



GRADUATE STUDENT GOVERNMENT BY-LAWS¹¹
As Amended August 22, 2023

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¹¹ As Adopted September 7, 2009, As Amended February 24, 2010, As Amended April 15, 2013, As Amended March 17, 2014 and As Amended June 6, 2022

PREAMBLE

These by-laws, originally ratified by unanimous vote of the Graduate Student Government 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 Government of the University of San Diego.

ARTICLE I: THE ORGANIZATION

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

Section 2. Mission Statement. In support of the University of San Diego’s mission and values, the GSG serves the University of San Diego graduate student communities. The GSG 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 GSG 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 GSG’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 GSG. 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 Government shall be held accountable for the fulfillment of the Graduate Student Government’s mission and University of San Diego’s mission.

2. An Executive Team member may be removed if his/her/their Government sees gross violations of this section or other rules of the Graduate Student Government 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 Government .

Section 3. Voting Members. A graduate student who is appointed to the GSG by either their school's graduate student association or their academic department is a "Officer;" all Officers are voting members. The President and Vice President 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 Government . This person closely advises the President and Executive Team to help set goals, manages their agenda, addresses issues of concern to the GSG, and ensures that university policies and procedures are followed. The Advisor has primary authorization for the GSG budget and advises the Government on the appropriate use of student activity funds.
- B. **Graduate Assistant.** The Graduate Assistant (GA) acts as a second ex-officio for the Government and serves as a resource and event advisor to the GSG programs and event committees. The GA oversees operations of the Graduate and Law Student Commons (SLP 401), which hosts the GSG office. This person is responsible for advising any GSG event committee prior to, during, and after the planning stages of every GSG 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. Officers. Each graduate school is entitled to a minimum of one (1) Officer, and a maximum of three (3) Officers at any meeting of the GSG. 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. Officer Terms. The term for each Officer shall commence at the installation of new Officers and continue until the installation of new Officers one-year hence.

Section 3. The Government. The GSG is governed by the Executive Team. The Government shall have of a minimum of five (5) Officers, one (1) Advisor, and/or one (1) Graduate Assistant. The Government's five Officers shall consist of a minimum of four (4) regular members, the President, the Vice President, and the Director of Communications and Operations. 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 Officers 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 Government.

Section 4. Officers. The officers shall lead the GSG; these will include the President, the Vice President, and the Director of Communication and Operations. The officers must act with good faith toward realizing the GSG'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 an Officer may vote. Each Officer 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.

offiElections Committee.

- . **Purpose.** The Elections Committee's primary purpose is to oversee all elections processes.
- . **Membership.** The Elections Committee shall be chaired by a Graduate Student Government member appointed by the President, confirmed by a simple majority of the Executive Board. At least five (5) people should serve on the Elections Committee. A person running for office shall not be on the Elections Committee. Preferably the committee is made up of graduating students.
- . **Vacancies.** The President shall call a special election to fill the vacancy.
- . **Duties.** The committee will coordinate the voting process and make any necessary rulings on appeals.

Elections

Campaign Standards. All elections shall be fair, open, and unbiased. Candidates shall campaign in accordance with these bylaws and any regulations the election committee sets forth.

- . **Voting Eligibility:** All Graduate Students in good standing are entitled to one vote for each position in Graduate Student Government Elections.

. **Election Committee.** The election committee shall be bound by the obligations and duties described in the bylaws..

. **Disqualification for Misconduct.** Any party who violates these bylaws or any regulations set forth by the election committee shall be disqualified from candidacy.

. **Determination of Misconduct.** A committee composed of the Executive Board and the Elections Committee determines whether a candidate committed misconduct. The decision to disqualify a candidate is final. Misconduct will be found by a two-thirds (2/3) majority vote. The accused will have an opportunity to defend his or her actions before the vote is taken.

§ 2. Mandatory Elections. The GSG shall hold one election per year.

. **Graduate Student Government Elections.** The GSG shall hold an election every Spring to select the elected positions of the GSG for the following year. This election shall be completed by no later than April 30.

§ 3. Special Elections. The GSG may hold special elections to fill vacant spots or newly created positions, or in the event of a tie. The GSG bylaws and Election Committee regulations govern all special elections.

§ 4. Election Content. The GSG may also present additional issues for vote in either the mandatory or special election.

Section 7. Vacancies. A vacancy on the Government 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 Government.

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

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

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

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

- A. The President shall serve as a graduate student representative on the Student Affairs Committee of the Board of Trustees (SACBOT).
- B. The President 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 GSG.
- C. The President shall meet with the Administrator at least once per month, preferably before Government and Executive Team meetings.

Section 2. Vice President. The Vice President shall act as, and have all the power of, the President when the President is absent or unable to act, except in the instance of officer nominations, and shall perform such other duties as requested by the President or the Government. The Vice President must at all times act with good faith to further the goals, activities, and mission of the Government and President. The Vice President shall serve a one-year term.

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

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

- A. The Director of Communication and Operations shall manage social media and student engagement/outreach.
- B. The Director of Communication and Operations 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 Government must abstain from all Government votes, except in the case of either a tied-vote, at which instance either the President or the Vice President may cast the tie-breaking vote, such that the vote is ultimately the purview of the President; OR when the additional vote is necessary to accomplish Quorum, at which point the Vice President's vote shall count as an Officer's vote and acts independently of the President. The President 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 GSG Officers who are appointed by the President and convened by the Vice President. Such individuals retain their voting privileges which are given to all officers 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 government 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 President. The Vice President 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 President to communicate the decisions of the Budget Committee to both the funding requester and the Graduate Student Government at monthly meetings.

ARTICLE VI: MEETINGS OF THE GOVERNMENT

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 Government and committee meetings.

Section 2. Government Meetings. Government 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 Government 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 GSG.

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

Section 4. Special Meetings. Special meetings of the Government may be called at any time by the President, Vice President, or four (4) or more of the Officers 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 Government:

- A. **General notice requirements.** Written or electronic notice of Government meetings shall be given to each Officer 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 President, at the time the notice is given, intends to present for action by the Government, 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 Government shall be in writing or via electronic transmission and given to all members of the Government 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 Government meeting. If no date was agreed upon or calendared during a duly constituted Government 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 Government not less than ten (10) days before the date of the meeting.

Section 6. Quorum. Quorum shall consist of 50 percent of Government membership plus one additional Officer. Quorum is needed in order to approve items that require Officers voting for

ratification. In the case of a tie, the President or Vice President 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 Officers 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 Officers 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 Government 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 Officers. All solicitations and written consents may only be instituted by prior written authority of the President 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 Officers an opportunity to specify approval or disapproval of any proposal; and (vi) provide a reasonable time within which to return the consent to the President or to the office of the GSG, 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 Government or the President may create standing or ad hoc committees as needed, with each committee consisting of one or more Officers. Members of the GSG who are not Officers may also serve on committees subject to the provisions of these By-laws. The Government shall not delegate to such committees the authority to:

- A. Fill vacancies on the Government or on any committee that has the authority of the Government;
- B. Amend or repeal these By-laws;
- C. Amend or repeal any resolution of the Government, 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 Government. In all cases, except the Executive Team, the President appoints a chair or co-chairs of each standing committee.

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

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

The Nominating Committee will aid in the identifying and recruiting of nominees for GSG Officers for the Government 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 Government term, required attendance at all Government meetings, nature of the Government's work, and the expectations of service as an Officer.

C. **Budget Committee.** The Vice President 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 Director of Communications and Operations 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 Government 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 Government shall provide graduate student representation on these committees from current Council membership. Officers who participate on these committees and/or meetings shall: (i) act with good faith to further the goals, activities, and mission of the Government; and, at the next Government 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 Government a report of the activities of that committee, including any events that the committee recommends to be undertaken by the Government, upon request by the President or the Executive Team.

ARTICLE VIII: PROGRAMMING AND EVENTS

Programs and events are an important component of the Government's work. As such, the 2012-2013 Government membership developed and approved by majority vote a programming model in order to increase the effectiveness, diversity, and "branding" of the Government'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 Government, 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 Government regularly updated as necessary. The Government shall assist the Graduate Assistant in helping plan, execute, 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 Government 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 Government'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.** Officers may create additional events as they wish with Government approval.

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

Event committees are responsible for participating in two pre-event meetings and one post-event meeting with the Director of Communications and Operations. Event committee members must provide regular reports at Government meetings and outline what they need, if anything, from other Officers i.e., staffing, marketing, etc. For major items, event committee members shall consult with the Government 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, Officers 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 Government on December 11, 2012, shall be the guiding document for the GSG's budget and is outlined below. See Appendix A for a summary of Sections 2 and 3 as presented to the Government on December 11, 2012.

Section 1. Operations. Ten (10) percent of the Government'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 Government, which includes food for Officers as well as other supplies. Special meetings outside of the regularly scheduled monthly meetings shall not provide food paid for by the Government.

Section 2. Programming and Events. The remaining ninety (90) percent of the GSG'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 Government's events for the fall semester.
- C. **Spring events.** Thirty-five (35) percent of the budget shall be used to cover costs of the Government's events of the spring semester. The annual End-of-Year Event shall receive twenty-five (25) percent of the Government'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 President'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 Director of Communications and Operations of the Government in the following amounts: \$800 for the President; \$700 for the Vice President; and \$500 for the Director of Communications and Operations, totaling \$600. Honoraria for the Officers and the Director of Communications and Operations 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 Government to determine what portion, if any, of the honoraria shall be paid to the resigned Officer or Director of Communications and Operations.

- F. **Rollover funds.** The Government's rollover funds shall, to the best extent possible, not exceed 20 percent of the Government'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 Government 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 Government 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 Government 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 Government . 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 Government 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 Government, giving a list of objective reasons and allowing for discussion. The Government shall then vote on the request. A simple majority vote shall be required for approval.

Office funds may be requested by any Government or ex-officio from the Operations budget line, providing that the funds are to support a legitimate office need, and subject to approval of Government for amounts over \$100. Officers 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 Officer or ex-officio may make a request for reimbursement to the Vice President, subject to approval by the President, the Administrator, or the Government. In no case may the requesting party submit a request for reimbursement to themselves as an individual for approval.

All GSG money remains in the USD treasury until needed. In general, the GSG 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 President 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 Officer 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
<u>General Meetings (6%)</u>	<u>\$1,541.16</u>
<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

