



Association of Students of the University of Nebraska

Graduate Student Assembly Bylaws

Part I – The Assembly

Article I – Members

Section 1. Composition

The Graduate Student Assembly (GSA) shall consist of one (1) representative per department or program of the University that awards a graduate or professional degree.

Section 2. Qualification

1. Every representative is required to be a full-time or full time-certified graduate or professional student in a department or program, with a cumulative grade point average of 3.0 or higher.
2. No graduate or professional student shall serve on the Assembly if that student is currently on academic or disciplinary probation.
3. All department representatives must be enrolled in the department which they are representing.
4. In the interests of maintaining academic privacy, should a representative's eligibility change such that they no longer meet these qualifications for membership before their term has concluded, the chair of the representative's graduate or professional department or program is expected to update the Vice President of Representation with a replacement representative, who will immediately assume the duties of representative of the department or program in question. The chair is asked to maintain discretion with regard to the outgoing representative's privacy.

Section 3. Election/Appointment

1. For such departments or programs where a departmental graduate or professional student association (DGSA) exists, and is in full compliance with Student Involvement, said organization shall be responsible to determine the method of election or appointment of the representative.
2. In departments or programs without a DGSA, or in which such DGSA is not in full compliance with Student Involvement, the graduate chair or director of the department or program shall be responsible for organizing the selection of the representative.
3. For each principal representative, an alternate may be appointed, who shall meet all the qualifications of office, be a graduate or professional student in said department or

program, and shall hold all the same powers to attend, speak and vote at meetings in the absence of the principal representative.

4. After the fall semester, all representative vacancies shall be filled by the constituent DGSA or graduate chair or director within a period of one (1) month of the vacancy's occurrence, after which such vacancies may be filled by an at-large representative nominated by the Vice President of Representation and approved by two-thirds (2/3) of the Assembly.
 - a. A vacancy shall occur when the ~~principal and alternate~~ representative accumulates two (2) absences from Assembly meetings during a single term, without reasonable excuse as determined ~~by the Vice President of Representation or appealed to the Executive Committee~~ Attendance Special Rules.
 - b. A vacancy shall occur when the ~~principal and alternate~~ representative fail to fulfill their standing committee duties as determined by the standing committee chair, ~~or appealed to the Executive Committee~~. Representatives may appeal to the Executive Committee by writing to gsa@unl.edu.
 - c. At-large representatives shall meet all the qualifications of office and shall hold all the same powers to attend, speak, and vote at meetings, but they may not have alternates.
5. All representatives shall serve a renewable term of one (1) year, starting the first day of September and finishing the last day of August.

Section 4. Duties

Duties of representatives include, but are not limited to:

1. Attending all meetings of the Assembly, unless excused ~~by the Vice President of Representation~~ as outlined in the Attendance Special Rules.
2. Serving on a GSA, ASUN or University-wide committee and attending all committee meetings, unless excused by the committee chair.
3. Meeting with the representative's DGSA and/or graduate chair or director.
4. Posting pertinent material in designated buildings and sharing GSA communications via email per the request of the Executive Committee.

Section 5. Disciplinary Procedures

1. The President, the Executive Vice President, or a majority of the Assembly may call for a disciplinary hearing of any officer, standing committee chair, or representative if said person has committed any of the following infractions:
 - a. Manifesting negligence generally in assigned duties.
 - b. Committing any action unbecoming of a GSA officer or representative.
 - c. Failure to report a change in eligibility resulting in disqualification.
 - Every possible effort should be made to resolve the matter before it comes to openly discussing personal academic matters before the Assembly.
2. The Executive Vice President will notify the officer, standing committee chair, or representative of the hearing with no less than three (3) days' notice. If the hearing is for the Executive Vice President, the President shall notify the Executive Vice President with no less than three (3) days' notice.
3. The Assembly will conduct the hearing in closed session, but will vote on the removal in

open session. A two-thirds (2/3) vote shall remove the officer, standing committee chair, or representative from office.

Article II – Meetings

Section 1. Meetings

1. The Assembly shall regularly meet on the first Tuesday of classes of each month during the regular school year.
2. The President may change the time or place of the meeting, provided one (1) week advance notice is given to the Assembly and this change is published on the GSA website prior to the meeting.
3. The Assembly may be convened in special session provided two-thirds (2/3) of the Executive Committee or twenty percent (20%) of the voting membership request it.

Section 2. Quorum

Quorum shall be fifteen (15) members of the Assembly and shall be necessary to transact all business except that fewer members may adjourn a meeting. A quorum must be called at a given Assembly meeting in order to affect business that may come before the Assembly.

Section 3. Voting

A simple majority of those members present, unless otherwise stated, shall be sufficient to adopt any resolution.

Section 4. Bills

All bills included on the GSA meeting agenda must:

1. Be submitted to the President no later than two (2) weeks prior to the GSA Assembly meeting at which the bill is to be voted on.
2. Be reviewed by at least one member of the Executive Committee.
3. Not violate federal, state, and university laws and regulations.
4. Clearly state how the bill is relevant to UNL graduate and professional students.
5. Be disseminated to GSA representatives one (1) week prior to the Assembly meeting at which they are to be voted on.

5-6. May be added to the agenda as emergency legislation by a two-thirds (2/3) majority vote of the assembly.

Section 5. Open Forum

The agenda of each Assembly meeting shall include time for an Open Forum, during which any person may address the Assembly upon recognition by the Chair. No person shall speak for more than ten-five (5+0) minutes during Open Forum and no topic shall exceed fifteen (15) minutes unless additional time is granted by the Assembly. The Chair of the Assembly will keep time and

~~move to end the~~ Open Forum after a total of 30 minutes unless additional time is granted by the Assembly.

Article III – Committees

Section 1. Standing Committees

1. The Assembly shall have the following standing committees:
 - a. The Committee for Academic Affairs shall identify and advocate on behalf of graduate and professional students regarding any issues pertaining to academic affairs, including, but not limited to, access to facilities and funding for research, the faculty-graduate student mentoring relationship, and academic policies ~~career development workshops, and shall manage the Special Projects Grants Program (SPGP)~~ pertaining to graduate and professional education and teaching for graduate and professional students.
 - b. The Committee for **Diversity, Equity, and Inclusion** shall encourage and promote participation by students from throughout the University community, including, but not limited to, students from racial and ethnic minorities, international students, women, the LGBTQA+ community, **students with disabilities**, and distance learning students, and ensure that GSA programming is available and pertinent to the diverse graduate and professional student community. The Chair(s) of this Committee, or Committee members they designate, shall also serve on any University-wide committees relating to Diversity and Inclusion. The Chair(s) shall also maintain a working relationship ~~with the University Office of Diversity and Inclusion~~ **relevant University stakeholders**.
 - c. The Committee for Graduate Travel Awards shall manage the Graduate Travel Awards Program (GTAP) as defined in the Special Rules.
 - d. ~~The Committee for Professional Development shall coordinate and implement a series of activities to promote the development of graduate and professional students, including but not limited to, networking activities, guest lectures, and career development workshops, and shall manage the Special Projects Grants Program (SPGP). The Chair(s) shall also maintain a working relationship with the University Office of Graduate Studies professional development team~~ **relevant University stakeholders**.
 - e. The Committee for Quality of Life shall attend to issues relevant to graduate and professional student life including, but not limited to, housing, transportation and parking, child care, and health benefits, and shall organize events or develop policies that support the improvement of graduate and professional students' quality of life.
 - f. The Committee for Social Events shall plan, coordinate, and execute **networking activities, guest lectures, and** social events throughout the fall and spring semesters for all graduate and professional students, including those for Graduate-Professional Student Appreciation Week (GSAW), and shall organize and staff all GSA activities during new graduate student welcome.
 - g. The Committee for Communications shall **assist with create, facilitate, and**

~~maintain~~ all forms of communication for GSA ~~as necessary~~, including but not limited to: email accounts, official website, and social media. ~~Additionally, they shall keep the monthly meeting documents up-to-date on the GSA website, assist committee chairs with updating their portions of the website, and advertising GSA events to graduate students. This Committee has the authority to supervise (but not use any email not assigned to the Committee) official GSA email accounts, make requested changes to Committee websites as requested by Committee Chairs and approved by the Executive Committee, make changes to the GSA website as approved by the Executive Committee and the General Assembly, and create and post in social media accounts as approved by the Executive Committee and the General Assembly, or in emergency/exceptional circumstances only, by the Executive Committee.~~

2. The Executive Vice President shall appoint, taking into account individual preferences, every representative to a standing committee.
3. Service in University-wide or ASUN committees shall exempt representatives from service in GSA standing committees.

Section 2. At-Large **Standing Committee** Members

1. Any graduate or professional student may petition the Executive Committee in writing to be appointed to a standing committee as an at-large member.
2. The Executive Committee may approve or deny this request by a simple majority vote taking into consideration the opinion of the standing committee chair.
3. At-large standing committee members shall meet all the qualifications of office required for representatives and shall hold all the same powers to attend, speak and vote at standing committee meetings.

Section 3. Standing Committee Chairs

1. Standing committee chairs shall be elected, independently, and in the order stated in Part I, Article III, Section 1, by a ballot majority vote of those present and voting. The Assembly may proceed with the election of standing committee chairs by individual **electronic or paper** ballots, or combine all positions into a single ballot.
 - a. All nominees and subsequently elected committee chairs shall meet requirements 1 and 2 in Part I, Article I, Section 2 of this document for being a representative
 - b. Nominations for the election of standing committee chairs shall follow the election of all officers during the ~~first meeting of the GSA following the ASUN spring elections~~ April or May meeting, as determined by the Executive Committee and announced in March. All nominations, including self-nominations, **may be taken via online form prior to the meeting, but time must shall be allotted for nominations to be** taken from the floor, defined as those present during the meeting in which the vote takes place. Candidates may be nominated for multiple standing committee chair positions, but may only be elected to one such position. **Nominations must be accepted from the floor unless given an excused absence, then nominees may accept the nomination in writing to the Vice President of Representation.**
 - c. Co-chairs ~~may shall and are recommended to run for office~~ are encouraged and shall

be elected as a slate.

- d. Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five (5) minutes in which they shall disclose all prior involvement in ASUN, GSA and any DGSA or similar student government organization, or lack thereof. Upon completion of each individual's speech, the floor shall be opened for questions from members of the Assembly not to exceed a total time of five (5) minutes. While each candidate presents their speech, the other candidates shall remain outside the room of the Assembly meeting. If excused, the Vice President of Representation will read the nominee's speech and disclosure to the assembly.
 - e. After the last candidate has finished answering questions, all candidates shall remain outside of the Assembly meeting room for representatives to discuss the candidates for no more than fifteen (15) minutes.
 - Following the discussion period, should there be any outstanding questions, the candidate shall be called back into the room for further clarification for no more than five (5) minutes.
 - Following the clarification period of all candidates, the candidate(s) shall leave the room and the body shall continue discussion for no more than ten (10) minutes.
 - f. Representatives, including the candidates, shall vote by ballot. If no candidate receives a majority, only the two (2) highest vote-getters shall be considered, and the Assembly shall re-ballot until one candidate receives a majority. Provided only one candidate runs for a position, the Assembly may proceed with a vote by acclamation.
2. Standing committee chair vacancies shall be filled by the Assembly during the first meeting of the GSA after which the vacancy arises.
 3. A special election for a co-chair may be held at any time should any standing committee chair request it, and will take place at the first Assembly meeting after which the request occurs. The standing committee chair may nominate a co-chair. Nominations of co-chairs from the floor (not made by the standing chair) must be accepted by the standing chair and nominee.

Section 4. Standing Committee Rules

1. Quorum for standing committees shall be three (3) members or one-third of its membership, whichever is larger, and shall be necessary to transact all business except that fewer members may adjourn a standing committee meeting.
2. Standing committee chairs may distribute, taking into account individual preferences, committee members into subcommittees.
- ~~3. Standing committees may elect a vice chair from among its members.~~
- 4.3. Alternate representatives shall hold all the same powers to attend, speak and vote at standing committee meetings in the absence of the principal representative. Alternate representatives may seek further appointment to another standing committee as an at-large member.

Section 5. Special Committees

1. Any other special committee, created by the Assembly, shall be appointed by the

Executive Vice President taking into consideration individual preferences of the Assembly membership.

2. At-large members may be appointed to special committees.
3. The chair of any special committee shall be elected by simple plurality of its membership, unless otherwise outlined specifically in the legislation creating such committee.
4. Standing committee rules, as outlined in Part I, Article III, Section 4, shall be applicable to special committees.

Section 6. Ad-hoc Members

Ad-hoc members are to be restricted to undergraduate students, post-baccalaureate non-degree students, part-time graduate and professional students, faculty, or staff who carry skills or experience above and beyond the normal graduate or professional student to warrant special consideration for addition to one of the GSA's committees. These ad-hoc members are to be considered on an individual basis, and must meet all of the following requirements:

1. Come at the official recommendation of the chair of the committee. This recommendation must be in writing and **be** given to the Executive Vice President, **and the advisor of the GSA.**
2. Be approved by a majority vote of the Assembly.
3. Ad-hoc membership to any standing or special committee shall not entail voting privileges in said committee.

Article IV – Advisors

Section 1. Advisor

1. The Advisor must be a graduate faculty member and shall be nominated by the President at the first meeting of the GSA following the ASUN spring elections and confirmed by the Assembly with a two-thirds (2/3) vote.
2. The Advisor shall serve a renewable term of one (1) year.

Section 2. ASUN Director of Administration

The ASUN Director of Administration shall serve as an advisor to the GSA.

Section 3. Past President

The immediate past President shall serve as an ex officio advisor to the GSA, **provided the past President meets all requirements for being a representative.**

Part II – The Executives

Article I – The President and Executive Vice President

Section 1. Qualifications

1. The President and Executive Vice President shall meet all the requirements in Part I, Article I, Section 2, have completed nine (9) credit hours of graduate or professional work at the University, and have served on GSA or any DGSA in any capacity for at least one semester.
2. The President and Executive Vice President shall not concurrently serve as representatives.

Section 2. Election/Appointment

1. The President and Executive Vice President shall be directly and independently elected during the ASUN spring elections by a ballot majority vote of those voting.
 - a. Only graduate or professional students shall be eligible to vote, support the election of and be elected as President or Executive Vice President.
 - b. Candidates for President or Executive Vice President may run in a Student Election Group (SEG), independently, or as write-ins.
 - c. If no candidate receives a majority, the Assembly shall elect a President and/or an Executive Vice President, in said order, among the two (2) highest vote-getters. The representatives, including the candidates, shall vote by ballot. If there is a tie vote, the Assembly shall re-ballot until one candidate receives a majority.
2. In the case of vacancy of the office of the President, the Executive Vice President shall assume the duties of the President for the remainder of the term. If the office of the Executive Vice President becomes vacant, or both the office of the President and the Executive Vice President become vacant, the Assembly shall elect a President and/or an Executive Vice President, in said order, among its officers, standing committee chairs and representatives by a ballot majority vote of those present and voting.
 - a. Nominations for the election shall be the first order of business of the agenda of the first meeting of the GSA after which the vacancy arises. All nominations, including self-nominations, shall be taken from the floor, defined as those present during the meeting in which the vote takes place. Candidates may be nominated for multiple positions, but may only be elected to one such position.
 - b. Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five (5) minutes. Upon completion of each individual's speech, the floor shall be opened for questions from members of the Assembly not to exceed a total time of five (5) minutes. While each candidate presents their speech, the other candidates shall remain outside the room of the Assembly meeting.
 - c. After the last candidate has finished answering questions, all candidates shall remain outside of the Assembly meeting room for representatives to discuss the candidates for no more than thirty (30) minutes.
 - Following the discussion period, should there be any outstanding questions, the candidate shall be called back into the room for further clarification for no more than five (5) minutes.
 - Following the clarification period of all candidates, the candidate(s) shall leave the room and the body shall continue discussion for no more than ten (10) minutes.

- d. The representatives, including the candidates, shall vote by ballot. If no candidate receives a majority, only the two (2) highest vote-getters shall be considered. Those two (2) candidates shall leave the room for no more than fifteen (15) minutes for discussion of the Assembly. Then the representatives, including the candidates, shall vote by ballot with the candidate receiving a majority being elected. If there is a tie vote, the Assembly shall re-ballot until one candidate receives a majority. Provided only one candidate runs for a position, the Assembly may proceed with a vote by acclamation.
3. Candidates for President and Executive Vice President shall abide by all Electoral Commission rules when applicable.

Section 3. Duties

1. The President shall:
 - a. Serve as the official representative from the GSA to the University and to the community.
 - b. Set the agenda and chair the GSA Executive Committee and Assembly meetings.
 - c. ~~Set and d~~ Disseminate the agenda for GSA Assembly meetings, along with all meeting documents, no later than seven (7) days before the Assembly meeting.
 - d. Periodically attend ASUN Senate meetings to report on the activities of the GSA.
 - e. Meet every semester with the Dean of Graduate Studies.
 - f. Maintain working relationships with the Chancellor ~~and~~ the Executive Vice Chancellor, ~~and the Vice Chancellor for Student Affairs.~~
 - g. Serve as a member of the Academic Planning Committee, the Graduate Council and ASUN Executive Committee, or appoint another officer in their place.
 - g.h. In the event of a vacancy in allocated graduate ASUN Senate positions, be encouraged to apply to serve as a Senator, and if selected, is encouraged to serve as a Senator.
 - h. ~~Serve as liaison to the National Association of Graduate Professional Students.~~
2. The Executive Vice President shall:
 - a. Chair the GSA meeting in the absence and/or at the request of the President.
 - b. Appoint representatives to standing committees, taking into account their preference, and notify representatives of their placements no later than one (1) week prior to the October GSA Assembly meeting.
 - c. Serve on the Graduate Council or appoint another officer in their place.
 - d. In the event of a vacancy in allocated graduate ASUN Senate positions, be encouraged to apply to serve as a Senator, and if selected, is encouraged to serve as a Senator.

Article II – Officers

Section 1. Officers

In addition to the President and Executive Vice President, the GSA shall have the following officers:

1. Vice President of Student Affairs.

2. Vice President of Representation.
3. Vice President of Finance.

Section 2. Qualifications

1. Officers shall meet all requirements for being a representative and have served on GSA or any DGSA in any capacity for at least one semester.
2. Officers may not concurrently serve as representatives.
3. Should an officer position remain vacant at the beginning of the fall semester only the requirements for being a representative need be met.

Section 3. Election/Appointment

1. The Vice President of Student Affairs, the Vice President of Representation, and the Vice President of Finance shall be elected, independently, and in said order, by a ballot majority vote of those present and voting.
 - a. Unless there is a vacancy in the office of the President and/or Executive Vice President, nominations for the election shall be the first order of business of the agenda of the first meeting of the GSA succeeding the ASUN spring election. All nominations, including self-nominations, ~~shall may~~ be taken from the floor or submitted via an online form before the start of the meeting (if ~~decided~~ approved by the Executive Committee), ~~defined as those present during the meeting in which the vote takes place.~~ Candidates may be nominated for multiple positions, but may only be elected to one such position. Nominations must be accepted from the floor, whether submitted from the floor or via online form prior to the meeting.
 - b. No candidate who campaigned with a Student Election Group (SEG), and no independent candidate with any campaign expenditures, may accept a floor nomination if they have failed to submit the Graduate Student Campaign Finance Disclosure Form by March 25.
 - The Graduate Student Campaign Finance Disclosure Form can only be amended by a two-thirds (2/3) vote of the Assembly.
 - Once submitted, any Graduate Student Campaign Finance Disclosure Forms will be posted on the GSA website no later than one (1) week prior to the April Assembly meeting, and will be sent to all GSA members in advance of the April Assembly meeting.
 - Once elected, if errors are found on the Graduate Student Campaign Finance Disclosure form, the elected officer will have fourteen (14) days to rectify the error and resubmit the form for review by the Executive Committee. If the officer fails to submit the corrected form, the Executive Committee may commence disciplinary proceedings on these grounds.
 - c. Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five (5) minutes in which they shall disclose all prior involvement in ASUN, GSA and any DGSA or similar student government organization, or lack thereof. Upon completion of each individual's speech, the floor shall be opened for questions from members of the Assembly not to exceed a total time of five (5)

minutes. While each candidate presents their speech, the other candidates shall remain outside the room of the Assembly meeting.

- d. After the last candidate has finished answering questions, all candidates shall remain outside of the Assembly meeting room for representatives to discuss the candidates for no more than fifteen (15) minutes.
 - Following the discussion period, should there be any outstanding questions, the candidate shall be called back into the room for further clarification for no more than five (5) minutes.
 - Following the clarification period of all candidates, the candidate(s) shall leave the room and the body shall continue discussion for no more than ten (10) minutes.
 - e. Representatives, including the candidates, shall vote by ballot. If no candidate receives a majority, only the two (2) highest vote-getters shall be considered. Those two (2) candidates shall leave the room for no more than fifteen (15) minutes for discussion of the Assembly. Then the representatives, including the candidates, shall vote by ballot with the candidate receiving a majority being elected. If there is a tie vote, the Assembly shall re-ballot until one candidate receives a majority.
2. Officer vacancies shall be filled by the Assembly during the first meeting of the GSA after which the vacancy arises.

Section 4. Duties and Committee Membership

1. The Vice President of Student Affairs shall:
 - a. Ensure Record minutes are recorded at all GSA Assembly meetings and submit a draft of the minutes to the President no later than one (1) week after the Assembly meeting.
 - b. Chair the GSA meeting or record minutes in the absence and/or at the request of the President and/or Executive Vice President, respectively.
 - c. Serve on the Parking Advisory committee and the Executive Vice Chancellor's Student Advisory Board or appoint a designee in their place.
 - ~~e.d. Maintain a working relationships with the Vice Chancellor for Student Affairs.~~
 - ~~d.e. Interview and n~~Nominate all graduate or professional students to University-wide committees ~~and submit nominations two (2) weeks in advance of GSA Assembly meetings in which the nomination will take place for approval of the Assembly.~~
 - ~~e.f.~~ In the event of a vacancy in allocated graduate ASUN Senate positions, be encouraged to apply to serve as a Senator, and if selected, is encouraged to serve as a Senator.
2. The Vice President of Representation shall:
 - a. Chair the GSA meeting in the absence of both the Executive Vice President and the Vice President of Student Affairs, or at the request of the Vice President of Student Affairs when they are to preside.
 - b. Ensure each department or program is represented in the Assembly, and maintain a full list of members. (Please see Table 2.4.2 below for a summary of

attendance tracking tasks.)

- i. No later than two (2) weeks after their election, shall notify all possible department chairs, support staff, and graduate chairs about the August 15 deadline to provide names of GSA representatives.
 - ii. On July 15, remind all possible department chairs, support staff, and graduate chairs about the August 15 deadline to provide names of GSA representatives.
 - iii. On the first day of the fall semester, identify departments with missing representatives and individually e-mail department chairs, support staff, and graduate chairs to confirm/identify GSA representatives for the current academic year by August 15.
 - iv. No later than two (2) weeks prior to the September Assembly meeting, submits to the Executive Committee a list of all possible incoming Assembly member names and e-mail addresses.
 - v. No less than one (1) week after the September meeting, for all departments that have not yet appointed a representative, inform department chairs, support staff, and graduate chairs that, pursuant to Part I, Article I, Section 3, Item 4 of the GSA Bylaws, if the department does not appoint a GSA representative by the October GSA meeting, their department's seat will become an at-large position, they will forfeit GSA representation, and other consequences specified in Section 7 of the GTAP Special Rules and Section 6 of the Special Projects Grants Special Rules.
 - vi. Inform and as necessary remind department chairs, support staff, and/or graduate chairs of the expectation noted under Part I, Article I, Section 2, Item 4 should their representative's eligibility change before their term has concluded at least at the beginning of the spring and fall semesters.
- c. Keep and update the following documentation:
- i. Names and department or program affiliations of all GSA representatives and, if applicable, alternates.
 - ii. E-mail **listserv list** of all possible GSA Representatives and Alternates, ~~as well as Department Chairs, Support Staff, and Graduate Chairs.~~
 - iii. An attendance roster to be used at all GSA Assembly meetings
- d. Interview and nominate all at-large representatives and submit names of at-large representative nominees at least two (2) weeks in advance of GSA Assembly meetings at which the Assembly will vote on the nomination.
- e. Take attendance at all GSA Assembly meetings **and maintain a record of all excused and unexcused absences** and **update the list on the GSA website.**

Table 2.4.2: Schedule of Attendance Tracking Tasks

Date/Event	Attendance Tracking Task
Within first two weeks after elected as VP of Representation	Send email to each department that all Representatives should be updated by the start of the fall semester (Aug 15)

<u>July 15</u>	<u>Send reminder email that all Representatives should be updated by the start of the fall semester</u>
<u>First day of fall semester</u>	<u>Email departments that have missing representatives</u>
<u>Two weeks prior to the September Assembly meeting</u>	<u>Email the Executive Committee a list all potential incoming Assembly members for the year</u>
<u>One week after the September Assembly meeting</u>	<u>Inform departments that have missing Representatives of the consequences</u>
<u>Throughout term (or at the start of the fall and spring semesters), at minimum</u>	<u>Update departments if their representation status changes</u>

3. The Vice President of Finance shall:
 - a. Maintain all GSA fiscal records; including monthly balancing the ledger against the GSA budget within ASUN.
 - b. Provide a monthly fiscal report during the GSA meeting, along with a written budgetary report for each GSA Executive Committee meeting submitted one (1) week prior to the meeting.
 - c. Coordinate with the ASUN Treasurer and Director of Administration, the advisor and officers and standing committee chairs all budgets and activities.
 - d. Coordinate with the Executive Committee to identify possible sources of internal and external funding for GSA, and oversee all fundraising activities.
 - e. In the event of a vacancy in the allocated graduate student position on the Committee for Fee Allocations, be encouraged to apply to serve as the graduate student member of the Committee for Fee Allocations, and if selected, be encouraged to serve as the graduate member of the Committee for Fee Allocations.
 - ~~f. Provide an oral fiscal report at each GSA Assembly meeting, along with a written budgetary report for each GSA Executive Committee meeting submitted one (1) week prior to the meeting.~~
4. The officers shall be allowed by a simple majority vote to allocate up to \$300 from GSA general funds between meetings. Individual allocations must each be below \$150 and any allocations from committee-controlled funds must be approved by the committee chair. All expenditures must be explicitly reported by the Vice President of Finance to the assembly during their monthly report.

Article III – The Executive Committee

Section 1. Composition

1. The Executive Committee shall consist of the following voting members: President as chair, Executive Vice President, Vice President of Student Affairs, Vice President of Representation, Vice President of Finance, and standing committee chairs. The Executive Committee shall also include the ASUN Director of Administration, the GSA Advisor

- and the immediate past President as non-voting members.
2. Executive Committee members shall be required to attend all meetings assembly and executive meetings unless informing and receiving written approval from the President no less than one (1) week prior to the Executive Committee Meeting.
 3. At each Executive Committee Meeting, all Executive Committee members shall provide an oral report of activities and plans.

Section 2. Meetings

1. The Executive Committee will meet on the third Tuesday of each month.
2. The quorum for the Executive Committee will be a majority of the voting members.

Section 3. Executive ~~Officer~~ Preparation

Officers and appointed chairs must attend an orientation session in May of their term of service (or prior to the first assembly meeting of the school year or after their election if unable to do so in May) ~~(or their term of service)~~ led by the outgoing officers or their appointees. The orientation must include an introduction to Robert's Rules of Order, a mock Assembly session, review of GSA Bylaws, training in how to draft a piece of legislation, and time to get to know the other officers and chairs. The orientation will be required for all officers and chairs but will be open to all Assembly members and to University of Nebraska, Lincoln, graduate or professional students interested in running for or applying for a position within the Assembly. Should an officer or chair be unable to attend the orientation, they must arrange an alternate orientation session with the organizer(s) or president. Officers or chairs who do not attend the orientation will be considered on probation and will have one month to rectify the situation. If a month passes without orientation participation, the officer or chair will be removed from their position.

Article IV – Appointments

Section 1. Appointment

1. The Vice President of Student Affairs shall ~~interview and~~ nominate graduate or professional students to serve on University-wide committees and as at-large representatives in the Assembly.
2. The Vice President of Student Affairs may not seek to be appointed to a University-wide committee or as an at-large representative during their tenure, except as specifically outlined in the bylaws.
3. All open positions shall be advertised for a period no shorter than two (2) weeks by email one week before the first meeting and for one week thereafter.
- ~~4. Appropriate records shall be maintained on interviews and appointments to University-wide committees at the ASUN office.~~
- ~~5. Graduate or professional students nominated to University-wide committees must be~~

~~ratified by a majority vote of the Assembly and two-thirds (2/3) vote of the Senate.~~
6.4. At-large representatives must be confirmed by a two-thirds (2/3) vote of the Assembly.

Section 2. Resignation

Any principal or alternate representative, at-large representative, or graduate or professional student appointed to a University-wide committee must give the Vice President of Representation two (2) weeks' notice should they choose to forfeit their position.

Part III – General Provisions

Article I – Senatorial Supremacy

The GSA shall operate in accordance to the ASUN Constitution and Bylaws and Special Rules and these bylaws. ~~The President shall report regularly to the Senate.~~

Article II – Non-Discrimination Clause

Neither ASUN nor the GSA or any DGSA may discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of a person's age, race, national or ethnic origin, color, gender, religion, sex, identity or expression, sexual orientation, disability, veteran's status, marital status, or place of residence.

Article III – Special Rules

The GSA may adopt Special Rules to govern the GSA with a vote of two-thirds (2/3) of those present and voting. Any standing committee or officer may request to have the Special Rules concerning their functions amended in a written request to the Executive Committee.

Article IV – Bylaws

Section 1. Amendment

1. All bylaw amendments shall be submitted to the Executive Committee in writing for review. The Executive Committee shall have the authority to amend or kill the bylaw amendment in addition to sending it to the Assembly.
2. Bylaws may be amended by a three-fourths (3/4) vote of those present and voting taken by roll call vote, provided written previous notice of the amendment was electronically distributed at least seven (7) days in advance of the meeting.
3. All bylaws amendments shall be submitted to the Senate which may reject them by a two-thirds (2/3) vote, but may not introduce any modifications.

Section 2. Suspension

None of these bylaws may be suspended at any time.

Article V – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the GSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and the ASUN Bylaws and Constitution.



Adopted by the Graduate Student Assembly on April 5, 2016.
Amended by the Graduate Student Assembly on October 4, 2016.
Amended by the Graduate Student Assembly on April 4, 2017.
Amended by the Graduate Student Assembly on November 7, 2017.
Amended by the Graduate Student Assembly on April 3, 2018.
Submitted to the Graduate Student Assembly Executive Committee on January 23, 2019.
Amended by the Graduate Student Assembly on September 3, 2019.
Amended by the Graduate Student Assembly on October 6, 2020.
Amended by the Graduate Student Assembly on March 2, 2021.
Amended by the Graduate Student Assembly on April 5, 2022.
Amended by the Graduate Student Assembly on April 2, 2024.