

Copy of Bylaws Spring 2024

Graduate Student Government Bylaws

Last Revised: January 2024

Preamble: We, Graduate and Professional Students at the University of Southern California, do ordain and establish these Bylaws to set forth the following: the responsibilities and expectations of specific Executive Board member positions; the process through which the responsibilities and expectations of Executive Board member positions shall be developed, altered, or removed; the process through which all meetings shall be conducted, developed, altered, or removed; and the process through which the administration of Graduate Student Government resources and programs shall be developed, changed, or removed.

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I. Executive Board Responsibilities

A. President

1. Chairs the Executive Board meetings.
2. Oversees the use of administrative funds and develops the GSG Annual Budget with the Senior Vice President and Vice President of Administration.
3. Represents GSG to the University Administration and Senior Leadership including but not limited to: the University President, Provost, and Vice Provost of Student Affairs.
4. Represents GSG to external organizations, such as the press and local/state governments.
5. Attends and participates in University administrative committees including but not limited to: the Provost's Graduate Student Support Working Group, the Board of Trustees Student Affairs Committee, and Alumni Association Board of Governors.
6. Works closely with the Senior Vice President and all three Vice Presidents in leading the Executive Board and framing GSG initiatives for the academic year.
7. Coordinates efforts with USC's Undergraduate Student Government (USG) President on issues of mutual concern for undergraduate and graduate students.

B. Senior Vice President

1. Reserved for any graduate or professional student whose primary campus is not UPC.
2. Leads the Executive Board meetings should the President be unable to attend.
3. Serves as the primary representative of the Health Sciences Campus to GSG and university administrators.
4. Attends leadership team meetings with GSG President and Vice Presidents.
5. Attends and participates in University administrative committees including: Student Well-Being Council and AAU Campus Climate Task Force.
6. Facilitates advocacy efforts to improve campus life for HSC students.
7. Oversees the team of five HSC executive board directors.
8. Coordinates, leads, and prepares agendas for monthly GSG HSC Research & Development Committee meetings.
9. Coordinates the daily operations of the GSG HSC Office.

C. Vice President of Administration

1. Chairs, or appoints someone to chair, Executive Board meetings should the President and the Senior Vice President be unable to attend
2. Chairs, or appoints someone to chair, Senate Meetings should the Director of E&R be unable to attend
3. Lead the Administrative team of the GSG E-board that includes the Directors of Elections & Recruitment, Operations, Grants, Finance - Education & Access, Finance - Approvals, Finance - Disbursements & Reconciling, and HSC Finance.
4. Keep track of annual budget for all GSG operations and prepare changes for next fiscal year.
5. Hold weekly Administrative Team meetings.
6. Oversee education and training of Finance Student Workers.
7. Support and assist all team members and fill in for any team member who is unable to fulfill their duties.
8. Assist the President with policies, issues, Executive Board meetings, and in appointing people for university committees.
9. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

D. Vice President of Advocacy

1. Leads the Advocacy Team of the GSG E-board that includes the Directors of Sustainability, Virtual Accessibility, Accessibility Affairs, Campus Affairs, HSC Student Belonging, External Affairs, Globalization & Inclusion, and Student Belonging – Advocacy.
2. Manage the budget for the advocacy branch for ongoing events such as International Student Appreciation Week and the Graduate Research Symposium in addition to the initiatives that directors within the branch undertake
3. Support and assist all Advocacy Team members and fill in for any team member who is unable to attend a university committee, event, or otherwise fulfill their duties.
4. Oversee the annual advocacy issue initiatives such as, but not limited to, Title 9, food insecurity, assessing ADA compliance, through managing programming and resolutions.
5. Compile an annual progress report on advancements and ongoing advocacy initiatives for the year.
6. Assists the President with policies, issues, and Executive Board meetings and in appointing people for university committees.
7. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

E. Vice President of Programming

1. Leads the Programming team of the GSG E-board that includes the Directors of Community Service, HSC Community Service, Communications, HSC Communications, Social Programming, HSC Social Programming, Virtual Programming, Academic Affairs, and the Director of Student Belonging Programming.
2. Holds weekly Programming Team meetings including the HSC Directors of Programming, Communication, and Community

Service.

3. Supports and assists all Programming Team members and fills in for any team member who is unable to attend an event, or otherwise fulfill their duties.
4. Attends the majority of GSG events and works with the team of programming directors to complete post-event evaluations.
5. Assists the President with policies, issues, and Executive Board meetings and in appointing people for university committees.
6. Oversees and manages the Programming Team budget, which may be applied towards events and GSG swag.
7. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

F. Director of Academic Affairs

1. Serves as an advocate for graduate students and represents GSG in regards to academic concerns of graduate and professional students on appropriate academic-based University administrative committees including the Graduate School Advisory Council, the Career Center's Beyond the Ph.D. Conference Planning Committee, the Board of Trustees Academic Affairs Committee, the Blackboard Advisory Committee, the Friends of the Graduate School Committee, and others.
2. Plans and coordinates the Annual Graduate Research Symposium with the Academic Affairs Committee
3. Chairs the GSG Academic Affairs Committee
4. Partners with The Graduate School to advertise and lead the Professional Development Fund program.
5. Reviewing applications to the Professional Development Fund program sets up the lottery system for awards and ensures that the total awards given are no more than the allotted budget.
6. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

G. Director of Campus Affairs

1. Proactively develops partnerships with affinity groups on campus (including but not limited to: groups that advocate for student parents, BIPOC, LGBTQ+, and veteran graduate students).
2. Serves as a liaison between these groups and GSG, helping them fully understand and take advantage of available support and funding and communicating their needs to the GSG Executive Board and Senate.
3. Host committees that discuss issues and potential resolutions for these groups and identify areas of advocacy that GSG should pursue.
4. Create programming to increase student engagement with GSG.
5. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

H. Director of Community Service

1. Plans and coordinates ongoing GSG community service events and awareness campaigns.

2. Serves as liaison to the USC Volunteer Center, USC Civic Engagement, USG's Student Service Assembly (SSA), and other service-related groups or departments.
3. Facilitates communications between various student organizations to plan joint community service events.
4. Coordinates efforts with the HSC Director of Community Service to support community service outreach programs through the Health Sciences Campus Governing Council.
5. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

I. HSC Director of Community Service

1. Plans and coordinates ongoing community service events and awareness campaigns on the Health Sciences Campus.
2. Serves as liaison to the USC Volunteer Center, USC Civic Engagement (HSC branch), and other service-related groups or departments.
3. Facilitates communication between student organizations on the HSC campus to plan joint community service events.
4. Communicate with the Director of Community Service on the University Park Campus to coordinate events or campaigns across both campuses.
5. Attends, helps coordinate, and assists in all GSG HSC events.
6. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

J. Director of Communications

1. Coordinate publicity efforts with other Executive Board members on upcoming events- distributes advertising material for GSG events and programs
2. Work with HSC Director of Comm. and GSG directors to maintain up-to-date information on the GSG website
3. Manage GSG's social media platforms in conjunction with the HSC Director of Comm. (create Facebook events, post advertisements to Instagram)
4. Compose, distribute, update, and monitor GSG UPC weekly newsletter and student body-wide emails, continually seeking ways to increase individual student sign-ups as well as listservs to distribute to
5. Coordinates, manages, and attends tabling events for GSG
6. Act as liaison between GSG and USC publications and advertisements such as The Daily Trojan and Trojan Vision.
7. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

K. HSC Director of Communications

1. Coordinate publicity efforts with other Executive Board members on upcoming events- distributes advertising material for GSG events and programs
2. Work with UPC Director of Comm. and GSG directors to maintain up-to-date information on the GSG website

3. Manage GSG's social media platforms in conjunction with the UPC Director of Comm. (create Facebook events, post advertisements to Instagram)
4. Compose, distribute, update, and monitor GSG HSC weekly newsletter and student body-wide emails (in conjunction with the UPC Director of Comm.), continually seeking ways to increase individual student sign-ups as well as listservs to distribute to
5. Coordinates, manages, and attends tabling events for GSG
6. Record minutes for the HSC Research & Development meeting
7. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

L. Director of Student Belonging–Advocacy

1. Serve as an active member of university committees relevant to issues of Student Belonging (LGBT, gender, race, disabilities, international student, etc). Some of these might include the Student Belonging& Inclusion Task Force, Nomenclature Task Force, Curriculum Committee, Safe Communities Task Force, and more.
2. Advocate on behalf of graduate students of color, graduate international students, female graduate students, LGBTQ graduate students, disabled students, etc. to university leaders and administrators.
3. Convene and lead GSG Student Belonging Committee at least twice per month.
4. Maintain a list of graduate student organizations related to Student Belonging on the GSG website and assist these organizations with financial and/or PR support for advocacy campaigns.
5. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

M. Director of Student Belonging–Programming

1. Collaborate with other GSG Directors, USG, and RSOs on developing events that promote student belonging and access to USC of individuals from marginalized backgrounds
2. Design at least three events and/or programs per year to expose graduate students to the communities around USC and across LA with an emphasis on the Student Belonging of the neighborhoods as well as the challenges the residents face
3. Hold at least two social/service-oriented events and one town hall/advocacy related event each semester.
4. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

N. HSC Director of Student Belonging

1. Collaborate with USG and relevant undergraduate student organizations on programming and mentorship opportunities
2. Collaborate with GSG Directors of Campus and Academic Affairs on advocacy issues & town-hall programming
3. Assist student organizations with financial and/or PR support for programming surrounding Student Belonging campaigns
4. Hold at least two events per semester: one social/service-oriented

- event, one town hall/advocacy-related event
- 5. Work with/Assist Intersect To Connect (Ethnic Specific Organizations)
- 6. Collaborate with Cultural and Resource Centers on how to support graduate student populations
- 7. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

O. Director of Senate Affairs

- 1. Reserved for a Senator who has served for at least one academic year.
- 2. Serves as the primary liaison between the Executive Board and the GSG Senate.
- 3. Coordinates and plans the agenda for all Senate meetings and Senate Orientation to ensure efficient governance.
- 4. Maintains records of Senator attendance, responsibilities, and legislative decisions to track engagement and accountability.
- 5. Oversees and supports the structure and operations of all GSG Committees, ensuring they align with organizational priorities.
- 6. Works with committee chairs to track progress, provide resources, and improve efficiency in committee activities.
- 7. Ensures all copies of the GSG Constitution and Bylaws are updated each semester, incorporating all new amendments and bylaws passed by the Senate.
- 8. Maintains documentation of all Senate decisions, votes, and policy changes to support institutional continuity.
- 9. Manages the recruitment process for Senators, Executive Board members, and Committee Chairs, ensuring broad student representation.
- 10. Organizes and facilitates the Senate annual activity elected Senators and Executive Board members.
- 11. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

P. Director of External Affairs

- 1. Acts as the GSG representative to legislative bodies and national organizations, including the National Association of Graduate Professional Students and legislative offices. Maintain contact with these groups throughout tenure in the position.
- 2. Serves as the contact person for graduate student bodies at other universities, including individuals from the National Association of Graduate and Professional Students if applicable.
- 3. Develops a legislative platform at the beginning of the year of issues important to USC graduate students and presents at the first Senate meeting — agenda covers policies at local, state, and federal levels.
- 4. Coordinates GSG attendance and involvement in on-campus initiatives that dovetail with policy positions outlined in the Director's legislative agenda.
- 5. Prepares letters, materials, etc. for legislative representatives to advocate for graduate student issues including leave-behind

materials for Hill visits.

6. Organizes and executes lobbying trips twice yearly to Capitol Hill including preparation of background materials, selection of the team, communicating with USC DC office, booking travel, and other logistical tasks as they arise.
7. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

Q. Director of Finance–Education and Access

1. Oversees finance updates to the GSG website, GSG Facebook page, GSG Newsletter, Finance Newsletter, Senate emails, and applicant emails.
2. Prepares Online Finance Orientation content and tracks completion of orientation for student orgs seeking funding.
3. Hosts live Finance Orientation sessions.
4. Fields email inquiries about the finance application process before submission.
5. Updates list of eligible student organizations.
6. Interfaces with student organizations and administration regarding the GSG funding process
7. Maintains the blue/black list of delinquent student organizations.
8. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

R. Director of Finance–UPC Approvals

1. Screens all applications for Finance Committee and E-Board meetings to ensure completeness and accuracy alongside HSC Director of Finance.
2. Monitors semester funding allocation balances to prevent overfunding.
3. Co-chairs the weekly Finance Committee with the HSC Director of Finance
4. Updates approved/denied applications on Finance Application Database.
5. Fields email inquiries about submitted applications and committee decisions.
6. Works with Provost IT to ensure the online application process is working efficiently.
7. Adds new recognized student organizations to Pluto
8. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

S. Director of Finance–Disbursements and Reconciling

1. Oversees the disbursement of Umbrella funds to academic unit-level student organizations.
2. Oversees the disbursement of funds on approved funding applications.
3. Fields email inquiries about all post-event documentation and vendor payments.
4. Consistently reconciles finance applications to ensure all spending is within the approved amounts by reviewing final invoices and

post-event forms, and sends invoices and/or receipts to the necessary university divisions (e.g. Accounts Payable for purchase order payments).

5. Maintains a list of organizations that do not follow post-event requirements
6. Facilitates semester accounting reports from schools with lump-sum deposit agreements.
7. Works with the other directors of finance to ensure applications are not approved if they would exceed a particular funding source's budget
8. Works with the other directors of finance to prepare snapshot, up-to-date reports on GSG spending from each funding source
9. Attends at least two finance committee meetings per month to discuss the funding of organizations that have not been compliant with GSG policies.
10. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

T. HSC Director of Finance

1. Screens all applications for Finance Committee and E-Board meetings to ensure completeness and accuracy alongside Director of Finance Approvals.
2. Co-chair the weekly Finance Committee meeting with the Director of Finance Approvals
3. Fields email inquiries about the finance application process before submission.
4. Updates approved/denied applications on Finance Application Tracker and sends approval/denial messages to applicants.
5. Oversees the disbursement of funds on approved applications.
6. Fields email inquiries about finance application statuses after approval/denial.
7. Summarizes the previous week's disbursements and receipts at each of the Finance Committee meetings and the previous month's disbursements at each regular Senate meeting.
8. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

U. Director of Globalization and Inclusion

1. Advocate on behalf of undocumented and international graduate students to university leaders and administrators and seek membership on relevant university groups/committees.
2. Plan and execute at least one event per semester: social/service-oriented or town hall/advocacy.
3. Maintain a list of graduate student organizations related to undocumented and international students on the GSG website and assist these organizations with financial and/or PR support for programming and/or advocacy campaigns.
4. Collaborate with Diversity Directors to Maintain advocacy issue database for all undocumented and international student-related issues

5. Collaborate with other USG directors and relevant undergraduate student organizations on programming and mentorship opportunities and with GSG and other student organizations as needed.
6. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

V. Director of Operations

1. Planning and coordinating the annual in-person transition retreat for all outgoing and incoming E-board members, and planning the annual virtual fall retreat for all current E-board members.
2. Acts as Chief of Staff to the President.
3. Organizes and synthesizes meeting notes from Committee and Task Force meetings, in preparation for the President and SVP's meetings with administration.
4. Manages the daily operations of the GSG office, including fielding questions from graduate students that need assistance when other officers are not present in the office, assisting the Office Manager with GSG programs and processing payments, updating office documents, manuals, and resources, and completing any other activities deemed appropriate by the Executive Board.
5. Oversees internal use of GSG funds and serves as a resource for event planning for board members.
6. Prepares materials, meals, and logistics for Executive Board meetings and retreats.
7. Takes minutes and attendance for Executive Board and Senate meetings.
8. Maintains relationships with external departments at the university to ensure communication on approved vendors and efficient disbursement of funds.
9. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

W. Director of Social Programming

1. Coordinates, plans, and organizes all GSG social events (3 smaller events and 1 major event per Director per semester). Examples of smaller events include happy hours, hikes, theme park trips, sporting events, tailgates, museum trips, etc. Examples of major events include the annual boat cruise, overnight trips, and formal dances.
2. Provides regular evaluation and reviews of events.
3. Coordinates with the Director of Communications in advertising of events.
4. Facilitates joint programming with USG, other GSG Directors, and student organizations.
5. Co-chairs the Social Programming Committee.
6. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

X. HSC Director of Social Programming

1. Coordinates, plans, and organizes all GSG social events for the HSC student body.

2. Coordinates with the Director of Communications and HSC Director of Communications for advertising of events.
3. Facilitates joint programming with other GSG directors and HSC student organizations.
4. Co-chairs the Programming Committee.
5. Works with the HSC R&D Committee to address HSC-specific needs and plan events.
6. Attends Committee or Task Force meetings and completes special projects as deemed appropriate by the GSG President.

Y. Director of Sustainability

1. Analyzes the current practices of the GSG organization and identifies points where environmental sustainability could be improved.
2. Serves as an active member of university committees relevant to issues of sustainability including, but not limited to: the USC Sustainability Steering Committee, and the Presidential Working Group on Sustainable Education, Operations, and Research.
3. Serves as liaison to the USC Office of Sustainability, USG Environmental Student Assembly (ESA), and other USC sustainability organizations or committees.
4. Plans and coordinates ongoing GSG sustainability student advocacy initiatives and events.
5. Lead GSG's Sustainability Committee to engage GSG Senators on items relating to sustainability at USC
6. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

Z. Director of Virtual Programming

1. Reserved for any graduate or professional student who is enrolled in an online program.
2. Create virtual engagement opportunities and social programming that can be participated in without needing to be physically present on USC's campuses.
3. Increase engagement between students enrolled in on-campus programs at any of USC's physical campuses (including UPC, HSC, and Alhambra) and those enrolled in online programs
4. Examples of events may include but are not limited to: workout programs, painting/craft classes, activities focusing on social justice
5. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

AA. Director of Virtual Accessibility

1. Reserved for any graduate or professional student who is enrolled in an online program.
2. Connect and communicate with students across all online programs at USC.
3. Identify core needs of the student population that does not have direct access to any of USC's campuses including UPC, HSC, and Alhambra.
4. Communicate with VP of Advocacy, Senior Vice President, and

- President to form advocacy initiatives for the academic year
5. Connect with different entities on campus to increase engagement with and accessibility of those offices for students in online programs. These offices may include, for example, Student Affairs, Campus Activities, Volunteer Center, Black Cultural, and Student Affairs, Latinx Chicanx Center for Advocacy and Student Affairs, LGBTQ+ Student Center.
 6. Attend Committee or Task Force meetings and complete special projects as deemed appropriate by the GSG President.

BB. GSG Committees

1. Finance Committee
 - i) Chaired by a Director of Finance; generally chaired by the Director of Finance–Approvals and/or the HSC Director of Finance, but may be delegated to a different Director of Finance as needed
 - ii) Must have a minimum of 3 senators
 - iii) Reviews all funding applications for all RSOs for approval
 - iv) Provides feedback to the Directors of Finance on finance policies and procedures
 - v) Assists the Directors of Finance, the VP of Administration, and the President with preparing and/or organizing the GSG budget for the following academic year, as needed
2. Health Sciences Campus Research & Development Committee
 - i) Chaired by the Senior Vice President
 - ii) Meets with HSC students a minimum of once per month to gather specific concerns of HSC students and inform GSG advocacy efforts
 - iii) At least one HSC senator must be present
 - iv) Assists the HSC Directors in planning, publicizing, and running events
3. Grants Committee
 - i) Chaired by Director of Grants & Academic Affairs
 - ii) Oversees and manages all GSG grant processes
4. Committee Addendum
 - i) Other committees may be started or terminated as needed by any Director, and all committees must have at least one senator
 - ii) The Senate may vote to make a committee permanent, pursuant to the process to amend the Bylaws

II. GSG Finances

A. Funding Sources and Utilization

1. GSG shall be funded from the Graduate Programming Fee
2. GSG funds shall be used for all internal advocacy, administrative, and programming needs of GSG at large (coordinated by the Executive Board), limited by the amount approved in the budget
3. All other GSG funds shall be used to support graduate student RSO events and/or other funding needs as deemed appropriate by the

Executive Board in compliance with University policies

B. Finance Policies

1. All finance policies shall be determined by the Directors of Finance based on adherence to University policies and the abilities Campus Activities support staff, and may only be changed pursuant to the process outlined in the Constitution
2. Finance policies shall be made publicly available for viewing in a temporally relevant and technologically appropriate method
3. Finance policies shall be located in a separate document entitled "GSG Finance Policies"

C. Executive Board Stipends

1. All Executive Board stipends shall be paid the equivalent of 2 units per semester, per position
2. The "unit" cost shall be based upon the University's base unit tuition cost as set by the University and/or the USC Board of Trustees
3. Board member stipends are paid each semester in monthly installments or— due to different funding and payment needs by each academic unit—as approved by the President
4. Executive Board members shall work from the commencement immediately after their appointment until the following commencement
5. Executive Board member stipends may be withheld as pursuant to an Executive Board memorandum of understanding in conjunction with Campus Activities

D. GSG Endowment

1. The GSG Endowment funds were allocated on April 4th, 2005, and was established in January 2008
2. The GSG Executive Board shall be the stewards of the GSG Endowment
3. The GSG Executive Board, at the request of the Senate, shall provide a brief report on the GSG Endowment
4. Allocation of any portion of the interest generated from the GSG Endowment shall be approved by a majority vote of the Senate with recommendation from the GSG Executive Board; priority shall be given to fund an Executive Board position
5. Any unallocated portion of the interest generated from the GSG Endowment at the end of the academic year shall be reinvested into the GSG Endowment
6. GSG may directly request donations from past GSG Executive Board members or senators, but shall not request donations from any source if it would violate University policy

Bylaws Spring 2025

Graduate Student Government Bylaws
Last Revised: September 2025

Preamble

These Bylaws are enacted pursuant to the Graduate Student Government (GSG) Constitution (2025) and the University of Southern California Student Handbook (2025–26). They establish the procedures, structures, and operating standards of GSG, ensuring compliance with University policy and expanding on the foundational principles outlined in the Constitution.

Graduate Student Government Bylaws & Standard Operating Procedures

(Adopted [Insert Date])

Preamble

These Bylaws are enacted under the authority of the Graduate Student Government (GSG) Constitution (2025) and in compliance with the University of Southern California Student Handbook (2025–26). They establish the detailed procedures, responsibilities, and standards for governance, operations, and accountability of GSG.

Part I. Bylaws

Article I. Executive Board

Membership & Responsibilities

- Roles defined in Constitution Article V (President, Senior VP, VPs, Directors).
- Each member must:
 - Submit monthly written reports to Senate & archives.
 - Attend $\geq 75\%$ of E-Board & Senate meetings.
 - Transition successors with at least 1 live session + written guide.

Meetings

- Weekly during Fall/Spring semesters.
- Agenda circulated 72 hrs prior; minutes archived within 7 days.
- Quorum = simple majority of filled positions.

Delegation & Vacancies

- Temporary delegation requires written notice to President/Senior VP.
 - Vacancies filled per Constitution Article V(C).
-

Article II. Senate Operations

Meetings

- ≥ 4 meetings per semester (within academic calendar).
- 21–31 days apart.
- Open to all graduate students (observers may not vote).

Quorum & Voting

- Quorum = 50% of active Senators.
- Majority (50%+1) for bylaws, resolutions, funding; $\frac{2}{3}$ for constitutional amendments.
- Abstentions count toward quorum only.

Senator Duties

- Commit ≥ 10 hours/semester to GSG activities.
 - Serve on at least one committee.
 - Maintain liaison duties with Constituency Organizations.
-

Article III. Committees

Standing Committees

- Finance Committee
- Grants Committee

- HSC Research & Development Committee
- Others by Senate vote.

Operations

- Meet monthly.
- Elect/appoint a Chair by first meeting each semester.
- Submit semester reports to Senate.

Article IV. Elections & Appointments

Eligibility

- All fee-paying graduate students eligible.
- HSC positions reserved for HSC-primary students.

Process

- Presidential & Senior VP ticket election in Spring.
- VP & Director slate presented to Senate by 3rd Spring meeting.
- Conflict of interest procedures: if E&R has a conflict, VP Admin or President/SVP steps in.

Vacancies

- Filled per Constitution Article V(C)(4).

Article V. Finance & Budget

Budget Cycle

- Draft by March → Senate approval by end of Spring → Effective July 1.
- The Finance Committee oversees mid-year reallocations.

Disbursements

- Require dual sign-off: Finance + President/SVP.
- Must comply with USC financial policies.

Transparency

- Monthly reports to the Senate.
- Annual report to the student body.

Article VI. Accountability & Conduct

Standards

- Bound by Constitution, Bylaws, USC Student Handbook.
- Non-discrimination & conflict-of-interest rules apply.

Grievances & Impeachment

- Complaints filed jointly by 1 Senator + 1 E-Board member.
- Judicial Board reviews (see Judicial Code).
- Impeachable offenses: dereliction of duty, negligent violation of governing docs, USC policy violations.

Stipends

- May be withheld by majority E-Board + advisor recommendation.

Article VII. Judicial Code (New Section)

Section 1. Judicial Board Composition

- 5 Justices appointed by Senate confirmation.
- One Chief Justice elected internally.

Section 2. Jurisdiction

- Handles impeachment, election disputes, constitutional/bylaw interpretation, student grievances against GSG.

Section 3. Procedures

1. **Filing:** Written grievance submitted to Chief Justice.
2. **Review:** Board determines jurisdiction within 7 days.
3. **Hearing:** Both parties present evidence; witnesses allowed.
4. **Decision:** Majority vote; written ruling within 7 days.
5. **Appeals:** May appeal to Division of Student Life if University policy implicated.

Section 4. Sanctions

- Ranges from warning → censure → removal → stipend forfeiture.

Article VIII. Amendments

- Written proposal → two Senate readings → vote.
- Majority for Bylaws, $\frac{2}{3}$ for Constitution.
- Substantive vs. non-substantive distinction follows Constitution Article VII(C).

Part II. Standard Operating Procedures (SOPs)

(Detailed appendices, living documents)

Appendix A: Finance Policies

- Step-by-step budget cycle.
- Reimbursement workflows.
- RSO funding disbursement timeline.

Appendix B: Election Code

- Timeline for applications, debates, and confirmations.
- Campaign rules (spending caps, publicity guidelines).
- Dispute resolution → Judicial Board.

Appendix C: Committee Charters

- Membership criteria.
- Deliverables (e.g., Finance → budget reports, Grants → funding reviews).
- Templates for reports.

Appendix D: Judicial Board Templates

- Grievance form.
- Ruling template.
- Sanction matrix.

Appendix E: MOU & Agreement Templates

- For cost-sharing programs (e.g., Student Legal Services).
- Format: purpose, financial structure, review timeline, signatures.

Appendix A: Finance Policies (SOP)

Section 1. Authority and Purpose

1.1 These Finance Policies are adopted as an appendix to the GSG Bylaws.

1.2 They govern all financial activity of GSG and its affiliated organizations, in compliance with:

- GSG Constitution & Bylaws.
 - USC Student Handbook and university financial policies.
 - Applicable local, state, and federal laws.
- 1.3 In case of conflict, the USC Student Handbook takes precedence.
-

Section 2. Annual Budget Cycle

2.1 Preparation

- February: Directors and Committees submit budget requests to the VP Finance.
- March: Executive Board reviews and drafts the budget.
- April: Finance Committee finalizes budget proposal.

2.2 Approval

- Senate reviews budget at two readings.
- Senate must approve budget by majority before end of Spring semester.

2.3 Implementation

- Fiscal Year runs **July 1 – June 30**.
 - Budget allocations are binding but may be amended per Section 4.
-

Section 3. Disbursement Procedures

3.1 Authorization

- All disbursements require:
 - Finance Director approval, AND
 - President or Senior VP co-approval.

3.2 Request Process

- RSO or individual submits funding request form with receipts/quotes.
- Finance staff reviews within 10 business days.

3.3 Payment Methods

- USC procurement card, direct reimbursement, or inter-departmental transfer (per University rules).

3.4 Documentation

- All disbursements must be documented in a centralized ledger, available to Finance Committee.

Section 4. Budget Amendments & Reallocations

4.1 Routine Reallocation

- Finance Committee may reallocate $\leq 10\%$ of a line item without Senate approval.

4.2 Major Amendments

- 10% reallocations or new line items require Senate approval.

Section 5. Transparency & Reporting

5.1 Monthly Reports

- Finance Committee presents current expenditure vs. budget to Senate each month.

5.2 Annual Report

- Public-facing financial report published online by August 31.

5.3 Audit Readiness

- All records must be retained for 5 years.
-

Section 6. RSO & Student Funding Policies

6.1 Eligibility

- RSOs must be recognized and in good standing with Campus Activities.
- Individuals must be currently enrolled and have paid the graduate programming fee.

6.2 Application Deadlines

- Funding applications must be submitted ≥ 6 weeks prior to event.
- Exceptions require Senate approval.

6.3 Restrictions

- No retroactive funding.
- No expenditures on alcohol, personal benefit, or non-compliant travel.
- All spending must align with USC's non-discrimination and ethics policies.

6.4 Post-Event Reporting

- RSOs must submit receipts and a short outcomes report within 30 days.
 - Failure to report may result in ineligibility for future funding.
-

Section 7. Compliance & Sanctions

7.1 Violations of these Finance Policies may result in:

- Suspension of funds.
- Ineligibility for future allocations.
- Referral to the Judicial Board.

7.2 All decisions are subject to appeal to the Judicial Board within 14 days.