I. DUTIES OF EXECUTIVE OFFICERS

1.1. President
The duties of the President shall be to:

1) Serve as an official representative from the Graduate Student Association (“GSA”) to the University of Nebraska – Lincoln (The “University”) and other non-University communities;
2) Chair all Executive Committee meetings;
3) Call special meetings of the Executive Officers;
4) Prepare agendas for Executive Officers and Legislative Assembly meetings;
5) Meet at least once per academic semester with the Vice Chancellor of Student Affairs;
6) Meet at least once per academic semester with the Dean of Graduate Studies;
7) Meet at least once per academic semester with the GSA’s Advisor(s).
8) Serve on the Office of Graduate Studies Graduate Council.
9) Serve on the Academic Planning Committee.
10) Serve as the liaison to the National Association of Graduate and Professional Students.

1.2. Internal Vice President
The duties of the Internal Vice President shall be to:

1) Oversee all standing and ad hoc committee chairs;
2) Appoint graduate students to serve as committee chairs;
3) Coordinate events requiring use of University facilities including, but not limited to, scheduling rooms and other related arrangements for Legislative Assembly meetings;
4) Manage and maintain Recognized Student Organization (RSO)-related documents.
5) Serve on the Office of Graduate Studies Graduate Council.
1.3. External Vice President

The duties of the External Vice President shall be to:

1) Maintain a list of all GSA-facilitated appointments to committees and facilitate the process of appointing graduate students to serve on University committees;
2) Coordinate activities with other University graduate student organizations;
3) Serve on the Student Affairs Advisory Council.
4) Serve on the Parking Advisory Committee.

1.4. Vice President of Finance

The duties of the Vice President of Finance shall be to:

1) Maintain all GSA fiscal records; including monthly balancing the ledger against the current SOFS account balance;
2) Provide a current fiscal report of GSA in the monthly minutes of each Legislative Assembly meeting;
3) Chair the GSA Finance Committee;
4) Coordinate with GSA Executive Officers and standing committees on budgets and activities;
5) Present fiscal requests to the University’s Committee for Fee Allocation;
6) Coordinate with the Executive Committee to identify possible sources of funding from institutes, grants, and other sources in an effort to raise funds for GSA.
7) Coordinate fundraising activities.

1.5. Vice President of Representation

The duties of the Vice President of Representation shall be to:

1) Ensure each department is represented in the Legislative Assembly and maintain a full list of members.
2) Maintain the GSA website, Facebook group, and other social media.
3) Maintain the GSA listservs.
4) Maintain the GSA email account.
5) Maintain a current list of GSA committee chairs.

1.6. Vice President of Information

The duties of the Vice President of Information shall be to:

1) Serve as the recording secretary for all Executive Committee and Legislative Assembly meetings;
2) Maintain a current list of voting members of the Legislative Assembly and also maintain previous Legislative Assembly meeting attendance and voting records;
3) Compile the monthly reports submitted by GSA executive officers and committee chairs into a single report to be made available to the Legislative Assembly;

4) Maintain the Blackboard site.

1.7. Chair of Legislative Affairs (non-voting member)
The duties of the Chair of Legislative Affairs shall be to:

1) Chair all Legislative Assembly meetings;
2) Ensure the GSA Constitution and Bylaws are followed;
3) Chair the GSA Constitution & Elections Committee;
4) Provide advice concerning Robert’s Rules of Order for all Executive Committee and Legislative Assembly meetings.

1.8. Graduate Student Chief of Staff (non-voting member)
This position is nominated by the President of GSA and appointed by ASUN. The duties of the Graduate Student Chief of Staff shall be to:

1) Serve as the Graduate Student Chief of Staff on the Association of Students of the University of Nebraska;
2) Organize projects, coordinate information between GSA and ASUN, and attend both GSA and ASUN meetings.

1.9. All Executive Officers may be called upon to perform additional duties as mutually agreed upon with the Executive Officers.

II. COMMITTEES

2.1. All members of the GSA shall be eligible to serve on any GSA committee except the Executive Committee.

2.2. The standing committees of the GSA shall be the Executive Committee, Finance Committee, Constitution & Elections Committee, Diversity Committee, Quality of Life Committee, Academic Affairs Committee, Representation Committee, Distance Committee, Social Events Committee, and Graduate Student Appreciation Week (GSAW) and Open Access Committee. Standing committee chairs will attend Executive Committee meetings when requested by the President.

2.2.1. Executive Committee

The Executive Committee shall consist of the President, Internal Vice President, External Vice President, Vice President of Finance, Vice President of Representation, and Vice
President of Information. The Executive Committee shall review proposed amendments to the Bylaws prior to distribution to the Legislative Assembly. The Executive Committee shall discuss any confidential matters relevant to GSA prior to bringing issues to the Legislative Assembly.

2.2.2. Finance Committee

The Finance Committee shall assist the Chair of Finance in preparing an annual budget and monitoring all GSA expenditures. The Finance Committee shall prepare an annual fiscal report for submission to the Legislative Assembly.

2.2.3. Constitution & Elections Committee

The Constitution & Elections Committee shall assist the Chair of Legislative Affairs in overseeing the election of the Executive Officers and Campus representatives. They shall also make recommendations for amendments to the GSA Constitution.

2.2.4. Quality of Life and Diversity Committee

The Quality of Life and Diversity Committee shall encourage and promote participation in the GSA by students from throughout the University community, including but not limited to students from racial and ethnic minorities, international students, women, the LGBTQA community, and distance learning students, and ensure that GSA programming is available and pertinent to the diverse graduate student community. The committee shall also address issues important to distance learners such as access to courses, library services, student fees, communicating with advisors, and more. Finally, this committee shall address issues relevant to graduate students such as housing, transportation and parking, child care, and health benefits.

2.2.6. Academic Affairs Committee

The Academic Affairs Committee shall identify and advocate on behalf of University graduate students regarding any issues pertaining to the academic quality of life, including, but not limited to, access to facilities and funding for research, the faculty-graduate student mentoring relationship, and academic policies pertaining to graduate education and teaching for University of Nebraska-Lincoln graduate students.

2.2.7. Representation Committee

This committee shall assist the Vice President of Representation in maintaining the GSA website and contribute to maintaining an active social media presence by updating current social media platforms. The committee shall also attempt to increase department
representation by reaching out to newly formed departments as well as departments without representation.

2.2.8. Social Events Committee

The Social Events Committee shall plan, coordinate, and execute social events throughout both Fall and Spring semesters for all GSA members.

2.2.10. Graduate Students Appreciation Week (GSAW) and Open Access Committee

The Graduate Student Appreciation Week and Open Access Committee shall plan, coordinate, and execute events for the celebration of Graduate and Professional Student Appreciation Week as determined annually by the National Association of Graduate–Professional Students and Open Access Week as determined by the Right to Research Coalition.

2.12. Ad Hoc Committees

The Executive Committee shall create ad hoc committees as necessary and identify the participants and purpose of said committees.

III. EXECUTIVE OFFICER ELECTIONS

3.1. Eligible Candidates

All current University students who have the intention of remaining a graduate student for the full term of the next academic year as outlined in 6.3 of the GSA Constitution that have satisfied any one of the following three criteria are eligible for nomination to any of the Executive Officer positions:

1) Previously served on the GSA Legislative Assembly for at least one academic semester;
2) Previously served on the GSA Executive Committee for at least one academic semester;
3) Previously served on any GSA committee as outlined in Section II of the GSA Bylaws for at least one academic semester.
4) Previously served on any departmental GSA Executive Committee as defined by that department.

3.2. Nominations Period

Nominations will be taken from GSA members no sooner than thirty days preceding the Election Meeting and up until the election of that executive position.
3.3. Nominations Process

All GSA members can submit nominations for any Executive Officer position. Self-nominations are permitted. GSA members may also be nominated for multiple Executive Officer positions. Nominations prior to the Election Meeting as outlined in 3.2 shall be submitted to the Elections Committee via e-mail to the GSA email account. Upon receipt of nominations, the Elections Committee will notify nominated students via e-mail as to their intention to accept or reject the nomination, except in the case of self-nominations.

3.4. Election Procedure

Executive Officer Elections will occur in the following sequence at the Elections Meeting:

1) President
2) Internal Vice President
3) External Vice President
4) Vice President of Finance
5) Vice President of Representation
6) Vice President of Information
7) Chair of Legislative Affairs

In the event that candidates are nominated for multiple positions, each position shall be filled in sequence until all positions are filled. However, once a candidate nominated for multiple positions has been elected to an Executive Officer position, they shall no longer be eligible to be a candidate in any of the remaining elections as outlined in section 4.6 of the GSA Constitution. Candidates for one Executive Officer position who are not elected to that position may then run for any subsequent Executive Officer position.

3.5. Candidate Speeches

Each candidate shall be allowed one nominating speech, to be no longer than two minutes, during the Legislative Assembly meeting of the elections before voting is conducted.

3.6. Candidate Voting

Each Legislative Assembly member shall have the right to submit one vote, for each Executive Officer position, during the Election Meeting. All candidates shall have the right to vote for him/herself.
3.7. Voting

In the event that two or more candidates are running for the same Executive Officer position, a Borda count method as outlined in 3.8 will be used in the voting process to ensure that the candidate preferred by the most voters is elected. Candidates running unopposed are automatically elected to that executive position.

3.7.1. Borda Count

The Borda count shall involve the ranking of candidates by each voter. Each candidate receives 1 point for each last place vote received, 2 points for each next-to-last vote received, etc., all the way up to N points for each first place vote (where N is the number of candidates). The candidate with the largest point total wins the election. In the event of a tie between multiple candidates, the last place votes of the tied candidates will be dropped and the candidate with the largest point total from the remaining votes will be declared the winner. If a tie between candidates still persists, the tiebreaker will consist of a re-vote to be conducted between only the remaining tied candidates. The candidate with the most votes in the tiebreaker vote will be deemed the winner.

IV. PARLIAMENTARY PROCEDURE

4.1. The rules contained in Robert’s Rules of Order: Simplified and Applied, 2nd Edition shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the GSA.

V. AMENDMENTS

5.1. The GSA will follow §56. Amendment of Bylaws in Robert’s Rules of Order which requires a motion to ‘Amend Something Previously Adopted’. Notice of a vote on an amendment to the bylaws will be given by the President one week before a Legislative Assembly meeting. Amendments to Bylaws will require two-thirds approval and take effect immediately.

VI. EFFECTIVE DATE

6.1. These GSA Bylaws are effective (INSERT DATE HERE).