Resolution SP2015-16-10
GSA Resolution in support of February 2016 Bylaw Amendments.

WHEREAS, the newly created Graduate Student Assembly (GSA) has been operating on November 2014 internal bylaws, and

WHEREAS, meetings among the GSA Executive Committee, the Association of Students of the University of Nebraska (ASUN) Administration, and other parties have developed a new set of governing bylaws, and

WHEREAS, the GSA seeks to enhance its duties with an updated set of bylaws.

THEREFORE, BE IT RESOLVED, that the Graduate Student Assembly adopt the bylaws contained herein, and

THEREFORE, BE IT FURTHER RESOLVED, that the Graduate Student Assembly President shall bring these bylaws before the ASUN Student Services Committee and Senate for approval.

Author: President Curtis Walker

Legislative Outcome: Passed ______ Failed ______ Tabled ______

Vote: For ______ Against ______ Abstain ______

Signed:

______________________________
Presiding Officer

______________________________
President
BYLAWS OF THE
GRADUATE STUDENT ASSEMBLY
UNIVERSITY OF NEBRASKA–LINCOLN

I. MEMBERSHIP AND QUALIFICATION

1.1. GSA Membership
A) The Association of Students of the University of Nebraska (ASUN) Graduate Student Assembly, hereinafter referred to as ‘GSA’, shall consist of six (6) Executive Officers and one (1) Department Representative per Department of the University that awards a graduate degree, who shall be a graduate student in said Department, elected or appointed as follows:
   1) For such Departments where a Departmental Graduate Student Association (DGSA) exists, said organizations shall be responsible to determine the method of election or appointment of the Department Representative, which must be stated in the organization’s Constitution and/or Bylaws;
   2) In Departments without an organized DGSA, the Graduate Chair shall be responsible for organizing the selection of the Department Representative;
   3) The constituent DGSA or Graduate Chair shall fill all Departmental Representative openings within a period of one (1) month of the vacancy’s occurrence, after which such vacancy may be filled by an At-Large Representative appointed by the Vice President of Representation and approved by two-thirds (2/3) of the GSA; and
   4) All Department Representatives shall serve a renewable term of one (1) academic year, beginning at the start of the Fall semester.

1.2. Qualification
A) Every Departmental Representative is required to be a full-time or full-time certified graduate student of said Department, with a cumulative grade point average of 3.0 or higher.
B) No graduate student shall serve on the Assembly if that student is currently on academic or disciplinary probation.

II. EXECUTIVE POSITIONS AND GENERAL ELECTIONS

2.1. Executive Officers
A) The GSA shall have the following officers: President, Executive Vice President, Vice President of Student Affairs, Vice President of Representation, Vice President of Finance, and Speaker of the Assembly.
   1) The President shall represent the GSA in all University and student government business and shall be a voting member of the ASUN Executive Committee. The President, or his/her designee selected from among the current Executive Officers, shall serve on the Academic Planning Committee and the Graduate Council.
   2) The Executive Vice President shall serve on the Graduate Council. If the office of the President becomes vacant, the Executive Vice President shall act as President for the remainder of the term. The Executive Vice President shall attend all
Executive Committee meetings, and at the request of the President, may attend
ASUN Senate in his/her stead.
3) The Vice President of Student Affairs shall serve on the Parking Advisory
Committee and the Student Affairs Advisory Council, shall attend all Executive
Committee meetings, and at the request of the Executive Vice President, may
attend ASUN Senate in his/her stead when he/she is meant to attend.
4) The Vice President of Representation shall ensure that all Department
Representatives have been appointed and are fulfilling their duties, as well as
nominate graduate students to University-wide committee positions. The Vice
President of Representation shall attend all Executive Committee meetings.
5) The Vice President of Finance shall be responsible for the finances of the GSA and
shall attend all Executive Committee meetings.
6) The Speaker of the Assembly shall chair the GSA meetings, provide advice
concerning Robert’s Rules of Order, ensure the GSA Bylaws are followed during
all GSA and Executive Committee meetings, chair the Bylaws & Elections
Committee, and attend all Executive Committee meetings.

B) General elections of the President and Executive Vice President. The President and
Executive Vice President shall be directly elected during the ASUN Spring Elections and
may not concurrently serve as Departmental Representatives.
1) Only graduate students shall be eligible to vote for and be elected as Officers of the
GSA.
2) Candidates for President or Executive Vice President may run in a Student
Election Group (SEG), independently, or as write-ins.
3) To be eligible for election to the office of President or Executive Vice President of
the GSA a candidate must have completed nine (9) semester hours of graduate
credit and be a full-time or full-time certified graduate student at the University.
4) In the event that the office of the President becomes vacant, pursuant to Article II,
Section 2.1, Sub-Section A, Number 2, the current Executive Vice President shall
act as President for the remainder of the term. The GSA shall then elect from
among its membership a new Executive Vice President.
In the event that the office of the Executive Vice President becomes vacant, the
GSA shall elect from among its membership a new Executive Vice President.
In the event that both the office of President and Executive Vice President become
vacant at the same point in time, the GSA shall elect from among its membership a
new President and Executive Vice President.
a) Nominations for the election shall be the first order of business of the
agenda of the first meeting of the GSA following the occurrence of said
vacancy. All nominations shall be taken from the floor.
b) Candidates are permitted to speak for no more than two (2) minutes each. At
the conclusion of each speech, the floor shall then be opened for questions
from the members of the GSA, not to exceed two (2) minutes total per
candidate.
c) The Assembly members are to discuss the candidates for no more than ten
(10) minutes prior to the vote being cast. The candidates are to leave the
room during this time.
d) Voting shall follow the procedure as outlined under Article VI, Section 6.7.

5) Candidates for President and Executive Vice President of the GSA, as well as ASUN Graduate Senator candidates, shall be allowed to speak, for no longer than two (2) minutes each, during Open Forum at the GSA meeting immediately prior to the ASUN Spring Elections. The order of candidate speeches for each position shall be decided by a coin toss. With the aforementioned exception, all Electoral Commission Rules shall apply for the election of the President, Executive Vice President, and ASUN Graduate Senators.

C) The Vice President of Student Affairs, Vice President of Representation, Vice President of Finance, and Speaker of the Assembly shall be elected by the membership of the GSA following the ASUN Spring Elections, and may not concurrently serve as Departmental Representatives.

D) Allowing for personal preference, some of the minor duties of the Executive Officers may be exchanged if so desired and agreed upon by all affected parties.

2.2. President

A) The duties of the President shall be to:

1) Represent the GSA in all University and student government business and shall serve on the Academic Planning Committee, the Graduate Council, and shall be a voting member of the ASUN Executive Committee;

2) Call special meetings of the GSA Executive Officers;

3) Chair all Executive Committee meetings;

4) Prepare agendas for Executive Officer and GSA 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) Shall be a voting member of the ASUN Executive Committee; and

11) Serve as the liaison to the National Association of Graduate and Professional Students.

2.3. Executive Vice President

A) The duties of the Executive Vice President shall be to:

1) Serve on the Graduate Council;

2) Coordinate events requiring use of University facilities including, but not limited to, scheduling rooms and other related arrangements for GSA and committee meetings;

3) If the office of the President becomes vacant, the Executive Vice President shall act as President for the remainder of the term;

4) Shall Chair the Election Meeting if the Speaker of the Assembly has a conflict of interest;

5) Attend all Executive Committee meetings and at the request of the President, may attend ASUN Senate in his/her stead; and

6) Serve as the recording secretary for all Executive and GSA Meetings.
2.4. Vice President of Student Affairs
A) The duties of the Vice President of Student Affairs shall be to:
1) Serve on the Parking Advisory Committee and the Student Affairs Advisory Council;
2) Coordinate activities with other University graduate student organizations; and
3) Attend all Executive Committee meetings and at the request of the Executive Vice President, may attend ASUN Senate in his/her stead when he/she is meant to attend.

2.5. Vice President of Representation
A) The duties of the Vice President of Representation shall be to:
1) Ensure that all Department Representatives have been appointed and are fulfilling their duties, as well as nominate graduate students to University-wide committee positions;
2) Maintain a full list of Department Representatives for the President;
3) Maintain the GSA website, Blackboard website, Facebook group, and other social media outlets/accounts;
4) Maintain the GSA listservs;
5) Maintain the GSA email account;
6) Interview and appoint At-Large Representatives to fill vacancies;
7) Interview and appoint graduate students to University-wide committees; and
8) Attend all Executive Committee meetings.

2.6. Vice President of Finance
A) 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 GSA meeting;
3) Chair the GSA Finance Committee;
4) Coordinate with ASUN and GSA Executive Officers and standing committees on budgets and activities;
5) Present fiscal requests to ASUN and 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; and
7) Coordinate fundraising activities, with the consent of ASUN and GSA Executive Officers; and
8) Attend all Executive Committee meetings.

2.7. Speaker of the Assembly
A) The duties of the Speaker of the Assembly shall be to:
1) Chair all GSA meetings including the Elections Meeting;
2) Provide advice concerning Robert’s Rules of Order for all GSA and Executive Committee meetings;
3) Ensure the GSA Bylaws are followed during all GSA and Executive Committee meetings; and
4) Serve as the Chair of the Bylaws & Elections Committee;
5) Serve as a non-voting member of the Executive Committee; and
6) Attend all Executive Committee meetings.

2.8. Departmental Representatives
A) The duties of the Departmental Representatives shall be to:
   1) Attend all Assembly meetings, unless excused by the Vice President of Representation;
   2) Attend all Committee meetings, unless excused by the Committee Chair;
   3) Meet with the Departmental Representative’s DGSA; and
   4) Post pertinent material in designated buildings and share GSA communications via email per the request of the Executive Committee.

III. ADVISORS
3.1. Advisor Selection
A) The GSA Advisor shall be nominated by the GSA President and confirmed by the GSA with a two-thirds (2/3) vote, and must be a graduate faculty member.
B) Additionally, the ASUN Director of Administration shall serve as an Advisor to the GSA.

3.2. Past President
A) The Past President shall serve as an ex officio Advisor to the GSA during the following academic year, who shall serve as a resource for the current Executive Committee.
B) The Past President may attend all GSA meetings as a non-voting member, and Executive Committee meetings at the request of the current GSA President.
C) The Past President shall administer the Oath of Office to all newly elected candidates.
D) If due to pursuing a position for the following academic year or graduation there is no Past President, another outgoing Executive Officer may instead fulfill this role.

IV. COMMITTEES
4.1. Standing Rules
A) The Committee Chairs or Co-Chairs shall be elected by the membership of the GSA by a vote following the ASUN Spring Elections, as outlined under Article VI.
B) Committee Chairs shall be voting members of the Assembly.
C) All Department Representatives shall serve on at least one (1) committee of their choosing.
D) Service in University-wide or ASUN committees shall exempt Department Representatives from service in GSA committees.
E) Graduates students in good standing with the University may serve on any committee as an Ad-hoc member. Ad-hoc members should come at the official recommendation of the chair of the committee and made to the Vice President of Representation. Upon his/her approval, the appointment shall be approved by a majority vote of the Assembly.
F) Quorum for all committees shall be 3 members or 1/3 of members including ad hoc members, whichever is larger. All Standing Committees shall have at least four members from the Assembly, including the Chair of the committee.

4.2. Standing Committees
A) The standing committees of the GSA shall be the Executive Committee, Finance Committee, Bylaws & Elections Committee, Quality of Life and Diversity Committee, Academic Affairs Committee, Representation Committee, Social Events Committee, Professional Development Committee, and Travel Awards Committee.
B) If no Chair currently exists for a committee, the members of said committee shall elect a Chair from among their membership.
C) Standing Committee Chairs will attend Executive Committee meetings unless otherwise requested by the President and Executive Committee.

4.3. Executive Committee
A) The Executive Committee shall consist of the President, Executive Vice President, Vice President of Student Affairs, Vice President of Representation, Vice President of Finance, and Speaker of the Assembly.
B) The Executive Committee shall review proposed amendments to the GSA Bylaws prior to distribution to the GSA. The Executive Committee shall discuss any confidential matters relevant to GSA prior to bringing issues to the GSA.

4.4. Finance Committee
A) The Finance Committee shall assist the Vice President of Finance in preparing an annual budget and monitoring all GSA expenditures.
B) The Finance Committee shall assist in organizing fundraising activities for the GSA.
C) The Finance Committee shall prepare an annual fiscal report for submission to the Assembly.

4.5. Bylaws & Elections Committee
A) The Bylaws & Elections Committee shall assist in overseeing the election of the Vice President of Student Affairs, Vice President of Representation, Vice President of Finance, Speaker of the Assembly, and the Committee Chairs.
B) The committee shall make and hear recommendations for amendments to the GSA Bylaws, before advancing said amendments to be voted upon by Executive Committee.

4.6. Quality of Life and Diversity Committee
A) 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 LGBTQ+ community, and distance learning students, and ensure that GSA programming is available and pertinent to the diverse graduate student community.
B) The committee shall also address issues important to distance learners such as access to courses, library services, student fees, communicating with advisors, and more.
C) This committee shall address issues relevant to graduate student life such as housing, transportation and parking, childcare, and health benefits.
4.7. Academic Affairs Committee

A) 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.

B) The internal research component of this committee shall conduct research and survey of pertinent topics and subjects as requested by the GSA for the purposes of constructing informed opinion and subsequent legislation.

4.8. Representation Committee

A) The Representation 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.

B) The committee shall also attempt to increase department representation by reaching out to newly formed departments as well as departments without representation.

4.9. Social Events Committee

A) The Social Events Committee shall plan, coordinate, and execute social events for the purpose of fostering broader graduate student community engagement throughout both Fall and Spring semesters for all graduate students.

B) The committee shall also organize and staff all GSA activities during new graduate student orientation.

4.10. Professional Development Committee

A) The Professional Development Committee activities will include, but are not limited to, ensuring all UNL graduate student based career fairs cater to graduate and professional student needs, coordinate and collaborate events for the celebration of Graduate Student Appreciation Week as determined annually by the NAGPS, recruit speakers deemed appropriate for professional development, support career development workshops, and to plan and execute campus networking opportunities.

B) This committee shall also manage the Special Projects Grants Program (see Article XIV, Section 1).

4.11. Travel Awards Committee

A) The Travel Awards Committee shall manage the ASUN-GSA Graduate Travel Award Program (GTAP; see Article XIV, Section 2).


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

V. MEETINGS

5.1. Meeting Times
A) The Assembly shall meet on the first Tuesday of each month during the regular school year, except in August, in which, should the Executive Committee deem a meeting necessary, it shall take place at a time they specify, and in January, in which it shall take place during the first week of classes. The May meeting will be optional.

B) The President may change the time or place of the meeting, provided one (1) week advanced notice is given to the Assembly.

5.2. Quorum

A) Quorum shall be ten (10) 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 act on business that may come before the Assembly.

5.3. Voting

A) A simple majority of those Departmental Representatives, At-Large Member, and Committee Chairs present, unless otherwise stated, shall be sufficient to adopt any resolution.

VI. GSA ELECTIONS

6.1. Eligible Candidates

A) All current University students who have the intention of remaining a graduate student for the full term of the next academic year that have satisfied any one of the following four criteria are eligible for nomination to any of the Executive Officer or Committee Chair positions (this does not include the offices of President and Executive Vice President, which, as outlined in Article II, Section 2.1, Sub-Section B, are elected separately during the ASUN Spring Elections):  
1) Previously served on the GSA for at least one academic semester;
2) Previously served on the GSA Executive Committee for at least one academic semester;
3) Previously served on a GSA standing committee as outlined in Article IV, Section 4.2 for at least one academic semester; or
4) Previously served on any DGSA Executive Committee as defined by that department.

6.2. Nominations Period

A) 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.

6.3. Nominations Process

A) All GSA members can submit nominations for the positions of: Vice President of Student Affairs, Vice President of Representation, Vice President of Finance, Speaker of the Assembly, Chair of Academic Affairs Committee, Chair of Professional Development Committee, Chair of Quality of Life and Diversity Committee, Chair of Social Events Committee, Chair of Travel Awards Committee.
B) Self-nominations are permitted. GSA members may also be nominated for multiple Executive Officer and Committee Chair positions.

C) Nominations prior to the Election Meeting as outlined in 6.2 shall be submitted to the Bylaws & Elections Committee via e-mail to the GSA email account. Upon receipt of nominations, the Bylaws & Elections Committee will notify nominated students via e-mail as to their intention to accept or decline the nomination, except in the case of self-nominations.

6.4. Election Procedure

A) The Election Meeting shall take place after the results of the ASUN Spring Elections have been decided and shall be the first business of the agenda.

B) Executive Officer elections will occur in the following sequence at the Elections Meeting:
   1) Vice President of Student Affairs
   2) Vice President of Representation
   3) Vice President of Finance
   4) Speaker of the Assembly
   5) Chair of Academic Affairs Committee
   6) Chair of Professional Development Committee
   7) Chair of Quality of Life and Diversity Committee
   8) Chair of Social Events Committee
   9) Chair of Travel Awards Committee

C) 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 or Committee Chair position, they shall no longer be eligible to be a candidate for any of the remaining positions.

Candidates for one Executive Officer position who are not elected to that position may then run for any subsequent Executive Officer or Committee Chair position.

6.5. Candidate Speeches

A) Each candidate shall be allowed one nominating speech, to be no longer than two (2) minutes, during the GSA meeting of the elections prior to conducting the vote.

6.6. Candidate Voting

A) Each GSA member shall have the right to submit one vote, for each Executive Officer and Committee Chair position, during the Election Meeting. The candidates are to leave the room while the votes are being cast.

6.7. Voting

A) In the event that two or more candidates are running for the same Executive Officer position, a hand count method as outlined in Sub-Sections B and C 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.

B) The hand count vote shall involve the support of candidates by each voter. Each candidate receives one (1) vote for each Assembly member indicating his/her support for said candidate. Each Assembly member will cast his/her vote by raising his/her hand.
when the votes for said candidate are being cast. Assembly members may vote for only one candidate per position. The candidate with the largest vote total wins the election.

C) In the event of a tie between candidates, there shall be an opportunity for discussion amongst the members of the Assembly of the candidates in question, not to exceed five (5) minutes. The Assembly shall cast a second vote between the tied candidates. If a tie between candidates still persists, the incoming President shall cast the deciding vote.

VII. APPOINTMENTS

7.1. Power of Appointment

A) As outlined in Article I, Section 1.1, Sub-Section A, Number 3, the Vice President of Representation shall have the authority to interview and appoint At-Large Representatives to fill Departmental Representative vacancies.

B) As outlined in Article II, Section 2.5, Sub-Section A, Number 6, the Vice President of Representation shall have the authority to interview and nominate graduate students to University-wide committee positions.

C) All open positions shall be advertised for a period of no shorter than two (2) weeks.

D) All applications for open positions shall be submitted in writing through the ASUN Office, and appropriate records shall be maintained on interviews and appointments.

E) The appointees to At-Large Representative positions will be confirmed upon the approval of a two-thirds (2/3) majority of the voting GSA members.

F) The nominees to University-wide committees will be confirmed upon the approval of a two-thirds (2/3) majority of the voting GSA members and a two-thirds (2/3) majority of the ASUN Senate.

7.2. Resignation

A) Any 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.

VIII. RESERVED POWERS

8.1. ASUN delegates the GSA the power to:

A) Recommend to the Senate bills and resolutions pertaining issues important to or involving graduate students;

B) Develop a strategic plan with measurable goals to assess the success of the Graduate Student Assembly in meetings its goals;

C) Serve as the liaison between graduate students and the Office of Graduate Studies, the Dean of Graduate Studies, and the Graduate Council;

D) Develop and submit a budget to the ASUN President for CFA and Senate approval following approval of the budget by the GSA; manage and allocate funds originating from student fees and contributions obtained from University and non-University sources to the effect of carrying out its purpose in accordance with federal, state, municipal, University, and ASUN directives;
1) Any changes totaling to $1000 or more to the budget approved by the Senate must be approved by the GSA by simple majority before being presented to the ASUN President.

E) Appoint graduate students to University-wide committees and offices, as nominated by the Vice President of Representation, and confirmed by the GSA by a two-thirds (2/3) majority;

F) The GSA may adopt and modify its own Bylaws, and submit them to the Senate for approval, which will require a two-thirds (2/3) vote. The Senate may not introduce any amendments to the GSA bylaws;

G) Provide uniform rules for the organization of Departmental Graduate Student Associations, subject to University and ASUN regulations, and the oversight of the Student Services Committee;

H) Protect the interests of graduate students on campus and pursue any actions furthering their causes; and

I) Promote student government in all levels, as well as networking between graduate students, and graduate students and the remaining members of the University community.

IX. ASUN-GSA RELATIONS, SETTLEMENT OF ISSUES, AND DISSOLUTION

9.1. Settlement of Issues and Dissolution Process

A) No alteration may be introduced into this Section of the ASUN Bylaws without written request or consent of the GSA. Such modifications must initially be approved by two-thirds (2/3) of the membership of first the GSA and ultimately by two-thirds (2/3) of the membership of the Senate.

B) The GSA and ASUN officers shall conduct a periodic review of the structure and function of the Assembly and suggest any changes towards its improvement. No more than two (2) years may elapse between such reviews.

C) The Student Court shall have the authority to settle conflicts arising between the ASUN Senate and officers and the GSA. The University Appeals Board shall serve as appellate jurisdiction to the Student Court.

D) The GSA may by three-fourths (3/4) vote, at any time, petition the Senate for its dissolution or separation. A three-fourths (3/4) vote of the Senate shall be required to dissolve the GSA or approve separation. In the case of dissolution, all outstanding assets and liabilities will be transferred to ASUN. In the case of separation, all assets that would rightfully be used by the GSA would be transferred to the GSA.

X. PARLIAMENTARY PROCEDURE

10.1. Governing Rules

A) 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.

XI. BYLAWS

11.1. Process to Amend
A) 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 (1) week before the GSA
meeting in which the amendment is to be decided upon,
B) Suggestions for amendments to the Bylaws must be taken to the Bylaws & Elections
Committee, who will then draft the suggested changes,
C) After being drafted, amendments to the Bylaws will require two-thirds (2/3) approval of
the GSA as well as a subsequent two-thirds (2/3) approval of the ASUN Senate, and shall
take effect immediately after receiving ASUN approval

11.2. Suspension
A) None of these bylaws may be suspended at any time.

XII. DISCIPLINARY PROCEDURES

12.1. Removal from Office
A) The President, the Executive Vice President, or a majority of the Assembly may call for a
disciplinary hearing of any Executive Officer, Committee Chair, or Departmental
Representative if said person has committed any of the following infractions:
   1) Generally manifesting negligence in assigned duties;
   2) Committing any action unbecoming of a GSA Executive Officer, Committee
      Chair, or Departmental Representative,
B) The Executive Vice President will notify the Executive, Committee Chair, or
Departmental Representative of the hearing with no less than 72 hours’ notice. If the
hearing is for the Executive Vice President, the President shall notify the Executive Vice
President with no less than 72 hours’ notice.
C) 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 Executive Officer, Committee
Chair, or Departmental Representative from office.

XIII. GENERAL PROVISIONS

13.1. Senatorial Supremacy: The GSA shall operate in accordance to the ASUN Constitution
and Bylaws and Special Rules. The President shall report regularly to the Senate.

13.2. 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, nationality
or ethnic origin, color, gender, religion, sex, identity or expression, sexual orientation,
disability, veteran’s status, marital status, or place of residence.

13.3. Special Rules: The GSA may adopt Special Rules to govern the GSA with a two-thirds
(2/3) vote. Any entity of the GSA may request to have the Special Rules concerning their
functions amended in a written request to the Executive Committee.

Comment [MS35]: JG/original internal
MISSING THE "NO AMENDMENTS BY SENATE" CLAUSE!
Comment [MS36]: Ignacio, internal suggestion
Comment [MS37]: Constitution and Ignacio suggestion internal bylaws (Section 5)
Comment [MS38]: Ignacio’s suggestion internal bylaws
Comment [MS39]: Constitution and updated based on RSO language and Ignacio’s internal
Comment [MS40]: Ignacio’s suggestion internal bylaws
XIV. SPECIAL RULES

14.1 Special Project Grants Program

A) Definition: The ASUN GSA Special Projects Grants Program (SPGP) makes funds available for special projects, events, or items, which will benefit the graduate student population at the University of Nebraska-Lincoln.

B) Objective: The focus of these grants will be professional or academic development for graduate students. By way of example, projects that could receive grants in this category include professional guest speakers, professional development workshops, or new graduate publications. Special Projects Grants cannot be used for:

1) Strictly social events
2) Department publicity brochures or operating expenses
3) Personal funding for graduate students
4) Travel to events
5) Membership dues
6) Items for regular meetings
7) Services already provided at the University.

C) Committee: The committee in charge of the SPGP will be the Professional Development Committee of the GSA, as defined in the ASUN GSA bylaws, or a subcommittee as determined by the Professional Development Committee, but must have at least three Departmental Representatives, who are qualified as outlined in the ASUN GSA Bylaw.

D) Awards: The number of awards will be determined by the SPGP fund budget, and shall be equally divided among the two application periods (Fall, Spring). The GSA shall allocate any monies received during the current academic year, as well as rollover funds from previous years, to the SPGP fund.

1) Awards for special projects shall not exceed one thousand hundred dollars ($1000).

E) Eligibility: No student from a University department or graduate program who has failed to appoint or elect and maintain a Departmental Representative to the GSA during the previous academic year shall be eligible to apply or receive any SPGP funds.

1) This requirement shall be not be enforced during the first year of the SPGP.

F) General application criteria

1) Applications (see Appendix 1) must be filled in completely.
2) All applications must include a budget that outlines all sources of revenue and estimated expenses. Organizers are expected to secure 50% matching funds for the project.
   i. For example, if your project will cost $150, $100 can come from a GSA grant, and $50 must come from a dean or other source.
   ii. Budget items might include speaker fees, anticipated costs for a meal, promotional materials, speaker accommodations or travel costs, room rental, etc.
3) Applications must include a detailed description of the event or project and an event timeline or agenda.
4) Applications must include an endorsement of the project or event from an administrator in the unit of the project or event (e.g., department head, dean).
5) Events must be open to all graduate and undergraduate students.
6) Funds will not be provided for recurring events.
7) The maximum amount obtainable for any project is $1000.00.
8) All funds must be used in accordance with University policy.

G) Application guidelines
1) Applications will be accepted throughout the academic year by the Professional Development Committee of the GSA.
2) Applications must be received no later than one (1) week prior to the Professional Development Committee Meeting (meeting dates will be announced on the GSA website).
3) Applications for grants must be complete or they will not be considered.
4) Applications will be reviewed on a monthly basis until funds are exhausted.
5) All applications must be received no more than four (4) months prior to the special project event.

H) Review process: All proposals for grants shall be considered by the Professional Development Committee if they meet the requirements outlined here and on the Special Project Grants Form XXX. The Committee has the authority to debate each submission and vote on acceptance. A simple majority vote will be used to determine if a Special Project will receive a grant.
1) Committee members must abstain from review and voting on grant requests sponsored by themselves or a unit to which they are affiliated.
2) Special Project Grants of $250.00 or less must submit all documents but will not be required to present to the Professional Development Committee.
3) Recommendation for grants greater than $250.00 will require the applicant to present to the Professional Development Committee. GSA Council has the authority to debate each submission and vote on acceptance. Presenters will be recommended to attend the following Council meeting to answer additional questions if required.
4) The Professional Development Committee will bring forth their recommendations on Special Project Grants to the monthly GSA Council meeting, where the Assembly will approve each recommendation. The Assembly can debate and ask for more detail on the decisions made by the Professional Development Committee.
5) In situations where the Professional Development Committee lacks quorum, the Special Projects Grants will be put forth to Council at the next scheduled GSA Council Meeting.

I) Application Review Criteria: Each member of the SPGP review committee will rank each proposal by the following criteria. Each criteria may have a total of ten points, for a total of 40 points.
1) Impact: Priority will be given to projects that will benefit the largest number of graduate students.

2) Need for project: Priority will be given to projects that explicitly highlight that the project is fulfilling an unmet need of graduate students.

3) Financial need: Priority will be given to projects that have secured matching funds and still have a need for additional funds.

4) Preparation: Priority will be given to projects that are well-organized and have clear leadership to ensure a positive outcome of the project.

J) Ranking and Notification

1) The Professional Development Committee shall calculate the final score of all applications, with the highest ranked application receiving the requested funds, and proceeding downwards, until all monies have been allocated. Because of this system, it is recommended that applicants submit their applications as early as possible.

2) Provided two or more applications are tied for the last funds to be allocated:
   i. The faculty advisor of the GSA shall determine who gets the award, permitting there is no conflict of interest. Otherwise, the President of GSA shall make the determination.

3) Awardees shall be notified electronically via email within one week of the GSA Council meeting at which the grant was approved, and shall be required to formally accept or decline the award.

4) If a grantee is unable to complete the project or event, he or she must notify the Professional Development Committee as soon as possible.

K) Responsibilities of Grant awardees

1) Recipients of Special Project Grants are required to send a report of the event to the Executive Vice President within one (1) month of the event, to be included in the Executive Vice President’s next report to Council.

2) All individuals, organizations or departments receiving funds must acknowledge that they received funding from the GSA in any publications, broadcasts, or advertisements arising from that grant.

3) Recipients are required to provide a final budget within one month of the completion date stated in the application.

L) Fund disbursement

1) Funds may be received through a reimbursement through the Student Organizations Financial Services (SOFS) office after the appropriate paperwork is filed.

2) Funds may also be received by using a direct purchase through the ASUN GSA.

3) Grants made through the SPGP are made on a one-time only basis and are not to be used for recurring events.

4) Funds may only be used as approved by University policies and as set forth by the Professional Development Committee.

5) Professional Development Committee shall verify that all claimed expenses comply with University, ASUN, GSA, and SPGP regulations, and verify with the
University department or graduate program of the applicant that no expense has
been claimed more than once.

M) Compliance

1) It is the responsibility of all graduate students seeking SPGP funds to read and
understand policies and procedures of the University, the Graduate School,
ASUN, and GSA. Individuals that receive SPGP funding must be in compliance
with all policies and procedures at all times. Projects or events that are found to be
in violation of any policy of the University, the Graduate School, ASUN, GSA
and SPGP must reimburse any and all funds they received during the time they
were in violation of these policies.

2) Furthermore, individuals that attempt to defraud or mislead the University, the
Graduate School, ASUN, GSA and/or SPGP will be subject to disciplinary
review, and individuals may be held individually responsible and criminally liable
for any funds received illegally or under false pretenses.
14.2 Graduate Travel Awards Program Rules

A) **Definition:** The Association of Students of the University of Nebraska-Lincoln (ASUN) Graduate Student Assembly (GSA) Graduate Travel Awards Program (GTAP) contributes funds to qualifying individuals’ travel expenses for active conference participation in the United States and abroad.

B) **Objective:** The GTAP facilitates and promotes the intellectual and professional development of graduate students at the University of Nebraska-Lincoln and contributes to the strengthening of the University and its increases prominence in the greater scholarly community.

C) **GTAP Committee**

1) The GTAP Committee shall be composed of five (5) Departmental Representatives appointed by the GSA Executive Vice President, of which one (1) shall serve as Chair.

2) GTAP Committee Members shall be disqualified from applying to and receiving any GTAP funds during the academic year they served on the Committee.

3) The GTAP Committee shall meet regularly to evaluate applications, grant awards and evaluate expense reimbursement requests.

D) **Awards**

1) The number of awards will be determined by the GTAP fund budget, and shall be equally divided among the three application periods (Fall, Spring and Summer).

2) The GSA shall allocate any monies received during the current academic year, as well as rollover funds from previous years, to the GTAP fund.

2) Awards for domestic travel shall not exceed four hundred dollars ($400) and awards for international travel shall not exceed six hundred dollars ($600). These amounts may only be altered by the GSA at the beginning of each academic year.

E) **Deadlines**

1) The following period and deadlines shall be used for the GTAP:

<table>
<thead>
<tr>
<th>Period</th>
<th>Travel occurring between</th>
<th>Deadline Application</th>
<th>Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September 1st and December 31st</td>
<td>July 31st</td>
<td>August 15th</td>
</tr>
<tr>
<td>Spring</td>
<td>January 1st and April 30th</td>
<td>November 30th</td>
<td>December 15th</td>
</tr>
<tr>
<td>Summer</td>
<td>May 1st and August 31st</td>
<td>March 31st</td>
<td>April 15th</td>
</tr>
</tbody>
</table>

F) **Reviewers**

1) Peer reviewers shall be graduate students in good academic standing that have established academic residency at the University, in accordance with the Office of Graduate Studies regulations.
i. Any student fulfilling the above-mentioned requirement may request the
GTAP Committee to serve as a peer reviewer for any period, provided he
does so at least 15 days before the application deadline. Tenure as a peer
reviewer shall expire after every period, and students may re-apply.

ii. The GTAP Committee shall determine any additional requirements for
serving as a peer reviewer, as well as the application procedure for
becoming one.

iii. Any student serving as a peer reviewer shall be disqualified from applying
to and receiving any GTAP funds during their period of service.

iv. GTAP Committee members shall be prohibited from serving as peer
reviewers during their tenure.

v. Peer reviewers shall adhere to the highest academic standards, and should
excuse themselves if any conflict of interest arises.

2) Faculty reviewers shall be members of the graduate faculty of the University. The
GTAP Committee shall recruit members from various disciplines to serve as
Faculty reviewers for the GTAP.

i. Faculty reviewers shall not evaluate applications submitted by students to
which they serve as chair or members of their supervisory committee, or
with whom they collaborate.

ii. Faculty reviewers shall adhere to the highest academic standards, and
should excuse themselves if any conflict of interest arises.

G) Eligibility

1) No student from a University department or graduate program who has failed to
appoint or elect and maintain a Departmental Representative to the GSA during
the previous academic year shall be eligible to apply or receive any GTAP funds.

i. This requirement shall be not be enforced during the first year of the
GTAP.

2) Applicants must be enrolled in a graduate degree program at the University of
Nebraska-Lincoln and be in good academic standing.

3) All travel must be completed before graduation.

4) Students are eligible to receive up to one travel award per academic year, but they
may apply multiple times, provided they only apply once during each round.

H) Application and Evaluation

1) All applications, as established in Annex 1, and application materials will be
available year-round on the GSA website and should be filed before the
established deadline.

i. The GTAP Committee may establish an electronic or paper filing
procedure, but both mechanisms may not be used at the same time.

2) Applications must be accompanied by a note of acceptance to present at the
conference, as well as any notification awarding competitive and non-competitive
funding to attend said conference.

3) Applications will be blindly reviewed by an “ad hoc” committee composed of two
(2) peer reviewers and one (1) faculty reviewer.
4) Travel award applications shall be evaluated on a one hundred (100) point scale as follows:
   i. Peer and faculty reviewers shall judge the application granting up to thirty (30) points each, in accordance to the rubric in Annex 2.
   ii. Up to ten (10) points shall be awarded by the GTAP Committee in the following way:
       1. Conference: regional (1 point), national (2 points), international (3 points).
       2. Presentation: poster (2 points), oral (3 points).
       3. Funds: other competitive funding has been obtained (4 points).
5) The GTAP Committee shall refer all applications to peer and faculty reviewers which shall return their completed evaluation rubrics no later than ten (10) days after receiving them. If any of the reviewers fails to return the completed evaluation rubric, a new reviewer may be selected, provided the evaluation is returned in no more than five (5) days.
6) To ensure evaluations are returned in due time, the GTAP Committee shall distribute applications evenly among peer and faculty reviewers.

I) Ranking, Granting and Notification
1) The GTAP Committee shall calculate the final score of all applications, with the highest ranked application receiving the requested funds, and proceeding downwards, until all monies have been allocated.
2) Provided two or more applications are tied for the last funds to be allocated:
   i. The faculty reviewer score shall determine who gets the award.
   ii. A coin toss shall determine the awardee, provided the above-defined procedure fail to favor an application.
3) Awardees shall be notified electronically via email before the aforementioned deadline, and shall be required to formally accept or decline the award.
4) If an awardee declines an award, or is unable to attend the conference, he or she must notify the GTAP Committee as soon as possible. If the notification deadline has not elapsed, the GTAP Committee may re-award the funds for that period.

J) GTAP Funds
1) Funds may only be used as approved by University policies and as set forth by the GTAP Committee and the Graduate School.
2) The individual will only receive funds to cover the exact expenditures up to the amount approved.
3) Travel Grant funds may not be used to fund the following:
   i. Anything found in violation of law and/or University rules, regulations, policies and procedures.
   ii. Personal travel.
   iii. Items and expenses not included in the original travel grant application.
   iv. Purchase of beer, wine or other alcoholic beverages.
   v. Plaques, prizes, scholarships, awards, trophies or medals or other related gift items.
   vi. Payments to invest in or provide capital for any business or commercial enterprise, or any activity intended to generate profit.
vii. Telephone, electronic facsimile, Internet, cable or communication device charges.

viii. Prohibited purchase include:
1. Firearms, weapons, or ammunition.
2. Tobacco or tobacco related products.
3. Illegal or illicit substances or devices.
4. Controlled substances
5. Pornography or other products that are demeaning or degrading to people.

ix. Any court actions.
x. Costs or litigation against the University, of its employees in fulfillment of their duties, or against its students.
xi. Rental vehicles and rental vehicle insurance, unless proper justification is provided.

xii. Incidental travel not on the original application.

xiii. Travel costs for a graduate student engaged in lobbying, class work requirements, or job searching.

xiv. Association dues, even if required to attend a conference or competition.

xv. Individuals may submit applications to consecutive grant rounds, but applicants who have not previously received GSA funding will be prioritized.

xvi. In the cases of transportation, University mileage regulations will apply.

4) Any funds allocated by the GSA budget not awarded during the Fall period shall roll-over to the Spring period, and any funds allocated by the GSA budget and/or rolled-over from the Spring period shall roll-over to the Summer period.

5) Funds not allocated during the academic year may roll over to the following year only with the authorization of the GSA.

6) No GTAP funds may be used for any other purpose than granting travel awards, and no award may be granted any later than five (5) days past the notification deadline.

K) Reimbursement

1) No award shall be extended as a check or transfer to the applicant, but rather all travel awards shall be reimbursed to the individual.

   i. The GTAP shall not reimburse more than three (3) hotel night stays and four (4) per diem.

   ii. Only actual expenses may be reimbursed, per diem rates may only be used to estimate the cost of travel.

2) No later than 60 days from the conference conclusion, a reimbursement form shall be submitted to the GTAP Committee itemizing what is to be reimbursed, and attaching the corresponding tickets.

3) The GTAP Committee shall verify that all claimed expenses comply with University, ASUN, GSA, and GTAP regulations, and verify with the University department or graduate program of the student that no expense has been claimed more than once.
4) After all expenses have been verified and approved, and the University department or graduate program has reviewed and endorsed the report, a check or transfer shall be extended to the awardee for the amount approved.

5) Mileage reimbursements will be verified. The GTAP will only reimburse mileage to and from an event. Mileage beyond the intended destination will be subject to review and may be denied. All mileage requests are subject to the University mileage policy.

6) The GTAP shall have 30 days to process the awardee’s reimbursement request, provided the awardee, University department or graduate program fulfill all GTAP Committee requests in a timely manner.

7) Special provisions shall be taken if conference travel occurs close to the end of the fiscal year, so that the awarded monies are disbursed from the appropriate budget.

8) University Travel Services policies and regulations shall be followed at all times.

L) Compliance

1) It is the responsibility of all graduate students seeking GTAP funds to read and understand policies and procedures of the University, the Graduate School, ASUN and GSA. Individuals that receive GTAP funding must be in compliance with all policies and procedures at all times. Individuals that are found to be in violation of any policy of the University, the Graduate School, ASUN, GSA and GTAP must reimburse any and all funds they received during the time they were in violation of these policies. Furthermore, individuals that attempt to defraud or mislead the University, the Graduate School, ASUN, GSA and/or GTAP will be subject to disciplinary review, and individuals may be held individually responsible and criminally liable for any funds received illegally or under false pretenses. Any student may request the GTAP Committee permission to review their application and evaluation materials, but at all times the confidentiality of the peer and faculty reviewers shall be maintained.

XV. RATIFICATION

15.1. Effective Date

A) These GSA Bylaws are effective March __, 2016.