

1 **Association of Students of the University of Nebraska-**  
2 **Lincoln**

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4 **Graduate Student Assembly**

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6 **Bylaws**

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8 **Part I – The Assembly**

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10 **Article I – Members**

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12 **Section 1. Composition**

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14 The Graduate Student Assembly (GSA) shall consist of one (1) Departmental Representative per  
15 Department of the University that awards a graduate degree.

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17 **Section 2. Qualification**

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19 1. Every Departmental Representative is required to be a full-time graduate student at said  
20 Department, with a cumulative grade point average of 3.0 or higher.  
21 2. No graduate student shall serve on the Assembly if that student is currently on academic  
22 or disciplinary probation.  
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24 **Section 3. Election/Appointment**

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26 1. For such Departments where a Departmental Graduate Student Association (DGSA)  
27 exists, and is in full compliance with Student Involvement, said organization shall be  
28 responsible to determine the method of election or appointment of the Departmental  
29 Representative, which must be stated in the organization's constitution and/or bylaws.  
30 2. In Departments without a DGSA, or in which such DGSA is not in full compliance with  
31 Student Involvement, the Graduate Chair of the Department shall be responsible for  
32 organizing the selection of the Departmental Representative.  
33 3. For each principal Departmental Representative an alternate may be appointed, who shall  
34 meet all the qualifications of office, be a member of the Departmental Representative's  
35 department, and shall hold all the same powers to attend, speak and vote at meetings in  
36 the absence of the principal Departmental Representative.  
37 4. After the fall semester, all Departmental Representative vacancies shall be filled by the  
38 constituent DGSA or Graduate Chair within a period of one (1) month of the vacancy's  
39 occurrence, after which such vacancies may be filled by an At-Large Representative  
40 nominated by the Vice President of Representation and approved by two-thirds (2/3) of  
41 the Assembly.  
42 a. A Departmental Representative vacancy shall occur when the principal and  
43 alternate Departmental Representative accumulate two (2) absences from

- 44 Assembly meetings during a single term, without reasonable excuse as  
45 determined by the Vice President or Representation or appealed to the Executive  
46 Committee.
- 47 b. At-Large Representatives shall meet all the qualifications of office required for  
48 Departmental Representatives and shall hold all the same powers to attend, speak,  
49 and vote at meetings, but they may not have alternates.
- 50 5. All Departmental Representatives shall serve a renewable term of one (1) year, starting  
51 the first day of September and finishing the last day of August.

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#### 53 **Section 4. Duties**

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55 Duties of Departmental Representatives include, but are not limited to:

- 56 1. Attending all meetings of the Assembly, unless excused by the Vice President of  
57 Representation.
- 58 2. Serving on a GSA, ASUN or University-wide committee and attending all committee  
59 meetings, unless excused by the committee chair.
- 60 3. Meeting with the Departmental Representative's DGSA and/or Graduate Chair.
- 61 4. Posting pertinent material in designated buildings and sharing GSA communications via  
62 email per the request of the Executive Committee.

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#### 64 **Section 5. Disciplinary Procedures**

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- 66 1. The President, the Executive Vice President, or a majority of the Assembly may call for a  
67 disciplinary hearing of any Officer, Standing Committee Chair, or Departmental  
68 Representative if said person has committed any of the following infractions:
- 69 a. Manifesting negligence generally in assigned duties.
- 70 b. Committing any action unbecoming of a GSA Executive or Departmental  
71 Representative.
- 72 2. The Executive Vice President will notify the Officer, Standing Committee Chair, or  
73 Departmental Representative of the hearing with no less than three days' notice. If the  
74 hearing is for the Executive Vice President, the President shall notify the Executive Vice  
75 President with no less than three days' notice.
- 76 3. The Assembly will conduct the hearing in closed session, but will vote on the removal in  
77 open session. A two-thirds (2/3) vote shall remove the Officer, Standing Committee  
78 Chair, or Departmental Representative from office.

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## 80 **Article II – Meetings**

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### 82 **Section 1. Meetings**

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- 84 1. The Assembly shall regularly meet on the first Tuesday of classes of each month during  
85 the regular school year.
- 86 2. The Executive Vice President may change the time or place of the meeting, provided two  
87 (2) weeks advance notice is given to the Assembly and this change is published on the  
88 ASUN and GSA websites prior to the meeting.

- 89 3. The Assembly may be convened in special session provided two-thirds (2/3) of the  
90 Executive Committee or twenty percent (20%) of the voting membership requests it.  
91

92 **Section 2. Quorum**  
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94 Quorum shall be fifteen (15) members of the Assembly and shall be necessary to transact all  
95 business except that fewer members may adjourn a meeting. A quorum must be called at a given  
96 Assembly meeting in order to affect business that may come before the Assembly.  
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98 **Section 3. Voting**  
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100 A simple majority of those members present, unless otherwise stated, shall be sufficient to adopt  
101 any resolution.  
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103 **Article III – Committees**  
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105 **Section 1. Standing Committees**  
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- 107 1. The Assembly shall have the following standing committees:  
108 a. The Committee for Academic Affairs shall identify and advocate on behalf of  
109 graduate students regarding any issues pertaining to academic affairs, including,  
110 but not limited to, access to facilities and funding for research, the faculty-  
111 graduate student mentoring relationship, and academic policies pertaining to  
112 graduate education and teaching for graduate students.  
113 b. The Committee for Quality of Life shall attend to issues relevant to graduate  
114 student life such as housing, transportation and parking, child care, and health  
115 benefits.  
116 c. The Committee for Diversity and Inclusion shall encourage and promote  
117 participation by students from throughout the University community, including,  
118 but not limited to, students from racial and ethnic minorities, international  
119 students, women, the LGBTQA+ community, and distance learning students, and  
120 ensure that GSA programming is available and pertinent to the diverse graduate  
121 student community.  
122 d. The Committee for Social Events shall plan, coordinate, and execute social events  
123 throughout the fall and spring semesters for all graduate students and organize and  
124 staff all GSA activities during new graduate student orientation;  
125 e. The Graduate Travel Awards Program (GTAP) Committee shall manage the  
126 GTAP as defined in the Special Rules.  
127 f. The Committee for Professional Development shall coordinate and implement a  
128 series of activities to promote the development of graduate students, including but  
129 not limited to, networking activities, guest lectures, and career development  
130 workshops, and shall manage the Graduate Special Projects Grants Program  
131 (GSPGP).  
132 g. The Committee for Graduate Appreciation Week shall plan, coordinate, and  
133 execute events for the celebration of Graduate and Professional Student

134 Appreciation Week as determined annually by the National Association of  
135 Graduate and Professional Students.

136 h. The Committee for the Midwest Graduate Career Fair shall plan, coordinate, and  
137 execute, together with the University of Nebraska Medical Center, Creighton  
138 University, the University of Nebraska at Omaha, other partner institutions and  
139 University Career Services the Midwest Graduate Career Fair.

140 2. The Executive Vice President shall appoint, taking into account individual preferences,  
141 every Departmental Representative to a standing committee.

142 3. Service in University-wide or ASUN committees shall exempt Departmental  
143 Representatives from service in GSA standing committees.

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145 **Section 2. At-Large Members**

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147 1. Any graduate student may petition the Executive Committee in writing to be appointed to  
148 a standing committee as an at-large member.

149 2. The Executive Committee may approve or deny this request by a simple majority vote  
150 taking into consideration the opinion of the committee chair.

151 3. At-large committee members shall meet all the qualifications of office required for  
152 Departmental Representatives and shall hold all the same powers to attend, speak and  
153 vote at committee meetings.

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155 **Section 3. Standing Committee Chairs**

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157 1. Standing committee chairs shall be elected, independently, and in the order stated in Part  
158 I - Article III - Section 1, by a ballot plurality vote of those present and voting. The  
159 Assembly may proceed with the election of committee chairs by individual ballots, or  
160 combine all positions into a single ballot.

161 a. Nominations for the election of standing committee chairs shall follow the  
162 election of all other officers during the first meeting of the GSA succeeding the  
163 ASUN spring elections. All nominations shall be taken from the floor. Self-  
164 nominations shall be permitted. Candidates may be nominated for multiple  
165 Committee Chair positions, but may only be elected to one such position.

166 b. Co-Chairs, with the exception of the Co-Chairs for the Committee for Diversity  
167 and Inclusion, shall run for office and be elected as a slate.

168 c. Candidates, one at a time, in reverse order of nomination, shall give speeches not  
169 to exceed five (5) minutes. Upon completion of each individual's speech, the floor  
170 shall be opened for questions from members of the Assembly not to exceed a total  
171 time of five (5) minutes. While each candidate presents his/her speech, the other  
172 candidates shall remain outside the room of the Assembly meeting.

173 d. After the last candidate has finished answering questions, all candidates shall  
174 remain outside of the Assembly meeting room for Departmental Representatives  
175 to discuss the candidates for no more than fifteen (15) minutes.

176 e. The Departmental Representatives, including the candidates, shall vote by ballot.  
177 If no candidate receives a plurality of votes, only the two (2) highest vote-getters  
178 shall be considered. Those two (2) candidates shall leave the room for no more  
179 than fifteen (15) minutes for discussion of the Assembly. Then the Departmental

180 Representatives, including the candidates, shall vote by ballot with the candidate  
181 receiving a majority being elected. If there is a tie vote, the Assembly shall re-  
182 ballot until one candidate receives a majority. Provided only one candidate runs  
183 for a position, the Assembly may proceed with a vote by acclamation.

184 2. Standing committee chair vacancies shall be filled by the Assembly during the first  
185 meeting of the GSA after which the vacancy arises.

186 3. The Committee for Diversity and Inclusion shall elect a Co-Chair for International and  
187 Multicultural Affairs and a Co-Chair for LGBTQA+ and Women’s Affairs.

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189 **Section 4. Standing Committee Rules**

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191 Quorum for standing committees shall be three (3) members or one-third of its membership,  
192 whichever is larger, and shall be necessary to transact all business except that fewer members  
193 may adjourn a standing committee meeting.

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195 **Section 5. Special Committees**

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197 1. Any other special committee, created by the Assembly, shall be appointed by the  
198 Executive Vice President taking into consideration individual preferences of the  
199 Assembly membership.

200 2. At-large members may be appointed to special committees.

201 3. The chair of any special committee shall be elected by simple plurality of its  
202 membership, unless otherwise outlined specifically in the legislation creating such  
203 committee.

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205 **Section 6. Ad-Hoc Members**

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207 Ad-hoc members are to be restricted to undergraduate students, faculty, or staff who carry skills  
208 or experience above and beyond the normal graduate student to warrant special consideration for  
209 addition to one of the GSA’s committees. These Ad-hoc members are to be considered on an  
210 individual basis, and must meet all of the following requirements:

211 1. Come at the official recommendation of the chair of the committee. This  
212 recommendation must be in writing, and given to the Executive Vice President and the  
213 advisor of the GSA.

214 2. Be approved by a majority vote of the Assembly.

215 3. Ad-hoc membership to any standing or special committee shall not entail voting  
216 privileges in said committee.

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218 **Article IV – Advisors**

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220 **Section 1. Advisor**

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222 1. The Advisor must be a graduate faculty member and shall be nominated by the President  
223 at the first meeting of the GSA and confirmed by the Assembly with a two-thirds (2/3)  
224 vote.

225 2. The Advisor shall serve a renewable term of one (1) year.

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**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 he/she meets all requirements for being a Departmental 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 requirements for being a Departmental Representative and shall be required to be a full-time graduate student at any Department and have completed nine (9) credit hours of graduate work at the University.
2. The President and Executive Vice President shall not concurrently serve as a Departmental Representatives.

**Section 2. Election/Appointment**

1. The President and Executive Vice President shall be directly and independently elected during the ASUN spring elections.
  - a. Only graduate 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.
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 and members 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 shall be taken from the floor.
  - b. Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five (5) minutes. Upon completion of each individuals' 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 his/her speech, the other candidates shall remain outside the room of the Assembly meeting.

- 271 c. After the last candidate has finished answering questions, all candidates shall  
272 remain outside of the Assembly meeting room for Departmental Representatives  
273 to discuss the candidates for no more than thirty (30) minutes.
- 274 d. The Departmental Representatives, including the candidates, shall vote by ballot.  
275 If no candidate receives a majority, only the two (2) highest vote-getters shall be  
276 considered. Those two (2) candidates shall leave the room for no more than  
277 fifteen (15) minutes for discussion of the Assembly. Then the Departmental  
278 Representatives, including the candidates, shall vote by ballot with the candidate  
279 receiving a majority being elected. If there is a tie vote, the Assembly shall re-  
280 ballot until one candidate receives a majority. Provided only one candidate runs  
281 for a position, the Assembly may proceed with a vote by acclamation.
- 282 3. Candidates for President and Executive Vice President shall abide by all Electoral  
283 Commission rules when applicable.

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285 **Section 3. Duties**

- 286  
287 1. The President shall:
- 288 a. Serve as the official representative from the GSA to the University.
  - 289 b. Chair the GSA Executive Committee and Assembly meetings.
  - 290 c. Periodically attend Senate meetings to report on the activities of the GSA.
  - 291 d. Set the agenda and chair all Executive Committee meetings.
  - 292 e. Meet every semester with the Vice Chancellor of Student Affairs and the Dean of  
293 Graduate Studies.
  - 294 f. Serve as a member of the Academic Planning Committee, the Graduate Council  
295 and ASUN Executive Committee, or appoint another officer in his/her  
296 representation.
  - 297 g. Serve as liaison to the National Association of Graduate and Professional  
298 Students.
- 299 2. The Executive Vice President shall:
- 300 a. Set the agenda and record the minutes of all GSA meetings.
  - 301 b. Appoint Departmental Representatives to standing committees, taking into  
302 account their preference.
  - 303 c. Serve on the Graduate Council.
  - 304 d. Attend ASUN Electoral Commission meetings in representation of GSA.
- 305

306 **Article II – Officers**

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308 **Section 1. Officers**

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310 The GSA shall have the following officers:

- 311 1. Vice President of Student Affairs;
- 312 2. Vice President of Representation;
- 313 3. Vice President of Finance;

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315 **Section 2. Qualifications**

316

- 317 1. Officers shall meet all requirements for being a Departmental Representative.  
318 2. Officers may not concurrently serve as Departmental Representatives.  
319 3. Any full-time graduate student may be nominated and elected to be an Officer provided  
320 he/she meets all the requirements for being a Departmental Representative. In addition,  
321 the candidates must meet any one of the following four criteria:  
322 a. Previously served on the GSA for at least one academic semester.  
323 b. Previously served on the GSA Executive Committee for at least one academic  
324 semester.  
325 c. Previously served on a GSA standing committee for at least one academic  
326 semester.  
327 d. Previously served on any DGSA Executive Committee as defined by that  
328 department.  
329 4. Should an officer position remain vacant following the spring elections, only the  
330 requirements for being a Departmental Representative need be met for any new  
331 candidates wishing to fill the position at the first meeting of the fall semester.  
332

### 333 **Section 3. Election/Appointment** 334

- 335 1. The Vice President of Student Affairs, the Vice President of Representation, and the Vice  
336 President of Finance shall be elected, independently, and in said order, by a ballot  
337 majority vote of those present and voting.  
338 a. Unless there is a vacancy in the office of the President and/or Executive Vice  
339 President, nominations for the election shall be the first order of business of the  
340 agenda of the first meeting of the GSA succeeding the ASUN spring elections. All  
341 nominations shall be taken from the floor. Self-nominations shall be permitted.  
342 Candidates may be nominated for multiple Officer positions, but may only be  
343 elected to one such position.  
344 b. Candidates, one at a time, in reverse order of nomination, shall give speeches not  
345 to exceed five (5) minutes. Upon completion of each individual's speech, the floor  
346 shall be opened for questions from members of the Assembly not to exceed a total  
347 time of five (5) minutes. While each candidate presents his/her speech, the other  
348 candidates shall remain outside the room of the Assembly meeting.  
349 c. After the last candidate has finished answering questions, all candidates shall  
350 remain outside of the Assembly meeting room for Departmental Representatives  
351 to discuss the candidates for no more than fifteen (15) minutes.  
352 d. The Departmental Representatives, including the candidates, shall vote by ballot.  
353 If no candidate receives a majority, only the two (2) highest vote-getters shall be  
354 considered. Those two (2) candidates shall leave the room for no more than  
355 fifteen (15) minutes for discussion of the Assembly. Then the Departmental  
356 Representatives, including the candidates, shall vote by ballot with the candidate  
357 receiving a majority being elected. If there is a tie vote, the Assembly shall re-  
358 ballot until one candidate receives a majority.  
359 2. Officer vacancies shall be filled by the Assembly during the first meeting of the GSA  
360 after which the vacancy arises.  
361

### 362 **Section 4. Duties and Committee Membership**

- 363  
364 1. The Vice President of Student Affairs shall:  
365 a. Chair the GSA meeting or record minutes in the absence and/or at the request of  
366 the President and/or Executive Vice President, respectively.  
367 b. Coordinate activities with DGSAs and other graduate student organizations.  
368 c. Serve on the Parking Advisory committee and the Student Affairs Advisory  
369 Council.
- 370 2. The Vice President of Representation shall:  
371 a. Chair the GSA meeting in the absence of both the Executive Vice President and  
372 the Vice President of Student Affairs, or at the request of the Vice President of  
373 Student Affairs when he/she is to preside.  
374 b. Ensure each Department is represented in the Assembly, and maintain a full list of  
375 members.  
376 c. Maintain the GSA website, GSA account within the University's learning  
377 management system, GSA listservs, and GSA email account.  
378 d. Interview and nominate all graduate students to University-wide committees.  
379 e. Interview and nominate all At-Large Representatives.
- 380 3. The Vice President of Finance shall:  
381 a. Maintain all GSA fiscal records; including monthly balancing the ledger against  
382 the GSA budget within ASUN.  
383 b. Provide a monthly fiscal report during the GSA meeting.  
384 c. Coordinate with the ASUN Treasurer and Director of Administration, the advisor  
385 and officers and standing committee chairs all budgets and activities.  
386 d. Coordinate with the Executive Committee to identify possible sources of internal  
387 and external funding for GSA, and oversee all fundraising activities.  
388

## 389 Article III – The Executive Committee

### 390 391 Section 1. Composition

- 392  
393 1. The Executive Committee shall consist of the following voting members: President as  
394 Chair, Executive Vice President, Vice President of Student Affairs, Vice President of  
395 Representation, Vice President of Finance, and standing committee chairs. The Executive  
396 Committee shall also include the ASUN Director of Administration, the GSA Advisor  
397 and the immediate past President or Executive Vice President.  
398 2. Executive Committee members shall be required to attend all meetings unless excused by  
399 the President.  
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### 401 Section 2. Meetings

- 402  
403 1. The Executive Committee will meet at the call of the President with no less than forty-  
404 eight (48) hours' notice;  
405 2. The quorum for the Executive Committee will be a majority of the voting members.  
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## 407 Article IV – Appointments

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**Section 1. Appointment**

1. The Vice President of Representation shall interview and nominate graduate students to serve on University-wide committees and as At-Large Representatives in the Assembly.
2. The Vice President of Representation may not seek to be appointed to a University-wide committee or as an At-Large Representative during his/her tenure.
3. All open positions shall be advertised for a period no shorter than two (2) weeks.
4. All applications for open positions shall be submitted in writing through the ASUN office, and appropriate records shall be maintained on interviews and appointments.
5. Graduate students nominated to University-wide committees must be ratified by a majority vote of the Assembly and two-thirds (2/3) of the Senate.
6. At-Large Representatives must be confirmed by a two-thirds (2/3) vote of the Assembly.

**Section 2. Resignation**

Any principal or alternate Departmental Representative, At-Large Representative, or graduate 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 V – 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 entity of the GSA 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**

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

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463 None of these bylaws may be suspended at any time.  
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465 **Article V – Parliamentary Authority**

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