

# THE BYLAWS OF THE GRADUATE STUDENT GOVERNMENT

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ARIZONA STATE  
UNIVERSITY

PREAMBLE

In accordance with the Constitution of the Graduate Student Government (GSG), these Bylaws are established to define the structure, responsibilities, and procedures by which GSG fulfills its mission. These Bylaws guide the internal governance of GSG, including officer roles, elections, meetings, and committee operation, ensuring transparent leadership and effective advocacy for ASU's graduate and professional student community.

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# **TITLE 1**

## **EXECUTIVE COMMITTEE**

### **1.1 General Provisions**

1.1.1 The voting members of the Executive Committee shall be the President, the Vice President of Internal Affairs, the Vice President of External Affairs, the Vice President of Professional Development, and the Vice President of Campus Engagement (the Executive Officers). The Assembly Speaker, Assembly Speaker pro tempore, and all appointed directors shall be non-voting ex-officio members of the Executive Committee.

1.1.2 Newly elected members of the Executive Committee will begin their terms of office at the conclusion of the May Graduate Commencement ceremony.

1.1.3 To be eligible and to remain in office throughout the duration of the term, Executive Committee members must remain in good standing with the University, per the Student Code of Conduct.

1.1.4 Impeachment of Executive Officers will be conducted in accordance with the GSG Constitution.

1.1.5 Vacancies resulting from resignation or other causes shall be filled in accordance with the GSG Constitution.

1.1.6 If an Executive Committee member violates the GSG Constitution, GSG Bylaws, or other governing documents or policy papers, the GSG Assembly may initiate a censure of that member as such:

1.1.6.1 Any Assembly Member may introduce a bill of censure.

1.1.6.2 The bill shall state the nature of the violation.

1.1.6.3 A two-thirds (2/3) vote of present and voting Assembly Members is required for passage of the bill.

1.1.6.4 Upon passage of the bill, the censure shall be officially recorded in the meeting minutes.

1.1.6.5 The censured party shall rectify the situation within a reasonable time period, as determined by the Assembly, which may be no later than the next Assembly meeting.

1.1.6.6 In the case that the violation is not rectified, any Assembly Member may introduce a second bill of censure.

1.1.6.7 Should the violation not be resolved within a reasonable time period, as determined by the Assembly, the Assembly shall initiate impeachment proceedings should the violation be deemed egregious conduct including illegal or unethical acts, as determined by the Supreme Court against the violating member.

1.1.7 Executive Officers must attend all Assembly meetings (including special sessions) for the purpose of presenting their Executive Reports in person to the Assembly and being available to answer questions throughout the meeting.

1.1.7.1 Executive Officers will be allowed one absence per semester due to personal conflict by calling or otherwise notifying the Assembly Speaker prior to the meeting the Executive Officer will miss. Personal conflicts shall be defined as any conflict not directly related to the performance of GSG business.

1.1.7.2 Should an Executive Officer miss an Assembly meeting for any reason, even if the absence is excused, they must still submit an Executive Report to the Assembly Speaker in advance so that it may be presented in absentia.

1.1.7.3 Should an Executive Officer not submit their Report as required, censure proceedings shall be initiated against that Officer during the meeting at which their Report was not presented.

## **1.2 Duties of the Officers**

### **1.2.1 Duties of the GSG President shall be:**

1.2.1.1 To supervise the routine operations of the GSG and GSG activities with the ASASU Business Office.

1.2.1.2 To oversee communication with University Administration, the ASU Foundation, Graduate College, and other relevant ASU units.

1.2.1.3 To represent the interests of graduate and professional students to University Administration and the Arizona Board of Regents (ABOR), and to provide reports of these activities to the Assembly and GSG members.

1.2.1.4 To serve as liaison between graduate and professional students and be aware of the agencies or individuals in the campus community who can assist students with such grievances.

1.2.1.5 To oversee grievances of graduate and professional students and be aware of the agencies or individuals in the campus community who can assist students with such grievances.

1.2.1.6 To appoint GSG members to University Boards and Committees, including graduate representation on the Faculty Senate.

1.2.1.7 To create a budget with the Executive Committee to then propose to the Assembly.

1.2.1.8 To convene ad-hoc committees and appoint members as necessary.

1.2.1.9 To serve on the ASASU Council of Presidents and provide a report of activities to Executive Officers and the Assembly.

1.2.1.10 To serve as an ex-officio member on any GSG committee as necessary.

1.2.1.11 To prepare the agenda and preside over all meetings of the Executive Committee and ensure minutes of meetings.

1.2.1.12 To oversee the activities of the Vice-Presidents of the GSG.

1.2.1.13 To appoint and oversee the activities of the Directors and to determine which Executive will provide direct oversight of those respective areas.

1.2.1.14 To authorize all expenditures of the GSG in accordance with University and GSG policy.

1.2.1.15 To provide monthly reports on all GSG-related activities to the \ Assembly.

1.2.1.16 To make available to the succeeding President all documents and information relevant to the execution of the office.

1.2.1.17 The GSG President will conduct an annual assessment of worker rights and request information on the living wage.

**1.2.2 Duties of the Vice President of External Affairs shall be:**

1.2.2.1 To attend meetings of ABOR as a representative for the GSG and report relevant items to the Assembly and Executive Officers.

1.2.2.2 To serve on the Executive Committee.

1.2.2.3 To chair the External Affairs Committee, prepare schedules And agendas and maintain committee meeting minutes.

1.2.2.4 To assist with the appointment of and oversee their respective Directors.

1.2.2.5 To oversee, execute, and manage the assigned budget for their role within the Office of the Vice President of External Affairs in according to University and GSG policies.

1.2.2.6 To provide monthly reports on all GSG-related activities to the Assembly.

1.2.2.7 To make available to the succeeding Vice President of External Affairs all documents and information relevant to execution of the office.

1.2.2.8 To ensure GSG representation at ASU advocacy events.

**1.2.3 Duties of the Vice President of Internal Affairs shall be:**

1.2.3.1 To serve as liaison between graduate and professional students and the GSG.

1.2.3.2 Oversee the promotion and advertisement of GSG's various programs, events, and resources.

1.2.3.3 To serve on the Executive Committee.

1.2.3.4 To chair the Internal Affairs Committee, prepare schedules and agendas, and maintain meeting minutes.

1.2.3.5 To assist with the appointment of and oversee their respective

Directors. Moreover, oversee the maintenance and organization of the Graduate Student Centers (hereafter as “GSCs”) at the ASU Tempe, ASU Downtown Phoenix, ASU Polytechnic, and ASU West Valley Campuses. The Graduate Student Center(s) (GSC) on each ASU campus are a GSG \ official resource.

1.2.3.6 To oversee, execute, and manage the assigned budget for their role within the Office of the Vice President of Internal Affairs in according to University and GSG policies.

1.2.3.7 To provide monthly reports on all GSG-related activities to the Assembly.

1.2.3.8 To make available to the succeeding Vice President of Internal Affairs all documents and information relevant to execution of the office.

**1.2.4 Duties of the Vice President of Professional Development shall be:**

1.2.4.1 To facilitate communication and interaction among graduate and professional students for the purposes of professional development.

1.2.4.2 To foster relationships among the GSG graduate and professional students of ASU, and related programs and associations of professional interest.

1.2.4.3 To oversee planning and execution of the Awards programs.

1.2.4.4 To serve on the Executive Committee.

1.2.4.5 To chair the Professional Development Committee, prepare schedules and agendas and maintain meeting minutes.

1.2.4.6 To assist with the appointment of and oversee their respective Directors.

1.2.4.7 To oversee, execute, and manage the assigned budget for their role within the Office of the Vice President of Professional development in accordance with University and GSG policies.

1.2.4.8 To provide monthly reports on all GSG-related activities to the Assembly.

1.2.4.9 To make available to the succeeding Vice President of Professional Development all documents and information relevant to the execution of the office.

**1.2.5 Duties of the Vice President of Campus Engagement shall be:**

1.2.5.1 Foster relationships and facilitate communication and interaction between GSG officers and the graduate and professional student body.

1.2.5.2 Coordinate GSG’s presence at various university events and programs as requested.

1.2.5.3 To assist with the appointment of and oversee their respective Directors.

1.2.5.4 To oversee planning of social events relevant to the social, emotional, and intellectual well-being of GSG members.



1.2.5.5 To oversee planning of Graduate Appreciation Week activities with the assistance of various Directors and offices.

1.2.5.6 To serve on the Executive Committee.

1.2.5.7 To make available to the succeeding Vice President of Campus Engagement all documents and information relevant to the execution of the office.

1.2.5.8 To oversee, execute, and manage the assigned budget for their role within the Office of the Vice President of Campus Engagement in accordance with University and GSG policies.

1.2.5.9 To provide monthly reports on all GSG-related activities to the Assembly.

### **1.3 Collaboration within the executive department**

1.3.1 The President, Vice Presidents, Chief of Staff, and Directors shall maintain a collaborative and communicative working relationship at all times to ensure the effective functioning of the Graduate Student Government (GSG).

## **TITLE 2**

### **THE ASSEMBLY**

#### **2.1 Scope and Duties**

2.1.1 The Assembly shall consist of Assembly Members as defined in the GSG Constitution.

2.1.2 The voting membership of the Assembly consists solely of the Assembly Members.

2.1.3 The Assembly shall have authority over all legislative matters of the GSG, subject to a veto by the GSG President within seven (7) days, which may be overridden by a two-thirds (2/3) vote of present and voting Assembly Members.

2.1.4 The Assembly has the authorizing ability to distribute funds from the Assembly accounts to any Graduate Student Organizations (GSO) officially registered in the University system.

2.1.5 Assembly Members shall serve as official liaisons to ASU graduate and professional students.

2.1.6 Assembly Members shall serve on at least two GSG committees.

2.1.7 The Assembly shall meet at least once a month during the academic year. Meetings of the Assembly shall be held at a publicly announced time and place.

2.1.7.1 The Assembly Speaker may waive the requirement to meet in December, June and July if they believe there is a likelihood that a quorum will not be able to attend.

2.1.8 Special sessions may be called by the GSG President, Assembly Speaker, or by two-thirds (2/3) vote of present and voting Assembly Members, contingent on the presence of a quorum.

2.1.8.1 The Assembly Speaker or a majority vote of the Assembly Operations Committee may, with Advisor approval:

2.1.8.1.1 Waive the requirement for the Assembly to vote in-person or synchronously via electronic attendance with Advisor support at special sessions called pursuant to 2.1.8 and may instead permit absentee voting via an electronic form/record;

2.1.8.1.1.1 The Assembly Speaker must notify the Assembly of their decision no less than forty-eight (48) hours in advance of opening the absentee voting form to the Assembly for voting;

2.1.8.1.1.2 The Assembly Speaker must provide a copy of the legislative item(s) being voted on to the Assembly no less than forty-eight (48) hours in advance of opening the absentee voting form to the Assembly;

- 2.1.8.1.1.3 The absentee voting form shall be open for no less than forty-eight (48) hours;
- 2.1.8.1.1.4 The Assembly Speaker shall announce the result of the vote no less than forty-eight (48) hours after the absentee voting form closes;
- 2.1.8.1.1.5 Assembly Members who do not vote before the absentee voting form closes shall be considered 'absent' from the special session for attendance purposes;
- 2.1.8.1.1.6 Executive Officers are not required to provide Executive Reports for the special session, if the Assembly Speaker chooses to permit absentee voting via an electronic form/record;
- 2.1.8.1.2 Waive the requirement for the Assembly to meet if they believe quorum will not be satisfied;
- 2.1.8.1.3 Permit Assembly Members who are unable to attend the special session due to extenuating circumstances to vote via absentee ballot;
  - 2.1.8.1.3.1 Assembly Members must communicate their extenuating circumstances or events to the Assembly Speaker no later than forty-eight (48) hours before the start of the special session, though the Assembly Speaker may waive this requirement at their discretion;
  - 2.1.8.1.3.2 These Assembly Members must vote via absentee ballot no more than forty-eight (48) hours after the conclusion of the special session;
  - 2.1.8.1.3.3 If additional time is needed for the Assembly Member to cast their vote; the Assembly Member must petition the Assembly Operations Committee no later than forty-eight (48) hours after the conclusion of the special session, who may at their discretion, and with a two-thirds ( $\frac{2}{3}$ ) vote of the Assembly Operations Committee, permit the Assembly Member to receive a forty-eight (48) hour extension
  - 2.1.8.1.3.4 If the Assembly Member fails to vote by the end of the timeframes specified in 2.1.8.1.3.2 and 2.1.8.1.3.3, they shall be considered 'absent' from the special session for attendance purposes;
- 2.1.8.1.4 Waive the requirement for Executive Officers to provide Executive Reports at the special session if they believe that the utility of the Executive Reports the Executive Officers shall provide will be of limited use to the Assembly Members;

2.1.9 Election and impeachment of the Assembly Speaker will be conducted in accordance with the GSG Constitution.

**2.1.10 Duties of the Assembly Speaker shall be:**

2.1.10.1 To prepare the agenda and schedule meetings for the Assembly.

2.1.10.2 To preside over all meetings of the Assembly.

2.1.10.3 To appoint an Assembly Speaker pro tempore to preside in the Assembly Speaker's absence as specified in these Bylaws.

2.1.10.4 To appoint an Assembly Parliamentarian.

2.1.10.5 To serve as liaison between the Assembly and the Executive Committee.

2.1.10.6 To appoint Assembly Members to GSG standing and ad-hoc committees.

2.1.10.7 To create ad-hoc Assembly committees and appoint members as necessary.

2.1.10.8 To serve as representative to the USG Senate and Academic Senate in the event of the President's absence.

2.1.10.9 To oversee the coordination of GSG representation at new graduate and professional student orientations.

2.1.10.10 To fill vacant Assembly seats in accordance with the GSG Constitution.

2.1.10.11 To serve as chair of the Assembly Operations Committee.

2.1.10.12 To review all financial transactions of the GSG in accordance with GSG guidelines.

2.1.10.13 To provide monthly reports on all GSG-related activities to the Assembly.

2.1.10.14 To make available to the succeeding Assembly Speaker all documents and information relevant to execution of the office.

2.1.10.15 To produce the GSG Annual Advocacy Agenda jointly with the GSG President, the Executive Committee, the respective Committees which fall under Title 4 of Bylaws and affiliated GSG Assembly Members. The Assembly Speaker will present a bill to approve the Advocacy Agenda in the first Assembly session of fall semester.

2.1.10.16 To maintain up to date public records of Assembly activities on the GSG website in coordination with the Executive Team.

2.1.10.17 The Assembly Speaker shall keep a current list of Assembly Members which shall be made publicly available. In addition, the Assembly Speaker will administer a sign-in process for Assembly Members at each meeting.

2.1.10.18 The Assembly Speaker shall maintain a record of attendance at GSG meetings and notify any Assembly Member should they become delinquent.

2.1.10.19 The Assembly Speaker is charged with the task of obtaining the fall enrollment report from the Office of Institutional Analysis, reallocating seats in consultation with the Assembly Operations Committee, and presenting a reallocation report for the following year to the Assembly no later than its January meeting.

2.1.10.20 The Assembly Speaker shall confirm Assembly seat allocation with the ASASU Elections Commissioner by the end of the nomination period per 3.1.

## **2.2 Appointment of GSG Assembly Members**

2.2.1 Assembly Members shall be elected in an annual university-wide election under the supervision of the ASASU Elections Commission as specified in the GSG Bylaws.

2.2.2 GSG members can be appointed to fill vacant Assembly seats in according to the GSG Constitution.

2.2.3 New Assembly Members are required to attend an orientation, which is held before the first Assembly Meeting of a given school year. Any Assembly Member who did not attend the first orientation of the school year will participate in a monthly orientation held within 28 days of them joining the Assembly.

2.2.3.1 This ongoing monthly orientation will be scheduled and run by the Assembly Operations Committee.

2.2.4 Any academic department that wishes representation at the Assembly may send a department representative.

2.2.5 One department representative per department will have speaking rights during an Assembly meeting. In the event that more than one representative arrives at any particular Assembly meeting to speak on behalf of a department, said representatives must negotiate among themselves as to who will hold speaking rights at that meeting.

2.2.6 Incoming Assembly Members nominated to fill vacant seats shall be present at an Assembly Meeting to be confirmed into office in accordance with the GSG Constitution. Exceptions to this can be granted at the discretion of the Assembly Speaker or by a two-thirds vote of the Office of the Assembly Speaker in accordance with university policy or due to extenuating circumstances or personal health and safety concerns.

## **2.3 Delinquency, Resignation and Removal of Assembly Members**

2.3.1 Attendance of Assembly Members at Assembly meetings is of the utmost importance for a functioning and effective Assembly. The following combinations of absences and proxies (a proxy is a substitute appointed by the seated Assembly Member that is eligible to hold office in Graduate Student Government and at the written approval of the Assembly Speaker) shall result in the Assembly Member being considered delinquent, and therefore, constitutes a resignation:

2.3.1.1 Three (3) proxies OR Two (2) proxies and one (1) absence from Assembly meetings per year (special session in April through first April meeting of the following year) for Assembly Members who join at or before the October Assembly meeting.

2.3.1.2 Two (2) proxies OR one (1) proxy and (1) absence from Assembly meetings per year for Assembly Members who join at or after the November Assembly meeting.

2.3.1.3 Two (2) absences without a proxy in a year for any Assembly Member regardless of start date.

2.3.1.4 An extra proxy allowance can be requested with prior approval of a majority of the Assembly Operations Committee, based on extenuating circumstances.

2.3.1.5 An Assembly Member that will be using a proxy must give the Assembly Speaker two (2) days notice that they will be using a proxy.

2.3.1.6 An Assembly Member who arrives more than fifteen (15) minutes late, leaves more than fifteen (15) minutes early, or who misses more than fifteen (15) minutes at any point during an Assembly session shall be considered 'absent' for attendance unless prior approval is granted by a majority vote of the Assembly Operations Committee;

2.3.1.6.1 Absences resulting from tardiness at Assembly sessions may be reduced to 'tardy' status, or expunged from the Assembly Member's record, by an appeal from the Assembly Member to the Assembly Operations Committee demonstrating their strong participation, voting, and other contributions to the Assembly session at which they arrived late;

2.3.1.6.2 After an Assembly Member has accrued two (2) tardies at Assembly sessions, the Assembly Operations Committee shall vote within five (5) days of the Assembly Member accruing their second tardy to determine whether or not the Assembly Member shall be considered 'delinquent' and resigned from the Assembly;

2.3.1.7 In cases of extenuating circumstances or events related to medical or family emergencies, an Assembly Member may appeal to the

Assembly Operations Committee to have one (1) of their absences be considered 'excused';

2.3.1.7.1 Excused absences shall not count towards the absence totals described in 2.3.1 and shall not count towards an Assembly Member's resignation;

2.3.1.7.2 For an absence to be considered 'excused', the appeal must be approved by a two-thirds (2/3) vote of the Assembly Operations Committee;

2.3.1.7.3 Appeals for absences to be considered 'excused' must be received by the Assembly Operations Committee no later than one (1) week following the emergency;

2.3.2 Attendance of Assembly Members at committee meetings is of the utmost importance for a functioning and effective Assembly. The following absences for an Assembly Member shall result in the Assembly Member being considered delinquent, and therefore constitutes a resignation:

2.3.2.1 The respective chair of the committee as outlined in Title 4 of the GSG Bylaws are responsible for determining the participation of the Assembly Members for their assigned committees.

2.3.2.2 Participation will be evaluated on a monthly basis.

2.3.2.3 The scale will be on a scale of 0 to 2, where 0 is considered no participation, 1 is partial participation, and 2 is complete participation.

2.3.2.4 The definition of participation is at the discretion of the committee chair. Participation does not have to mean in person attendance at a meeting.

2.3.2.5 Ad-hoc committees can be counted towards committee participation at the discretion of the Assembly Speaker.

2.3.2.6 Committee participation can be contested with the Assembly Speaker within one month of the committee meeting with the exception of semester ends.

2.3.2.7 An assembly member who scores less than 2 (out of a possible 4) for two (2) consecutive months during which their assigned committees met is considered delinquent and therefore constitutes a resignation.

2.3.3 The Office of the Assembly Speaker shall communicate with delinquent Assembly Members regarding the state of their attendance records including the status of forced resignation. However, attendance at Assembly meetings and the knowledge of their attendance record is the responsibility of the Assembly Member.

2.3.4 Assembly Members may telecommute into the meetings with prior written approval from the Assembly Speaker and GSG Advisor(s) support. The allowance of telecommuting rights is at the discretion of the Assembly Speaker and GSG Advisor(s) support. Acceptable uses of telecommunication

can include meetings not being held on the home campus of an Assembly Member, attendance at study-related events, and other case-by-case needs. The Assembly Speaker with GSG Advisor(s) support can grant the ability to telecommute to the entire assembly if required by university policy or due to extenuating circumstances or health and safety concerns. Assembly members who are digital immersion students are granted permission to telecommute for all meetings.

2.3.4.1 An Assembly Member who intends to telecommute to an Assembly meeting must give the Assembly Speaker and GSG Advisor(s) no less than seventy-two (24) hours notice prior to the Assembly meeting. Exceptions to this can be made at the discretion of the Assembly Speaker and with GSG Advisor(s) support due to extenuating circumstances.

2.3.4.2 It is the responsibility of the Assembly Member to ensure they can use the software for telecommuting, and if they are having issues they need to let their point of contact on the day of the Assembly meeting know.

2.3.4.3 If an Assembly Member has asked to telecommute in and does not, it will be considered an absence.

2.3.5 In extenuating circumstance, an Assembly Member may appeal a resignation if they have accrued any of the combinations of absences/proxies as listed in 2.3.1. or if their participation in their committees resulted in their resignation as outlined in 2.3.2 of this document. The Assembly Member must inform the Assembly Speaker of their wish to appeal. The Assembly Speaker will bring the appeal to the Assembly Operations Committee for review, and they will provide a recommendation when the petition is presented. The Assembly Speaker will schedule the Assembly Member's petition for the next meeting of the Assembly, in which a two-thirds (2/3) vote of present and voting Assembly Members is necessary to rescind the resignation.

2.3.5.1 All appeals and petitions for reinstatement must be submitted to the Assembly Speaker no later than one (1) week after the Assembly Member's resignation;

2.3.5.2 If the Assembly Member's seat is vacated at an Assembly session due to the Assembly Member being marked as 'absent' at the time of consideration of applications for appointment to the Assembly, the Assembly Member's absence is an absence that would result in their resignation pursuant to 2.3.1, and there are applications to that seat at the same Assembly session, an applicant may be appointed by the Assembly to the resigned Assembly Member's seat if there is an eligible applicant simultaneously applying to the seat in question;

2.3.5.2.1 If the Assembly Member's seat is filled in this manner,



they may not appeal their resignation;

2.3.6 Removal of Assembly Members for reasons other than resignation due to absence will be conducted in accordance with the GSG Constitution.

2.3.7 The Assembly Speaker has the option to present Assembly Members who have accrued any of the above absences/proxies to the Assembly Operations Committee for review and potentially provide a recommendation to rejoin the assembly with a two-thirds (2/3) vote at the next assembly meeting.

## **2.4 Assembly Meeting Rules**

2.4.1 Unless otherwise specified, Assembly meetings shall operate according to Robert's Rules of Order. The rules may be suspended upon approval of the appropriate motion by a two-thirds (2/3) vote of present and voting Assembly Members.

2.4.2 Quorum shall be defined at 2/3 of seated Assembly Members.

2.4.3 Assembly Members who cannot attend an Assembly meeting are required to send a proxy voter, as outlined in Article 3 of this Title. Any GSG member of the same school or college or program of the Assembly Member, or any GSG member for at large members, is eligible to serve as proxy for an Assembly Member, although no individual may cast more than one vote, therefore Assembly Members may not proxy for one another. Current GSG Executive Officers and Directors may not serve as proxies.

2.4.3.1 With the written permission of the Assembly Speaker, the requirement that a proxy come from the same school or college or program of the Assembly Member may be waived if the Assembly Member sufficiently demonstrates that their school, college, or program requires most or all its students to attend classes, work on projects, teach, or otherwise carry out program-specific activities that would substantially increase the difficulty of, finding a proxy within the Assembly Member's college, school, or program;

2.4.4 The Assembly Speaker shall serve as chair of the Assembly. The Assembly Speaker pro tempore shall preside in the event of the Assembly Speaker's absence.

2.4.5 Each speaker's right to the floor, including persons yielded to, shall not exceed three (3) minutes per speaking term, inclusive of Reports. The only exception to this limit is for outside reports (such as representatives from USG, the Graduate College, and the Academic Senate), whose report shall be limited to five (5) minutes. The original speaker may yield the right to speak to another speaker.

2.4.6 During the Graduate Student Forum, any individual wishing to present to the Assembly may have the floor for three (3) minutes which may be

extended an additional five (5) minutes at the discretion of the chair.

2.4.7 Debate on any agenda item or sub point shall be limited to a maximum of fifteen (15) minutes. This limit is inclusive of any amendments or other action taken regarding an agenda item. At the end of the debate, The Assembly Members must either:

2.4.7.1 Vote on the issue.

2.4.7.2 Vote to table the debate.

2.4.7.3 Vote to send the issue to committee for further study.

2.4.7.4 Vote to extend the time limit of debate for a ten (10) minute period, after which all four (4) options are available.

2.4.8 The agenda and reports for an Assembly meeting shall be prepared and distributed before the meeting. The agenda shall enumerate items to be discussed under new and old business. The agenda, bills, and executive reports to be considered will be made public no less than one (1) day prior to the meeting.

2.4.9 The order of business shall be, by default:

2.4.9.1 Call to Order

2.4.9.2 Approval of the Minutes

2.4.9.3 Amendments to the Agenda

2.4.9.4 Call to the Audience

2.4.9.5 Executive Reports

2.4.9.6 Committee Reports

2.4.9.7 External Reports

2.4.9.7.1 This shall include time for reports from the University Senate, the Staff Council, Graduate College, the GSG Advisor, or any other ASU administrative body seeking to address the GSG Assembly.

2.4.9.8 Undergraduate Student Government Report

2.4.9.9 Old Business

2.4.9.10 New Business

2.4.9.11 Graduate Student Forum

2.4.9.12 Announcements

2.4.9.13 Adjournment

2.4.10 The order of items described in 2.4.9.5 through 2.4.9.12 on the agenda for each Assembly session may be rearranged by a majority vote of the Assembly Operations Committee, with all tie-breaking votes being cast by the Assembly Speaker.

2.4.11 The Assembly Operations Committee may, at its discretion, include one (1) five (5) minute recess on the agenda during either Old Business or New Business when ordering the agenda for each Assembly meeting to ensure that the quality of debate and discussion during Assembly meetings

remains high.

2.4.12 After the Assembly session has lasted two (2) hours, the Assembly Speaker may, at their discretion and with regard to the current proceedings of the Assembly session, make a motion for the Assembly to recess for five (5) minutes.

2.4.13 Minutes of Assembly meetings shall be made available on the GSG website within fourteen (14) calendar days of the meeting. The minutes shall reflect the names of the Assembly Members (or proxies) voting for, against, or abstaining from voting on each bill, proposition or other matter that is voted upon during the meeting. Responsibility for the keeping of these minutes shall lie with the Assembly Parliamentarian and the Government Operations Committee.

## **2.5 Electronic Voting**

2.5.1 Electronic Voting is any vote that is rendered outside of a physical meeting and shall be conducted in accordance with this article.

2.5.2 The Assembly Speaker or the Assembly Operations Committee shall have the authority to propose the following measures to the Assembly for electronic approval:

2.5.2.1 Appropriations to graduate student organizations with the approval of the Graduate Student Funding and Outreach Committee and/or the Assembly Speaker pro tempore;

2.5.2.2 Confirmations of new members;

2.5.2.3 Appropriations during finals; or

2.5.2.4 Appropriations not during the Fall or Spring semesters.

2.5.3 For the purpose of tabulating votes, the following definitions apply:

2.5.3.1 Present and Voting shall be the sum of all members issuing an affirmative or negative vote.

2.5.3.2 Quorum shall be calculated by the sum of all members issuing an affirmative or negative vote and those indicating they abstain.

2.5.4 There are no proxy votes.

2.5.5 Not participating in voting is considered an absence for attendance purposes.

2.5.6 The motion must be open for discussion and debate for not less than forty-eight (48) hours and the polls must be open for no less than forty-eight (48) hours.

## **2.6 Scholarship System for Assembly Participation**

2.6.1 Assembly Members are potentially eligible for monetary scholarships based on their participation throughout a semester.

2.6.1.1 This is dependent on the availability of funds in the GSG budget.

2.6.1.2 If no funds are available or designated, then no scholarships will be given.

2.6.1.3 Scholarships will be distributed by the conclusion of a semester.

2.6.2 Assembly Members will not be eligible for a scholarship unless they are still part of the Assembly at the conclusion of a semester.

2.6.2.1 The Assembly Speaker and GSG President can make exceptions to this in extenuating circumstances resulting in the departure of an Assembly Member.

2.6.3 Progress on scholarships will be made available to Assembly Members through the Office of the Assembly Speaker.

## **2.7 Assembly Bill Creation and Submission**

2.7.1 Any member of GSG, as defined by GSG Constitution Article 1, Section 3, may submit the potential legislative item(s) or motions, as defined by Robert's Rules of Order (see § 3), to the GSG Assembly by electronic transmittal via electronic mail the Government Operations Committee Chairperson their resolution, using an official GSG template as found on the GSG website, by the first (1<sup>st</sup>) calendar day of each month at 11:59 PM (AZ local time) in which the proposed resolution shall be considered;

2.7.2 In accordance with all duties and responsibilities afforded to the committee by the GSG Constitution and Bylaws, the Government Operations Committee must review all legislative item(s) or motions no later than seven (7) days following the submission deadline outlined in 2.7.1 of this section to adequately assess acceptable formatting (e.g., spelling, grammar, and other stylistic changes or requirements), adequate actionability, and operative-application requirements with the specific aim of determining the implications or concerns for policy- or rule-making procedures and enactment compliance that legislative item(s) or motions shall possess for consideration by the Assembly as well as their respective ordering on that meeting's agenda in accordance with GSG Bylaws sections 2.1 and 2.4;

2.7.2.1 Any legislative item(s) or motions that receive a majority of votes from Government Operations Committee members present shall be noted as receiving passage out of the committee and shall be forwarded to the Assembly Operations Chairperson no later than one (1) day after receiving such passage out of the committee for further consideration and review;

2.7.2.2 Any legislative item(s) or motions that fail to receive a majority of affirmative votes from Government Operations Committee members present shall be noted as not receiving passage out of the committee and

shall be referred back to the legislative item(s) or motions author(s) for requisite editing or other necessary revisions before resubmission to the Government Operations Committee for an appellate consideration or secondary review;

2.7.2.2.1 The legislative item(s) or motions requiring return delivery to its author(s) shall be given no less than two (2) days to edit, modify, or revise the legislative item(s) or motions, upon which the resubmission of the revised legislative item(s) or motions is to the Government Operations Committee Chairperson for a final or appellate review;

2.7.2.2.2 Upon a final or appellate review of the legislative item(s) or motions, the Government Operations Committee Chairperson shall decide whether any resubmitted legislative item(s) or motions proceeds forward and receiving passage out of the committee to be further considered and review by the Assembly Operations Committee, forwarding approved legislative item(s) or motions to the Assembly Operations Chairperson no later than one (1) day after reconsideration by the Government Operations Committee Chairperson occurs in accordance with 2.7.2.1 of this section;

2.7.2.2.3 For any legislative item(s) or motions on resubmission to the Government Operations Chairperson, a failure to obtain passage out of the committee shall result in the items' or motions' return to the author(s) by the Government Operations Committee Chairperson with the Government Operations Committee's recommendations, suggestions, or instructions for revisions and resubmittal at a future date in accordance with 2.7.2.2 of this section;

2.7.2.2.3.1 The Government Operations Chairperson shall notify the Assembly Speaker of any and all legislative item(s) that fail to pass out of the Government Operations Committee no later than one (1) day after the legislative item(s)'s final or appellate review by the Government Operations Chairperson as described in 2.7.2.2.2 of this section;

2.7.2.2.3.2 For any legislative item(s) or motions on resubmission to the Government Operations Chairperson, a failure to obtain passage out of the committee by the decision of the Government Operations Chairperson as described in 2.7.2.2.2 of this section is subject to an appeal by the author(s) of the legislative item(s) to the Assembly Speaker, directly, where the Office of the Assembly Speaker shall vote, by simple majority, on any legislative item(s) or motion's passage from one Assembly committee to another for further review and

consideration, accordingly;

2.7.2.2.3.3 The Office of the Assembly Speaker may not veto a decision by the Government Operations Chairperson to allow legislative item(s) to pass out of the Government Operations Committee to the Assembly Operations Committee;

2.7.3 In accordance with all duties and responsibilities afforded to the committee by the GSG Constitution and Bylaws, the Assembly Operations Committee shall review all legislative item(s) or motions upon receipt from the Government Operations Committee to adequately assess temporal scheduling and agenda-setting requirements with the specific aim of determining the precise month that legislative item(s) or motions shall appear on an agenda for consideration by the Assembly as well as their respective ordering on that meeting's agenda in accordance with GSG Bylaws sections 2.1 and 2.4;

2.7.3.1 Upon receipt from the Government Operations Committee by the Assembly Operations Committee (AOC) Chairperson, any forwarded legislative item(s) or motions that receive a majority vote from AOC members present shall be noted as receiving passage out of the committee and receiving placement on an upcoming Assembly meeting agenda for full and complete consideration and review by the Assembly;

2.7.3.1.1 Any forwarded legislative item(s) or motions that receive passage out of the committee shall obtain placement on an Assembly meeting agenda within three (3) months upon its receipt by the AOC or by the end of the regular Legislative Session, whichever date and time occurs first for full and complete consideration and review by the Assembly;

2.7.3.2 Upon receipt from the Government Operations Committee by the AOC Chairperson, any forwarded legislative item(s) or motions that fail to receive a majority of affirmative votes from the AOC members present shall be referred back to the legislative item(s) or motions author(s) for requisite editing or other necessary revisions before resubmission to the AOC for an appellate consideration or secondary review by the AOC Chairperson in accordance with 2.7.3 of this section, and if necessary, the Government Operations Committee Chairperson in accordance with 2.7.2 of this section;

2.7.3.2.1 The legislative item(s) or motions requiring return delivery to its author(s) shall be given no less than two (2) days to edit, modify, or revise the legislative item(s) or motions, upon which the resubmission of the revised legislative item(s) or motions is to the AOC Chairperson for a final or appellate review;

2.7.3.2.2 Upon a final or appellate review of the legislative item(s)

or motions, the AOC Chairperson shall decide whether any resubmitted legislative item(s) or motions proceeds forward and receiving passage out of the committee to be further considered and reviewed by the Assembly, obtaining placement on an Assembly meeting agenda no later than within three (3) months upon its receipt by the AOC or by the end of the regular Legislative Session, whichever date and time occurs first for full and complete consideration and review by the Assembly occurs in accordance with 2.7.3.1.1 of this section;

2.7.3.2.3 For any legislative item(s) or motions on resubmission to the AOC, a failure to obtain passage out of the committee shall result in the items' or motions' return to the author(s) by the AOC Chairperson with the AOC's recommendations, suggestions, or instructions for revisions and resubmittal at a future date in accordance with 2.7.3.2 of this section;

2.7.3.2.3.1 The AOC shall notify the Office of the Assembly Speaker of any and all legislative item(s) that fail to pass out of the AOC no later than one (1) day after the legislative item(s)'s final or appellate review by the AOC Chairperson as described in 2.7.3.2.2 of this section;

2.7.3.2.3.2 For any legislative item(s) or motions on resubmission to the AOC, a failure to obtain passage out of the committee by the decision of the AOC Chairperson as described in 2.7.3.2.3 of this section is subject to an appeal by the author(s) of the legislative item(s) to the Assembly Speaker, directly, where the Office of the Assembly Speaker shall vote, by simple majority, on any legislative item(s) or motion's passage from one Assembly committee to another for further review and consideration, accordingly;

2.7.3.2.3.3 The Office of the Assembly Speaker may not veto a decision by the AOC to allow legislative item(s) to pass out of the AOC.

## **TITLE 3 ELECTIONS**

### **3.1 Elections Procedures**

3.1.1 GSG shall hold annual elections in accordance with the GSG Constitution and follow the elections procedures as defined in the GSG Elections Code.

3.1.2 GSG shall adopt, as required, the GSG Elections Code annually by a simple majority vote of the Assembly.

3.1.3 The GSG Elections Commissioner is required to administer any and all elections required by the GSG Constitution, GSG Bylaws, and any other relevant GSG governing documents. The GSG Elections Commissioner shall not refuse to administer a legitimately-called election.

3.1.4 The GSG Elections Code may be modified at any time outside of an ongoing GSG Election Cycle by a simple majority vote of the Assembly.

### **3.2 Assembly Seat Allocation**

3.2.1 The number of GSG Assembly Members representing each graduate program shall be determined by the number of graduate students enrolled in that graduate program, based upon the annual fall enrollment report from the Office of Institutional Analysis and as defined by the Election Code.



## **TITLE 4**

### **COMMITTEES**

#### **4.1 Committees**

4.1.1 The GSG standing committees are: (1) the Internal Affairs Committee, (2) the External Affairs Committee, (3) the Professional Development Committee, (4) the Government Operations Committee, (5) the Assembly Operations Committee, ((8) the Graduate Student Organization Funding and Outreach Committee, and any ad-hoc committees deemed necessary.

4.1.2 Ad-hoc committees may be created by the Assembly Speaker, GSG President, or by a two-thirds (2/3) vote of present and voting Assembly Members.

4.1.3 The Assembly Speaker shall have power to appoint members of the Assembly to committees created by the Assembly Speaker or GSG President.

4.1.4 Any member of GSG may join any committee at the discretion of the committee chair, even if they are not members of the Assembly.

4.1.4.1 It is the responsibility of the GSG Assembly to promote non-Assembly Member participation in committees.

4.1.5 The Assembly Speaker shall appoint no fewer than four (4) Assembly Members to each standing committee unless other provisions are required, as stated in the proceeding sections.

#### **4.2 Internal Affairs Committee**

4.2.1 The Internal Affairs Committee supports the initiatives of the Vice President of Internal Affairs and their staff.

4.2.2 The Internal Affairs Committee may not pass legislation or take an official position on any issue without approval of the Assembly.

4.2.3 The Internal Affairs Committee shall have oversight of the following programs:

4.2.3.1 Beginning-of-semester graduate and professional student orientations.

4.2.4 The Vice President of Internal Affairs shall chair the Internal Affairs Committee.

#### **4.3 External Affairs Committee**

4.3.1 The External Affairs Committee supports the initiatives of the Vice President of External Affairs and their staff.

4.3.2 The External Affairs Committee shall not pass legislation, distribute funds, or take an official position on any issue without the approval of the Assembly.

4.3.3 The External Affairs Committee shall have responsibility for advocating for the graduate and professional students.

4.3.4 The Vice President of External Affairs shall chair the External Affairs Committee.

#### **4.4 Professional Development Committee**

4.4.1 The Professional Development Committee supports the initiatives of the Vice President of Professional Development and their staff.

4.4.2 The Professional Development Committee may not pass legislation or take an official position on any issues without the approval of the Assembly.

4.4.3 The Professional Development Committee shall administer the Travel Grant Program.

4.4.4 The Professional Development Committee shall have oversight of the following programs:

4.4.4.1 Awards Programming.

4.4.4.2 Professional Development Programming.

4.4.4.3 TA/RA Training.

4.4.4.4 Teaching Excellence Awards Program.

4.4.5 The Vice President of Professional Development shall chair the Professional Development Committee.

4.4.6 The Director of Awards shall serve on the Professional Development Committee.

#### **4.5 Assembly Operations Committee**

4.5.1 The Assembly Operations Committee is charged with:

4.5.1.1 Organizing and running an orientation for new Assembly Members each Assembly session with the input from the Assembly Speaker, Assembly Speaker pro tempore, the Executive Committee, experienced Assembly Members, and utilizing documents from past orientations.

4.5.2 Reviewing and nominating candidates for vacant assembly seats per the GSG Constitution.

4.5.3 Reviewing and proposing changes, if necessary, to the Assembly Member attendance policies on an annual basis.

4.5.4 Reviewing and advising the Assembly Speaker on Assembly Member absences.

4.5.5 Recommending an Assembly Member scholarship structure to the newly elected Assembly Speaker.

4.5.6 Organizing, running, and reviewing an ongoing orientation process for Assembly Members who join the Assembly partway through the current Legislative session, and therefore not able to attend the annual orientation.

4.5.6.1 This includes responsibilities to update and maintain an accessible online orientation folder for new members.

4.5.7 Organizing, running, and reviewing a program which assigns new members an Assembly Member to mentor them.

4.5.7.1 Any Assembly Member who has been part of the Assembly for at least 2 Assembly Meetings can serve as a mentor.

4.5.7.2 The role of the mentor will be to guide the new Assembly Member during the Assembly meeting that they join the Assembly and at the next Assembly meeting.

4.5.8 The Assembly Operations Committee shall review all Assembly legislative item(s) or motions, in accordance with 2.7.3 of the GSG Bylaws, before their presentation to the Assembly for full and complete consideration, review, and possible enactment.

4.5.9 The Assembly Speaker will serve as chair of this committee.

4.5.10 If possible, two (2) of the Assembly Members serving on the Assembly Operations Committee shall have served as Assembly Members for at least one (1) semester.

4.5.11 The Assembly Operations Committee shall be responsible for determining the order of the agenda of GSG Assembly sessions pursuant to 2.4.9.10-11 of these Bylaws.

## **4.6 Government Operations Committee**

4.6.1 The Government Operations Committee is charged with interpreting the language of the GSG Constitution and GSG Bylaws and providing language to clarify or create continuity between the GSG Constitution and GSG Bylaws.

4.6.2 The Government Operations Committee will identify and report inconsistencies of the GSG Constitution and GSG Bylaws to the Assembly.

4.6.3 The Government Operations Committee may not pass legislation or distribute funds.

4.6.4 The Assembly Parliamentarian will be the chair of this committee.

4.6.5 The Government Operations Committee will keep a definitive version of the GSG Bylaws and Constitution in PDF format as well as a copy of the GSG Bylaws and Constitution in Google Documents format in order to take comments from the Assembly for future alterations and clarifications.

## **4.7 Graduate Student Organization Funding and Outreach Committee**

4.7.1 The Graduate Student Organization Funding and Outreach Committee is charged with:

4.7.1.1 Maintaining and distributing all Graduate Student Organization (GSO) information.

4.7.1.2 Assisting GSO representatives with the creation of GSO funding bills.

4.7.1.3 Maintaining and interpreting the GSG and University funding policy.

4.7.1.4 Working with the GSG President, Assembly Speaker, Assembly Speaker pro tempore, and Assembly Parliamentarian to coordinate an annual ASU Graduate Student Leadership Summit.

4.7.2 The GSO Funding and Outreach Committee may not pass legislation or distribute funds in excess of two-thousand (\$2000) dollars in any month between May and August without Assembly approval.

4.7.3 The Assembly Speaker pro tempore will serve as chair of this committee.

4.7.4 Of the members on the committee, only sitting Assembly Members may vote on the GSO funding applications, while all members may be present and participate in discussion.

## **TITLE 5**

### **FUNDING**

#### **5.1 Assembly Funding Guidelines**

5.1.1 The Graduate Student Organization Funding and Outreach Committee shall promulgate the Graduate Student Organization (GSO) Funding rules and procedures and University policies at a minimum of 3 times between May and February to ensure compliance with the GSG Constitution.

#### **5.2 Scholarships for GSG Positional Student Leaders**

5.2.1 The scholarship amounts that are awarded are defined by the GSG Budget.

5.2.1.1 Executives as outlined in this document are the: GSG President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Professional Development, and Vice President for Campus Engagement.

5.2.1.2 All directors included in these Bylaws fall under this provision. This is inclusive of the Assembly Speaker, Assembly Speaker pro tempore and the Assembly Parliamentarian.

5.2.1.2.1 Any new directors, not addressed in this document, that are appointed by the GSG President will have their scholarships determined depending on available funding and a majority vote of the Executive Committee, where the Assembly Speaker will serve as a tiebreaker if necessary.

5.2.2 In the case that the funds available for scholarships are decreased, all scholarships will be decreased proportionally to one another.

# **TITLE 6**

## **GENERAL PROVISIONS**

### **6.1 Spring Special Session**

6.1.1 A Spring Special Session of the Assembly shall be conducted prior to the end of the Spring semester to conduct the following items of business:

6.1.1.1 Appointment of Assembly Members to fill any vacant positions, as follows:

6.1.1.1.1 Any current member of the GSG interested in being appointed to an Assembly seat must attend the Spring Special Session.

6.1.1.1.2 If an equal or lesser number of qualified candidates are interested in appointment to an Assembly seat for their discipline than there are seats available at the start of the Spring Session, the outgoing Assembly Speaker may appoint those individuals to fill said seats.

6.1.1.1.3 If the number of interested persons exceeds the number of available seats (but at least one seat is available), the following protocol shall be followed:

6.1.1.1.3.1 Each interested party shall make a statement regarding their interest and relevant qualifications for the position.

6.1.1.1.3.2 The present Assembly shall then elect the new Assembly Member(s) from the eligible candidates by means of a vote in which the candidate(s) receiving the greatest number of votes is (are) elected.

6.1.1.1.3.3 The outgoing Assembly Speaker may veto the election of any Assembly Member(s), which may be overridden by a two-thirds (2/3) vote of present and voting Assembly Members.

6.1.1.1.4 In all cases, newly appointed Assembly Members shall begin their terms of office immediately.

6.1.1.2 In all cases under Section 6.1.1 of this article, newly appointed Assembly Members shall begin their terms of office immediately.

6.1.1.3 Election of the Assembly Speaker, in accordance with the GSG Constitution.

6.1.1.4 The Supreme Court Justices will be nominated according to the Constitution.

6.1.1.5 Make any additional appointments as necessary.

6.1.1.6 Appointment to any position requires a majority vote of present and voting Assembly Members.

6.1.1.7 Determine the date and time of the Assembly Orientation to be held in the following fall semester before the first meeting of the Assembly.

Details for the operation of this orientation will be determined with input from the Assembly Speaker, Assembly Speaker pro tempore, the Executive Committee, veteran Assembly Members, and documents provided from past orientations.

6.1.2 Quorum requirements shall not be in effect during the Spring Special Session.

## **6.2 Procedure for Amending or Altering the Bylaws and Presenting Resolutions**

6.2.1 The procedure for amending the Bylaws will be conducted in accordance with the GSG Constitution.

6.2.2 The procedure for adopting or amending Resolutions is as follows:

6.2.2.1 Submit a written copy of the resolution to the Assembly Speaker seven (7) days prior to the Assembly meeting at which the resolution will be discussed.

6.2.2.2 The authors(s) of the resolution should be present at the Assembly meeting at which the resolution is presented. Exceptions can be made to allow for remote appearances at the discretion of the Assembly Speaker with GSG Advisor support due to extenuating circumstances. If the author(s) of the resolution are unable to attend, another representative could be designated to present the bill.

6.2.2.3 A two-thirds (2/3) vote of present and voting Assembly Members is required to adopt a resolution.

6.2.3 The Government Operations Committee will be entrusted with making stylistic changes which do not alter the intent of the Bylaws with the consent of the Assembly.

6.2.3.1 Proposed changes must be supported by unanimous consent of those of the Government Operations Committee present and voting and approved by the Chair.

6.2.3.2 A PDF of the Bylaws as they stand in August of each legislative session, will be kept by the Chair of the Government Operations Committee in a location accessible to Assembly Members to verify that changes made during the legislative session do not alter the meaning or intent.

6.2.3.3 The Assembly can challenge the decision of the Government Operations committee with a simple majority vote to return previous language.

## **6.3 Initiatives**

6.3.1 An initiative is defined as a ballot measure originating from any GSG member, within or outside the Assembly, and does not require Assembly Member sponsorship.

### **6.3.2 Initiative**

6.3.2.1 Any member of the GSG may petition for an initiative to be placed before the graduate and professional student body as part of the regular election cycle.

6.3.2.2 Such a petition must be signed by no less than three percent (3%) of the graduate and professional student enrollment equitably representing campus and digital immersion students across all locations based on the current academic year fall enrollment report from the office of Institutional Analysis.

6.3.2.3 Such a petition shall be presented to the ASASU Elections Department for the purpose of placing the initiative before a student vote. The Elections Department must receive the petition in question no less than four (4) weeks in advance of the regularly scheduled election. Such a petition may define whether the initiative shall be placed before the graduate and professional student body during the Spring semester, assuming the above deadlines are met.

## **6.4 University Boards & Committees**

6.4.1 The GSG President has the authority to nominate graduate student representatives to University Boards and Committees which are relevant to graduate and professional student concerns, including by not limited to, committees discussing issues of tuition, fees, and quality of life. The GSG President will have the responsibility for supervising publicity, interviewing, and recommending candidates for University Committee appointments.

6.4.2 Representatives should attend the meetings of their committees. Any representative who cannot attend a meeting should inform the chairperson or other officer of the committee and should appoint a substitute representative for that meeting.

6.4.3 GSG Representatives on University Boards and Committees are responsible for submitting reports to the GSG Assembly as requested.

## **6.5 GSG Directors**

6.5.1 GSG shall appoint the following directors:

6.5.1.1 Chief of Staff



- 6.5.1.2 Director of Strategic Initiatives, Governance & Compliance, Record holding
- 6.5.1.3 Director of Budget and Finance
- 6.5.1.4 Director of Communication
- 6.5.1.5 Director of Operations
- 6.5.1.6 Director of Legislative and Political Advocacy
- 6.5.1.7 Director of Accessibility and Inclusion
- 6.5.1.8 Director of Research & Travel
- 6.5.1.9 Director of Awards
- 6.5.1.10 Director of Campus Support I
- 6.5.1.11 Director of Campus Support II
- 6.5.1.12 Assembly Speaker pro tempore, and
- 6.5.1.13 Assembly Parliamentarian - Chief Administrator
- 6.5.2 The Assembly Speaker pro tempore and Assembly Parliamentarian - Chief Administrator shall both be considered a GSG Director for the purpose of this Article.
- 6.5.3 The Executive Committee shall have the power to appoint additional Directors as needed.
- 6.5.4 All Directors shall make available to the succeeding GSG President and Assembly Speaker all documents and information relevant to the execution of the office by May 1, or by the termination date of the Directors position, whichever occurs first.
- 6.5.5 President and Vice Presidents shall have the power to terminate their respective Director appointments.
- 6.5.6 GSG Director Job Descriptions
  - 6.5.6.1 Chief of Staff -
    - 6.5.6.1.1 The Director and their duties are overseen by the President.
    - 6.5.6.1.2 Manage and assist the other directors appointed by the GSG President.
    - 6.5.6.1.3 Manage and assist the Office of the President in communications, in coordination with relevant directors.
    - 6.5.6.1.4 Assist, when requested, the GSG President in preparing and editing speeches, public statements, and legislation.
    - 6.5.6.1.5 Serve as a liaison between the GSG Business Office and the Office of the GSG President and their directors, subsidiaries, or assignees.
    - 6.5.6.1.6 Collaborate with other ASASU Chiefs of Staff when appropriate.
    - 6.5.6.1.7 Perform all other duties as deemed necessary by the GSG President.
  - 6.5.6.2 Director of Strategic Initiatives, Governance & Compliance, Record holding -
    - 6.5.6.2.1 The Director and their duties are overseen by the President.

- 6.5.6.2.2 Tracks each department performance, resolution history, deadlines, compliance indicators.
- 6.5.6.2.3 Conduct feasibility assessments and strategic planning for new GSG programs or campaigns.
- 6.5.6.2.4 Maintain a priorities tracker.
- 6.5.6.2.5 Review all bills, reports, resolutions to ensure that the executive body is in alignment with the GSG Constitution, Bylaws, and University policies.
- 6.5.6.2.6 Maintain, organize and check from the executive side, whether official GSG records are uploaded in Google Drive.
- 6.5.6.2.7 Maintain the GSG version history of governing documents.
- 6.5.6.2.8 Serve as point-of-contact for archival access and future handovers.
- 6.5.6.3 Director of Budget and Finance-
  - 6.5.6.3.1 The Director and their duties are overseen by the President.
  - 6.5.6.3.2 Develop and maintain a publicly-accessible system for tracking the status of all requested GSG expenditures.
  - 6.5.6.3.3 Facilitate the timely processing of all expense requests.
  - 6.5.6.3.4 Develop and maintain a publicly-accessible system for monitoring approved expenditures relative to the allocated budget.
- 6.5.6.4 Director of Communication-
  - 6.5.6.4.1 The Director and their duties are overseen by the Vice President of Internal Affairs.
  - 6.5.6.4.2 Moderate and maintain all official public communication channels of GSG.
  - 6.5.6.4.3 Ensure official branding and assets are used appropriately on all official public communication channels of GSG.
  - 6.5.6.4.4 Shall be responsible for coordinating GSG public communication strategies.
  - 6.5.6.4.5 Shall maintain and regularly update other GSG media sites.
  - 6.5.6.4.6 Shall be responsible for promoting and advertising GSG various programs, events, and resources.
  - 6.5.6.4.7 Shall handle all media requests, requests for interviews, public relation requests. All decisions will be made in consultation with the GSG President, or Assembly Speaker in the case the GSG President cannot be reached. When necessary, will direct interview requests to the appropriate Executive Officer.
  - 6.5.6.4.8 Shall be acting Consultant to the Executive team on all marketing materials to maintain a streamlined GSG image/brand.
  - 6.5.6.4.9 Shall assist with all GSG mediated marketing campaigns.
- 6.5.6.5 Director of Operations-

- 6.5.6.5.1 The Director and their duties are overseen by Vice President of Internal Affairs.
- 6.5.6.5.2 Facilitate the timely processing, defined as within thirty-six (36) hours for urgent requests and 3 business days for all other requests.
- 6.5.6.5.3 Shall maintain and regularly update the GSG website.
- 6.5.6.5.4 Shall develop and disseminate monthly GSG Newsletters.
- 6.5.6.5.5 Shall perform all other duties as deemed necessary by the GSG President.
- 6.5.6.6 Director of Legislative and Political Advocacy-
  - 6.5.6.6.1 The Director and their duties are overseen by Vice President of External Affairs.
  - 6.5.6.6.2 Develop and maintain a publicly-accessible system for tracking the status of policies and legislation being monitored by the Legislative.
  - 6.5.6.6.3 Facilitate the development of official statements on such policies and legislation with the Director, the GSG President and the GSG Assembly Speaker.
  - 6.5.6.6.4 Facilitate the coordination of events and meetings Office of Government & Community Engagement, and GSG.
  - 6.5.6.6.5 Shall advise the External Affairs Committee on campaign and organizing strategies and leading campaign execution.
  - 6.5.6.6.6 Shall organize an advocacy team composed of graduate students.
  - 6.5.6.6.7 Shall consult with graduate students needing individual advocacy.
- 6.5.6.7 Director of Accessibility and Inclusion -
  - 6.5.6.7.1 The Director and their duties are overseen by Vice President of External Affairs.
  - 6.5.6.7.2 Facilitate the coordination of events and meetings with the various university bodies and Council of Coalitions.
  - 6.5.6.7.3 Advocate for accessible and inclusive programming, services, and resources across all GSG events and initiatives.
  - 6.5.6.7.4 Conduct or coordinate regular audits of GSG event venues, online meetings, and forms to ensure accessibility.
  - 6.5.6.7.5 Ensure captions, transcripts, and alternative formats are available for meetings and public-facing materials.
  - 6.5.6.7.6 Collect and share feedback from affinity groups and cultural centers to inform GSG planning and resource allocation.
  - 6.5.6.7.7 Serve as a liaison to campus entities
  - 6.5.6.7.8 Organize workshops and awareness campaigns to educate GSG members and the broader graduate student body on accessibility, anti-discrimination practices, cultural humility, and inclusive leadership.
  - 6.5.6.7.9 Provide input and recommendations on policies and legislation introduced in GSG to ensure alignment ASU Charter.

#### 6.5.6.8 Director of Research & Travel-

- 6.5.6.8.1 The Director and their duties are overseen by Vice President of Professional Development.
- 6.5.6.8.2 Serve as the point of e-mail contact for all Research and Travel Grant Program awardees (acceptances and questions).
- 6.5.6.8.3 Monitor and relay feedback for the GSG Research and Travel Grant Program.
- 6.5.6.8.4 Oversee recruitment, onboarding, and training of reviewers for the Research and Travel Grant Program.
- 6.5.6.8.5 Maintain a publicly accessible repository of program policies and rubrics for the Research and Travel Grant Program.
- 6.5.6.8.6 Pull data and check applicant eligibility for all Research and Travel applications.
- 6.5.6.8.7 Shall be responsible for managing the GSG JumpStart grant program and the Athletic Grant Program.

#### 6.5.6.9 Director of Awards-

- 6.5.6.9.1 The Director and their duties are overseen by Vice President of Professional Development.
- 6.5.6.9.2 Serve as the point of e-mail contact for all nominees and awardees for the various GSG awards programs (acceptances, nominations, and questions).
- 6.5.6.9.3 Monitor and relay feedback for GSG the various GSG awards programs.
- 6.5.6.9.4 Oversee recruitment, onboarding, and training of reviewers for nominations for the various GSG awards programs.
- 6.5.6.9.5 Maintain a publicly accessible repository of program policies and rubrics for the various GSG awards programs.
- 6.5.6.9.6 Pull data and check nominee eligibility for all award nominations.
- 6.5.6.9.7 Plan and coordinate the spring awards ceremonies."
- 6.5.6.9.8 Shall plan, implement and supervise the process for the various graduate student and faculty/staff awards. These include, but are not limited to: the Teaching Excellence Award, the Arijit Guha Advocacy Award, the Outstanding Mentor Award, the Annette Jecker Staff Award.
- 6.5.6.9.9 Shall assist in the coordination of GSG events and socials, as needed.

#### 6.5.6.10 Director of Campus Support I-

- 6.5.6.10.1 The Director and their duties are overseen by Vice President of Campus Engagement.
- 6.5.6.10.2 Communicate with Facilities Management to ensure that the Graduate Center on Tempe and Poly campus are properly maintained, including but not limited to: neat, clean, and orderly working conditions,

- adequately-stocked supplies, availability of GSG contact information and GSG materials, and usable appliances and electronics.
- 6.5.6.10.3 Ensure appropriate parties have access to appliances and electronics controls.
- 6.5.6.10.4 Manage GSG facilities, volunteers and student workers.
- 6.5.6.10.5 Facilitate the coordination of events and meetings between the Campuses and the various university and community entities, including yet not limited to ASU Parking and Transportation Services, Sun Devil Hospitality, and ASU Police Department.
- 6.5.6.10.6 Shall take care of tabling events across Tempe and Poly campus.
- 6.5.6.11 Director of Campus Support II-
  - 6.5.6.11.1 The Director and their duties are overseen by Vice President of Campus Engagement.
  - 6.5.6.11.2 Shall coordinate and organize three (3) to four (4) interdisciplinary socials across the University per year.
  - 6.5.6.11.3 Shall work with GSG members to ensure that GSG has representation at campus events.
  - 6.5.6.11.4 Shall organize an annual social event for graduate students.
  - 6.5.6.11.5 Shall assist in the coordination of GSG receptions and awards ceremonies with the exception of the year-end awards ceremony.
  - 6.5.6.11.6 Communicate with Facilities Management to ensure that the Graduate Center on Downtown Phoenix and West Valley campus are properly maintained, including but not limited to: neat, clean, and orderly working conditions, adequately-stocked supplies, availability of GSG contact information and GSG materials, and usable appliances and electronics.
  - 6.5.6.11.7 Ensure appropriate parties have access to appliances and electronics controls.
  - 6.5.6.11.8 Shall take care of tabling events across Downtown Phoenix and West Valley campus.
- 6.5.6.12 Assembly Speaker pro tempore-
  - 6.5.6.12.1 Collaborate with the Parliamentarian-Chief Administrator to maintain order, clarity, and transparency in legislative processes.
  - 6.5.6.12.2 Review proposed legislation for structure and compliance before Assembly discussions.
  - 6.5.6.12.3 Collect and present updates from committees to the Assembly when the Speaker is unavailable.
  - 6.5.6.12.4 Help track quorum requirements and attendance of Assembly members.
  - 6.5.6.12.5 Assist the Speaker in onboarding new members to the Assembly.
  - 6.5.6.12.6 Provide guidance on procedures, expectations, and legislative

etiquette.

6.5.6.12.7 In the event of vacancy, resignation, or removal of the Assembly Speaker, the Pro Tempore may serve as acting Speaker until a new one is elected or appointed, per the constitution/bylaws.

6.5.6.12.8 Coordinate and manage the Graduate Student Organization event funding program.

6.5.6.12.9 Serve as a liaison between GSO leadership and GSG.

6.5.6.12.10 Assist the Assembly Speaker with Outreach and Recruitment of Graduate and Professional Students in accordance with the GSG Constitution and Bylaws.

6.5.6.12.11 Facilitate mid-year and end of year reports for the Assembly including standing and ad hoc committees.

6.5.6.12.12 The Director and their duties are overseen by the Assembly Speaker.

6.5.6.13 Assembly Parliamentarian - Chief Administrator-

6.5.6.13.1 Enforce Robert's Rules of Order at all GSG Assembly meetings.

6.5.6.13.2 Ensure that all GSG Assembly meetings and legislative procedures comply with these bylaws and the GSG Constitution.

6.5.6.13.3 Be available at all Assembly meetings to respond to questions concerning compliance with Robert's Rules of Order, these bylaws, and the GSG Constitution.

6.5.6.13.4 Take minutes of and track Assembly Member voting at all Assembly meetings.

6.5.6.13.5 Maintain the GSG Public Records Folder.

6.5.6.13.6 Attend to the logistical needs of Assembly members and the Assembly Speaker at all Assembly meetings, including but not limited to: recording and communicating with proxies; ensuring access to necessary documents; and setting up, monitoring, and recording voting on legislation.

6.5.6.13.7 Record the attendance at all GSG Assembly meetings.

6.5.6.13.8 Gather contact information for, create, and maintain both an internal and public roster of contact information for all GSG Officers.

6.5.6.13.9 Update and maintain access to the Assembly Drive and all internal GSG communication channels.

6.5.6.13.10 The Director and their duties are overseen by the Assembly Speaker.

## **6.6 GSG Supreme Court**

6.6.1 Per GSG Constitution 3.1, refer to Undergraduate Student Government Constitution and Bylaws.

## **6.7 Non-Discrimination Statement**

6.7.1 Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).