicity, gender, and professional goals. Members of the Executive Team will be asked to attend Board of Trustees meetings, where they will represent USD graduate students while at the meeting and, then, report on the meeting at the next duly constituted meeting of the Council.

Section 4. Officers. The officers shall lead the GSC; these will include the Chairperson, the Vice Chairperson, and the Communication and Operations Coordinator. The officers must act with good faith toward realizing the GSC's mission statement and purposes, enumerated in Articles I and II, and the duties, enumerated in Article V, of this document.

Section 5. Voting. Only a Councilor may vote. Each Councilor has one (1) vote in any duly constituted action or election unless their vote is otherwise subject to a limitation in Article V of this document.

Section 6. Nominations and Elections.

- A. By the first meeting of the spring semester, the Nominating Committee shall be formed. It is an expectation that the head of the Nominating Committee to attend most, if not all, of the spring GSC meetings.
- B. By the fourth week of the spring semester, the Nominating Committee shall send an announcement to the Council soliciting nominations for the Chairperson, Vice Chairperson and Communication and Operations Coordinator positions. Current GSC officers must be nominated and re-elected in order to serve as an officer for the next fiscal year.
- C. Nominees may be nominated by any GSC Councilor or Executive Team member, or may nominate themselves. Nominee's should attend a minimum of 1-2 meeting(s) to be eligible for the nominated position.
- D. The Nominating Committee shall present a slate of nominees for the executive positions to the Council at the GSC's April monthly meeting. Only Councilors may vote for the election of the executive team. A plurality vote of the Councilors present at a duly constituted meeting is required to elect officers. In the event the Nominating Committee

wishes to present more than one nominee for an officer position, each nominee shall be given an opportunity to address the Executive Team and all attempts shall be made to allow equal time amongst opponent-nominees, and voting by the Councilors shall be by secret ballot. The chair of the Nominating Committee and the Advisor shall be responsible for counting and reporting the results of the secret ballot. The nominee for a specific executive position receiving a plurality of votes shall be the next year's officer for that position.

- E. Newly elected or appointed officers shall be installed at the last Council meeting of the Spring Academic term or such other time as the Chairperson shall designate.

Section 7. Vacancies. A vacancy on the Council shall exist in the case of death or resignation, or in the event that a graduate school or academic department is unable to select a student to serve on the Council.

The Council may declare vacant the office of a Councilor who has been declared of unsound mind by a final order of the Court, or convicted of a felony.

Section 8. Resignations. Any Councilor may resign by giving written notice to the Chairperson. Such notice shall be effective upon receipt of the notice, unless the notice specifies a later time for the effectiveness of such resignation.

The Chairperson may resign by giving written notice to the Administrator, or by written or oral notice at a duly constituted meeting of the Council.

Section 9. Release. Any executive team member may be asked to step down from their position requiring a two-thirds vote and or 20% agreement that the executive team member is not fulfilling their duties see Article III section 2.

ARTICLE V: OFFICERS

Section 1. Chairperson. The Chairperson shall preside over all Council and Executive Team meetings and shall perform such other duties as the Council may designate. The Chairperson shall be responsible for coordinating the activities of the GSC, and may appoint ad hoc committees for any Council-related purposes falling outside the responsibility of the standing committees. The Chairperson must at all times act with good faith to further the goals, activities, and mission of the Council. The Chairperson shall serve a one-year term.

- A. The Chairperson shall serve as a graduate student representative on the Student Affairs Committee of the Board of Trustees (SACBOT).
- B. The Chairperson shall meet with the Associated Students (AS) President at least once per semester and on an as-needed basis, depending on circumstances, issues, or events that warrant collaboration between AS and GSC.
- C. The Chairperson shall meet with the Administrator at least once per month, preferably before Council and Executive Team meetings.

Section 2. Vice Chairperson. The Vice Chairperson shall act as, and have all the power of, the Chairperson when the Chairperson is absent or unable to act, except in the instance of officer

nominations, and shall perform such other duties as requested by the Chairperson or the Council. The Vice Chairperson must at all times act with good faith to further the goals, activities, and mission of the Council and Chairperson. The Vice Chairperson shall serve a one- year term.

- A. In coordination with the Administrator, the Vice Chairperson shall oversee all fiscal activities of the GSC, including paperwork, deposits, withdrawals, and graduate student organization funding requests.
- B. The Vice Chairperson shall serve as a graduate student representative on the Finance Committee of the Board of Trustees, depending on availability and scheduling.

Section 3. Communication and Operations Coordinator. The Communication and Operations Coordinator is an elected position that serves on the Executive Team. The Communication and Operations Coordinator compiles and distributes GSC monthly meeting minutes, works with the Graduate Assistant to create changes to GSC website, and serves on committees as requested by the Chair. The Communication and Operations Coordinator shall act with good faith to further the goals, activities, and mission of the Council, and shall serve a one-year term.

- A. The Communication and Operations Coordinator shall manage social media and student engagement/outreach.
- B. Communication and Operations Coordinator shall serve as a graduate student representative on the Athletics Committee of the Board of Trustees (ACBT), depending on availability and scheduling.

Section 4. Limitations of Voting Power. Officers of the Council must abstain from all Council votes, except in the case of either a tied-vote, at which instance either the Chairperson or the Vice Chairperson may cast the tie-breaking vote, such that the vote is ultimately the purview of the Chairperson; OR when the additional vote is necessary to accomplish Quorum, at which point the Vice Chairperson's vote shall count as a Councilor's vote and acts independently of the Chairperson. The Chairperson may still only vote in the instance of a tied- vote.

Section 5. Budget Committee. The Budget Committee is comprised of a minimum of two GSC Councilors who are appointed by the Chairperson and convened by the Vice Chairperson. Such individuals retain their voting privileges which are given to all councilors as stipulated in Article 4 Section 5. The responsibilities of the budget committee include: having the discretion to approve/deny/award partial funding to budget requests less than \$1000, reviewing approved/denied requests of less than \$1000 at general council meetings, and contacting funding requesters to gather more information about a particular funding request if needed. Last, in order to facilitate their duties, the budget committee will work closely with the Vice Chairperson. The Vice Chairperson helps convene and organize the budget committee, and may play an advisory role in budget request proceedings, but may only cast a tie-breaking vote in Budget Committee funding award determinations. It is the responsibility of the Vice Chairperson to communicate the decisions of the Budget Committee to both the funding requester and the Graduate Student Council at monthly meetings.

ARTICLE VI: MEETINGS OF THE COUNCIL

Section 1. Parliamentary Procedure. To the extent they do not conflict with these by-laws, Robert's Rules of Order, as such rules may be revised from time to time, shall be the parliamentary authority for all Council and committee meetings.

Section 2. Council Meetings. Council meetings shall be held at least monthly during the academic year, at such time and place that the Executive Team may choose. Notice of the monthly meetings of the Council shall be in accordance with Section 5(A) of this Article, and may be fulfilled by act of the Graduate Advisor or any Officer of the GSC.

Section 3. Attendance. It shall be the responsibility of every Councilor to attend all Council meetings. Failure of a Councilor to attend two meetings of the Council within one academic year without good cause or without sending a proxy will result in notification of the Councilor's graduate student association or academic department chair.

Section 4. Special Meetings. Special meetings of the Council may be called at any time by the Chairperson, Vice Chairperson, or four (4) or more of the Councilors upon four business days' notice by mail or personally, by e-mail, telephone, or fax. Delivery shall be deemed effective upon transmission of such notice.

Section 5. Notice Requirements for Meetings of Council:

- A. **General notice requirements.** Written or electronic notice of Council meetings shall be given to each Councilor in accordance with this Section. The notice shall specify the place, date, and hour of the meeting and (i) in the case of a regular meeting, those matters that the Chairperson, at the time the notice is given, intends to present for action by the Council, or (ii) in the case of a special meeting, the general nature of the business to be transacted, and no other business may be transacted.
- B. **Manner of giving notice.** Notice of any meeting of the Council shall be in writing or via electronic transmission and given to all members of the Council not less than three (3) days before the date of the meeting if it is a regularly scheduled meeting occurring on the same date as was calendared for that meeting during a duly constituted Council meeting. If no date was agreed upon or calendared during a duly constituted Council meeting, or the notice pertains to a duly constituted action requiring notice, then notice shall be in writing or via e-mail and given to all members of the Council not less than ten (10) days before the date of the meeting.

Section 6. Quorum. Quorum shall consist of 50 percent of Council membership plus one additional Councilor. Quorum is needed in order to approve items that require Councilors voting for ratification. In the case of a tie, the Chairperson or Vice Chairperson shall have the deciding vote as outlined in Section 4 of Article V.

Section 7. Voting. Voting may be by voice, show of hands, or by written ballot; however, any election of an Officer where there is more than one nominee for the same position must be by secret, written ballot and reviewed by the Advisor and head of the voting committee.

- A. **Matters requiring a two-thirds vote.** The following are matters that require a two-thirds vote of the Councilors present at a duly constituted meeting: (i) amendment of

these by-laws; (ii) amendments to the budget; (iii) election of Officers where there is only one nominee for a given Officer position; and (iv) removal of Officers from their positions.

- B. **Matters requiring a simple majority.** The following are matters that require a simple majority vote of the Councilors present at a duly constituted meeting: (i) approval of graduate organization funding requests; (ii) election of Officers where there are two or more nominees for a given Officer position; (iii) any matter pertaining to events and programs where a vote is deemed necessary; and (iv) any matter not listed in Subsections A and B of Section 7 of Article VI.

Section 8. Action by Written Consent without a Meeting.

- A. **General.** Any action that may be taken at any meeting of the Council may be taken without a meeting upon compliance with the provisions of this Section.
- B. **Solicitation of written consents.** Written consents shall be electronically delivered to all Councilors. All solicitations and written consents may only be instituted by prior written authority of the Chairperson and shall: (i) state the vote required (plurality or two-thirds) necessary to pass the measure(s) or cause the election as the case may be; (ii) with respect to ballots for the election of an Officer, state the name of each candidate and the office to which nominated, if applicable; (iii) specify the date & time by which the consent must be received in order to be counted; (iv) set forth the proposed action with sufficient description of the action and justification for such action; (v) provide the Councilors an opportunity to specify approval or disapproval of any proposal; and (vi) provide a reasonable time within which to return the consent to the Chairperson or to the office of the GSC, and specify the address to which the consent is to be sent.
- C. **Quorum.** Approval by written consent shall be valid only when the number of consents or votes cast, within the time specified, equals or exceeds the quorum stipulated in Section 6 of this Article.

ARTICLE VII: COMMITTEES

Section 1. Committees. The Council or the Chairperson may create standing or ad hoc committees as needed, with each committee consisting of one or more Councilors. Members of the GSC who are not Councilors may also serve on committees subject to the provisions of these By-laws. The Council shall not delegate to such committees the authority to:

- A. Fill vacancies on the Council or on any committee that has the authority of the Council;
- B. Amend or repeal these By-laws;
- C. Amend or repeal any resolution of the Council, which by its expressed terms is not so amendable or repealable; and
- D. Commit funds outside of the guidelines provided by Article IX.

Section 2. Standing Committees. The following are the standing committees of the Council. In all cases, except the Executive Team, the Chairperson appoints a chair or co-chairs of each standing committee.

- A. **Executive Team.** The Executive Team is comprised of an Officer of the Council and the ex-officio members. The Executive Team sets the agenda for the Council meetings, and shall conduct the business of the Council subject to subsequent ratification by the Council at a regularly scheduled meeting.

- B. **Nominating Committee.** Each year the Chairperson shall appoint a Nominating Committee. The Nominating Committee shall consist of no less than two (2) Councilors, one of which shall be from the Executive Team.

The Nominating Committee will aide in the identifying and recruiting of nominees for GSC Officers for the Council to elect. The Nominating Committee will make reasonable efforts to ensure the nominees are from two different schools or colleges.

The Nominating Committee shall confirm that all prospective Officers are informed of: the Council term, required attendance at all Council meetings, nature of the Council's work, and the expectations of service as an Officer.

- C. **Budget Committee.** The Vice Chairperson may call together a finance committee as needed to review requests that extend beyond the Perpetual Budget Allocation outlined in Article IX.
- D. **Event Committee.** The Communication and Operations Coordinator may call together an event committee as needed to plan and execute events throughout the year; see Article VII Section 2.

Section 3. University Committees. The Council receives periodic requests from the USD community for graduate student representation on various university committees and meetings, including committees of the Board of Trustees as well as attend a minimum of one (1) Associated Student Government senate meetings. To the best extent possible, the Council shall provide graduate student representation on these committees from current Council membership. Councilors who participate on these committees and/or meetings shall: (i) act with good faith to further the goals, activities, and mission of the Council; and, at the next Council meeting, (ii) provide an oral summary of pertinent information from these meetings and committees.

Section 4. Committee Reports. Each standing committee or ad hoc committee in existence shall prepare and present to the Council, a report of the activities of that committee, including any events that the committee recommends to be undertaken by the Council, upon request by the Chairperson or the Executive Team.

ARTICLE VIII: PROGRAMMING AND EVENTS

Programs and events are an important component of the Council's work. As such, the 2012-2013 Council membership developed and approved by majority vote a programming model in order to increase the effectiveness, diversity, and "branding" of the Council's programs; this model is outlined below.

Section 1. Standing Programs. The following programs are designed to be annual programs and events.

- A. **Graduate and Law Student Welcome Event.** The Welcome Event is the first event of the Council, held in the fall semester of each academic year. The planning and execution of this event is coordinated by the Graduate Assistant, who keeps the Executive Team

and Council regularly updated as necessary. The Council shall assist the Graduate Assistant in helping plan, executive, and staff this event.

- B. **Family-Oriented Event.** Many graduate students at USD have families i.e., partners, significant others, and/or children. The goal of this event shall be to create an environment in which graduate students and their families, particularly their children, feel welcome and included. This event shall, generally, be held in the Spring semester of each academic year.
- C. **Philanthropy Event.** The Council shall plan and execute an event that benefits a charity, charitable cause, or philanthropic organization. The goal of this event is to unite graduate students in service to others and, also, to raise money toward the cause or organization.
- D. **End-of-Year Event.** The goal of the end-of-year event shall be to gather large number of graduate students together in community. A significant portion of the Council's budget is dedicated to this event, indicating the importance of this event each academic year. This event shall, generally, be held in the second half of the spring semester of each academic year.
- E. **Fall Signature Event.** The Executive Team shall plan and execute an off-campus event (i.e. punch bowl social) during the fall semester. The goal of this event is to unite graduate and law students among each other and with community spaces.
- F. **Other Events.** Councilors may create additional events as they wish with Council approval.

Section 2. Event Committees. Event committees are important to the planning and executing of all Council events. Each Council event shall ideally have an event committee consisting of no less than two Councilors, which may include officers.

Event committees are responsible for participating in two pre-event meetings and one post-event meeting with the Communication and Operations Coordinator. Event committee members must provide regular reports at Council meetings and outline what they need, if anything, from other Councilors i.e., staffing, marketing, etc. For major items, event committee members shall consult with the Council before taking next steps. Event committees shall also adhere to any and all budget allocations as outlined in Article IX.

For their service, event committee members are guaranteed a ticket to the event they are planning.

Section 3. Event Ticketing. For event ticketing, Councilors and event committee members must defer to USD's protocols regarding ticketing for student events.

ARTICLE IX: THE BUDGET

The Perpetual Budget Allocation, which was unanimously approved by the Council on December 11, 2012, shall be the guiding document for the GSC's budget and is outlined below. See Appendix A for a summary of Sections 2 and 3 as presented to the Council on December 11, 2012.

Section 1. Operations. Ten (10) percent of the Council’s budget shall be dedicated to operations, as outlined below.

- A. **Annual retreats.** Four (4) percent of the budget shall be used to cover costs of the annual retreats in August and January of each fiscal year.
- B. **General meetings.** Six (6) percent of the budget shall be used to cover costs of the monthly meetings of the Council, which includes food for Councilors as well as other supplies. Special meetings outside of the regularly scheduled monthly meetings shall not provide food paid for by the Council.

Section 2. Programming and Events. The remaining ninety (90) percent of the GSC’s budget shall be dedicated to programming and events, as outlined below.

- A. **Graduate and Law Student Welcome Event.** Ten (10) percent of the budget shall be used to cover costs of the Welcome Event.
- B. **Fall events.** Twenty (20) percent of the budget shall be used to cover costs of the Council’s events for the fall semester.
- C. **Spring events.** Thirty-five (35) percent of the budget shall be used to cover costs of the Council’s events of the spring semester. The annual End-of-Year Event shall receive twenty-five (25) percent of the Council’s overall budget.
- D. **Graduate student organization funding requests.** Twenty (20) percent of the budget shall be used to fulfill, in full or in part, requests from graduate student organizations to fund their campus-wide events.
- E. **Chair’s discretionary fund.** Five (5) percent of the budget shall be dedicated to the Chairperson’s discretionary fund, which must be spent in consultation with the Administrator.

From the Chair’s discretionary fund, honoraria shall be paid to the Officers and Communication and Operations Coordinator of the Council in the following amounts: \$250 for the Chairperson; \$200 for the Vice Chairperson; and \$150 for the Communication and Operations Coordinator, totaling \$600. Honoraria for the Officers and the Communication and Operations Coordinator are to be paid in one lump sum no later than May 1 each academic year. Should an Officer resign before the end of the academic year, it will be up to the Council to determine what portion, if any, of the honoraria shall be paid to the resigned Officer or Communication and Operations Coordinator.

- F. **Rollover funds.** The Council’s rollover funds shall, to the best extent possible, not exceed 20 percent of the Council’s income for any given fiscal year. Rollover funds are funds accrued in one fiscal year that will “roll over” to the next fiscal year. Funds exceeding this 20 percent maximum shall: (i) be given back to the graduate student associations and schools; and/or (ii) be added to the Graduate Student Organization Funding Request budget line. The Council shall determine the best use of dispersing excess rollover funds.

Section 3. Procedure.

- A. **Graduate student organization funding requests.** Graduate student organizations may request funding from the Council for events that are open for all USD graduate students to attend and that occur within that current fiscal year; these organizations must fill out

the Graduate Student Organization Funding Request Form (Appendix B), or “funding requests,” in order to proceed to the Council for approval. Funding requests must be received 30 days in advance of the event for which funds are being requested. For funding requests of less than \$1000, the Budget Committee has the discretion to vote to approve, partially approve, or deny the amount of funding requested by a student organization without consulting the Graduate Student Council. The Budget Committee may review funding proposals either in person, or by utilizing digital correspondence, but must receive a majority vote among Budget Committee members in order to approve or partially approve a funding request.

Funding requests that exceed \$1000 may only be approved or partially approved by a simple majority vote of graduate student association voting members in attendance at the Graduate Student Council monthly meetings.

- B. Limitations of Power.** Ex-officios may authorize up to 50% of all Discretionary Funds or \$500, whichever is lower, at any one time. For all other amounts, ex-officios shall make a recommendation to the Council, giving a list of objective reasons and allowing for discussion. The Council shall then vote on the request. A simple majority vote shall be required for approval.

Office funds may be requested by any Councilor or ex-officio from the Operations budget line, providing that the funds are to support a legitimate office need, and subject to approval of Council for amounts over \$100. Councilors must consult the Administrator and/or Graduate Assistant before spending any amount of office funds.

- C. Reimbursements.** All reimbursement requests are subject to the limitations of Section B and C of this Article, except for requests made by an Officer or ex-officio for less than \$100. Any Councilor or ex-officio may make a request for reimbursement to the Vice Chairperson, subject to approval by the Chairperson, the Administrator, or the Council. In no case may the requesting party submit a request for reimbursement to themselves as an individual for approval.

All GSC money remains in the USD treasury until needed. In general, the GSC shall make reimbursements only upon submission of a receipt and appropriate approval (Appendix C). When circumstances necessitate, a check may be issued before a receipt is submitted, but in such cases the receipt must be provided to the Vice Chairperson or ex-officio members as soon as possible.

Checks must be requested from the USD treasury by a member of the USD Administration, and may be ordered by the Advisor.

Above all, reimbursements must follow USD’s protocols and processes regarding procurement, reimbursements, and expense reports.



ARTICLE X: AMENDMENTS

These by-laws may be amended by a two-thirds affirmative vote of Councilor membership as stipulated in Section 7 of Article VI.

APPENDIX A

PERPETUAL BUDGET ALLOCATION GUIDING DOCUMENT¹ December 11, 2012

OPERATIONS

Annual Retreats (4%)	\$1,027.44
General Meetings (6%)	\$1,541.16
<i>Total (10%)</i>	<i>\$2,568.60</i>

PROGRAMMING AND EVENTS

Graduate/Law Student WRRF (10%)	\$2,568.60
Fall Events (20%)	\$5,137.20
Spring Events ² (35%)	\$8,990.10
GSO Event Funding ³ (20%)	\$5,137.20
Chair's Discretionary Fund ⁴ (5%)	\$1,284.30
<i>Total (90%)</i>	<i>\$23,117.40</i>

¹ Dollar amounts have been calculated by applying the resolution's methodology to 2011-2012 FY enrollment numbers.

² The End-of-Year Event will receive 25% of the total budget, totaling \$6,421.50.

³ Additional funds will be added to this budget item from the GSC's rollover funds—5% of the total rollover (e.g., 5% of the current ~\$15,000)—until the total rollover

⁴ Honoraria for the Chair, Vice Chair, and Secretary shall come from the Chair's discretionary funds, totaling \$450: \$200 for the Chair; \$150 for the Vice Chair; and \$100 for the Secretary

APPENDIX B

Graduate Student Council Funding Request

**** Request must be received minimum 30 days in advance for funding consideration ****

Name of Organization: _____

Requestor: _____
Name/Position _____ Email/Phone _____

Date/Time of Event: _____

Event Title: _____

Description: _____

Expected Graduate and Law Student Attendance: _____

Describe how the event supports the Mission of the university and/or the GSC:

How will this event be publicized? _____

How will you evaluate the success of the event? If this is a recurring event, what were previous year's results? _____

Answer Yes or No to the following questions

1. Is the event open to all USD Grad/Law Students _____
2. Is there a fee/cost for USD Grad/Law Students _____

Amount requested from GSC: _____

How will these funds be used (be as specific as possible)? _____

Form of award dispersal (POETS, Check, Reimbursement, etc): _____

GSC Officer Use Only:

Amount Awarded: _____ Date: _____

Any council comments or conditions: _____

GSC Chair Signature: _____

GSC Ex-Officio Signature: _____

*Please allow for up to 30 days for funds to be approved and dispersed

* Additional information and evidence may be attached to this form

* Different forms of payment may require other information. Speak with the GSC Chair or Ex-Officio about best the

Appendix C

Petty Cash Voucher (ID Required)

University of San Diego Office of Accounts Payable & Cashier's Office

Please fill out information highlighted in yellow

1. Petty Cash Information					
Type of Request: Select			Date:		

2. Payee Information			
Payee Name:	USD Email/Extension:		
Prepared by:	USD Email/Extension:		
Received by Signature:	Date:	Total Petty Cash Request Amount:	\$0.00
Please note: "Received by Signature" is to be signed at the cashier's office. By signing this form, you are certifying that the cash has been received.			

3. Important Information
If Original Receipts are missing, a Missing Receipt Form is Required
Cash Advance – Original Receipts Required within Five (5) Business Days
Travel Cash Advance – VP Approval Required and Original Receipts Required within Ten (10) Business Days

4. Business Purpose (Expense Justification)

5a. Funding - POETS					
Project	Organization	Expenditure Type	Task	Source	Amount
Total:					\$0.00

5b. Funding - GL String (If not Project related)					
Fund Group	Organization	Account	Source	Project	Amount
Total:					\$0.00

6. Approvals - I certify that the expense(s) itemized herein have been reviewed and are accurate, allowable and an appropriate expenditure(s). It is within my budgetary authority to approve the expense(s).			
Type/Print Name	Signature	Date	
Payee			
Budgetary Authorization			
Supervisor			
VP Approval <i>If applicable</i>			

For Cashier's Office and Office of Accounts Payable Use Only			
Cashier's Printed Name	Signature	Date	Date Stamp - Received