



**Saint Louis University**  
**Graduate Student  
Association**

## **Constitution and Bylaws**

*Ratified on 19 February 2025 by the General Assembly*

### **Table of Contents**

#### **Constitution**

- Article 1: Name
- Article 2: Purpose
- Article 3: Implementation of Purpose
- Article 4: Membership
- Article 5: General Assembly
- Article 6: Executive Board
- Article 7: Advisors
- Article 8: Amendments
- Article 9: Ratification

#### **Bylaws**

- Article 1: General Assembly Department Representatives
  - Section 1: Appointment of General Assembly (GA) Voting Members
  - Section 2: Duties and Responsibilities of Department Representatives
  - Section 3: Department Standing and Forfeiture of Funds
- Article 2: Governance (Advisors, Executive Board, GSA Elections, and Removal of Members)
  - Section 1: Advisors
  - Section 2: Executive Board
  - Section 3: Officers
  - Section 4: Elections
  - Section 5: Removal
- Article 3: Meetings and Finances
  - Section 1: Meetings of the General Assembly
  - Section 2: Standing Committees
  - Section 3: Acquisition of Revenue
  - Section 4: Allocation of Revenue
  - Section 5: Departmental Allocations
  - Section 6: Individual Allocations
- Article 4: Communication and Reporting Structures

Section 1: Community Input

Section 2: University Representation

Article 5: Amendments to the Bylaws

## **Graduate Student Association (GSA) CONSTITUTION**

The Graduate Student Association exists in accordance with the mission of Saint Louis University to support the development and growth of graduate students as persons fully constituted as active members of the University community, deserving to share in its life and governance. Realizing the special needs and talents of graduate students, the GSA exists to act as an advocate for and to serve the needs of graduate students and to provide assistance to the University administration as it seeks to realize the University's mission. To this end this constitution is adopted.

### **Article 1: Name**

**1.1** The official name of the organization will be the "Saint Louis University Graduate Student Association," but the organization will also be referred to as the "Graduate Student Association" or "GSA."

### **Article 2: Purpose**

**2.1** The Graduate Student Association will act as an advocacy group for individual and collective concerns relating to issues affecting graduate student life at the University.

**2.2** The GSA will seek to foster a sense of community and encourage interaction among all graduate students.

**2.3** The GSA will act as a forum for the distribution of information to graduate students.

**2.4** The GSA will seek equitable representation and involvement from all graduate students.

**2.5** The GSA commits to an equitable and inclusive community and to advocate for its members on issues of diversity, equity, and inclusion.

**2.6** The GSA will provide support not available elsewhere to enhance the educational and professional development of graduate students.

### **Article 3: Implementation of Purpose**

#### **3.1 Communication**

The GSA will inform graduate students of its functions and objectives, provide regular opportunities for networking through the General Assembly meetings and informal social gatherings, as well as maintain a website that provides a number of avenues for graduate students to communicate with each other and with the GSA.

#### **3.2 Advocacy**

The GSA will provide a pool of individuals to serve on university committees as official representatives of the graduate student body, including the Student Government Association (SGA). When necessary, the GSA will create and maintain

advocacy committees to address specific concerns raised either by representatives of the General Assembly (GA) or by other graduate students. These committees will be charged with mobilizing the concerns by bringing them to the University faculty, staff, and administration. These representatives will report to the GSA as described in Bylaws Article 4, Section 2.

### **3.3 Equity**

The GSA will actively solicit volunteers from participating departments to serve as departmental representatives in an attempt to reflect graduate constituencies across those academic programs. See Article 5.

### **3.4 Support**

The GSA will provide support in order to enhance graduate students' pursuits toward educational and professional development.

## **Article 4: Membership**

### **4.1 Department Membership**

Departments and programs at Saint Louis University wherein graduate student activity fees are collected and contributed to the GSA's University Account are considered as active units.

### **4.2 Individual Membership**

GSA membership is open to all graduate students belonging to departments or programs who meet the guidelines of active units. Students actively enrolled in and affiliated with active units are automatically considered members of GSA. No additional membership fees or dues or sign-up required (as students of active units have already paid the student activity fees).

## **Article 5: General Assembly**

**5.1** The governing and voting body of the GSA will be the General Assembly (GA). The GA will be comprised of graduate student representatives (appointed, elected, or otherwise instated into these positions) from all departments and programs meeting the membership requirements outlined in Article 4 of the Constitution.

**5.2** Each department or independent program within each school participating in the GSA will be entitled to appoint one representative and up to two alternates to serve in the General Assembly.

A. Each department is entitled to one vote; the departmental representative carries this vote. In the event of the representative's absence, the alternate is entitled to cast the vote.

B. Representatives and alternates must be graduate students in good standing, registered for the current semester, and enrolled/active in the department that they will represent.

C. Any other registered full-time and part-time graduate students of the University are considered non-voting members, entitled to information and participation at meetings.

**5.3** The GA will convene in meetings held at regular intervals throughout the academic year from August to May, which will be scheduled sufficiently in advance of the start to each upcoming semester and with perpetual adherence to the university's academic calendar as put forth annually by the Office of the Registrar.

**5.4** The meetings of the GA will be conducted in accordance with Robert's Rules of Order.

**5.5** The Executive Board acts when the General Assembly cannot be convened. This provision includes, but is not limited to, the period spanning the summer months during which the university is not in full session.

#### **Article 6: Executive Board**

**6.1** The General Assembly and the GSA at large is led by the Executive Board, comprised of the following officer positions:

**6.1.1** President

**6.1.2** Academic Vice-President – North Campus

**6.1.3** Academic Vice-President – Health Sciences (South) Campus

**6.1.4** Vice-President of Administration

**6.1.5** Vice-President of Finance

**6.1.6** Vice-President of Diversity and Inclusion

**6.1.7** Vice-President of International Affairs

**6.1.8** Vice-President of Communication and Community

**6.1.9** External Affairs Officer

**6.2** Each member of the Executive Board must be a current graduate student, must be in good academic standing according to the current policies and procedures outlined in the Graduate Student Catalog, and must be a member of an active department or program as described in Article 4. Additional requirements of the Executive Board and election processes are described in the Bylaws, Article 2.

#### **Article 7: Advisors**

**7.1** The GSA has advisors from two divisions:

**7.1.1** The academic advisor is the Associate Provost for Graduate Education.

**7.1.2** The student support advisors are members of the Division of Student Development, as designated by the Vice President of Student Development.

#### **Article 8: Amendments to the Constitution**

**8.1** Amendments may be proposed at any General Assembly meeting by the Executive Board or any voting member of the GA.

**8.2** Amendments must be presented for approval and voted on at the following meeting of the General Assembly.

**8.3** Amendments must pass by a two-thirds majority of the General Assembly.

**Article 9: Ratification**

**9.1** Ratification of this Constitution must be through an affirmative vote of two-thirds of the departmental voting members present.

## **Graduate Student Association (GSA) - BYLAWS**

### **Article 1: General Assembly Department Representatives**

#### **Section 1: Appointment of General Assembly (GA) Voting Members**

1.1 Each academic department and program (hereafter, "department") that is an active member of GSA (see Constitution, Article 4) shall appoint one department representative and may appoint additional alternate representatives as needed. Department representatives should not also be serving concurrently as GSA Executive Board Members.

1.2 The department representative's term will begin on April 1<sup>st</sup> and will conclude the following year on March 31<sup>st</sup>. The outgoing representative is encouraged to attend the April GA meeting with their successor as a transition training opportunity.

1.3 Alternate members may attend and participate in all GA meetings, sign GSA paperwork, serve on committees, and may vote in the absence of the department representative.

1.4 The GSA will request nominations for new department representatives no later than March 1<sup>st</sup>. Departments must appoint or elect their representatives and, if they choose, any alternates, before March 31<sup>st</sup>. Departments failing to do so will be given a warning and a 30-day grace period to select their representative. See Section 3 on department standing and funding.

1.5 Departments may request, in writing and with the signature of the chair, an extension through the summer term, if the Executive Board, in consultation with the Advisors, should deem it prudent.

#### **Section 2: Duties and Responsibilities of Department Representatives**

- 2.1 The duties and responsibilities of the members of the General Assembly are:
- A. To attend General Assembly meetings or provide an alternate when they are not able to attend (see Section 3);
  - B. To distribute information from the GSA to graduate students within their departments and cc the VP of Administration through [gsa@slu.edu](mailto:gsa@slu.edu);
  - C. To assist in identifying and soliciting new representatives;
  - D. To be available to their department's graduate students throughout the year, including over the summer, particularly to sign funding request forms, and in their absence to notify the GSA and appoint a student to do so in their place; e)
  - E. To bring concerns of graduate students to the GA;
  - F. To work with their departmental administration to secure proper use of GSA funds allocated to departments;

- G. To make sure their department is represented on one GSA committee, either by the department representative or appropriate alternate;
- H. To send a graduate student member of their own department to help with the GSA Symposium.
- I. To uphold decorum in accordance with Robert's Rules of Order

### **Section 3: Department Standing and Forfeiture of Funds**

3.1 Any department which does not select a department representative (as defined above in Article 1, Section 1.4) is not considered to be in good standing and is not eligible to receive funds as specified in 3.4.

3.2 When a department is able to send a representative or alternate to the GA, that department is considered to be in good standing when the following requirements have been met:

- A. The department is represented at three out of the four scheduled meetings each fall and spring semester. This means that the department representative or the alternate may miss only one meeting each semester. A representative shall be determined absent if their attendance is not announced during the GA meeting or if they should leave before the conclusion of new business.
- B. Each department representative or an alternate must serve on one GSA Committee and be an active member as defined by the committee chair within 10 days of the first committee meeting (or alternative duty as approved by the Executive Board, such as serving as an SGA senator).
- C. Each department representative must send a graduate student of their department to help with the GSA Symposium.
- D. Standing expectations are waived during the summer semester as committees and General Assembly do not meet during the summer.

3.3 When a department representative or alternate is not able to attend meetings of the GA, the department can fulfill the following alternative requirements in order to remain in good standing:

- A. The department chair must submit a written statement to the GSA Executive Board each meeting explaining why no graduate student from that department could attend GA meetings as scheduled.
- B. Department representatives are still expected to review meeting minutes when they are distributed to the GA and, in lieu of meeting attendance, must submit a monthly report that informs the GSA of any issues or concerns in their department and/or regarding the GA minutes.
- C. The departmental representative or alternate must still serve and be an active member on one GSA committee and
- D. The department representative must still send a student representative of their department to help with the GSA Symposium.

3.4 Failure to comply with sections 3.1, 3.2, or 3.3 above results in loss of



good standing, resulting in probationary status and/or potential forfeiture of funds as described below:

A. If a department fails to maintain good standing all department representatives, department or program chair, and other relevant departmental contacts will be notified by the VP of Administration that their GSA standing is currently in jeopardy and their department has been placed on probation.

i) Upon notification of probationary status, the department will be informed of the consequences and repercussions of loss of standing on the students within their department and will be reminded of the requirements of good standing (outlined above).

ii) During this probationary period, the department will have the following semester to regain good standing by following the requirements outlined above. Should they do so, they are no longer on probation and will return to good standing.

iii) During this probationary period, the department will not forfeit any funds.

iv) During this probationary period, the department should decide whether their representative can remain in their position or will need to be replaced. Appropriate contracts should be submitted as soon as possible if the representative will be replaced.

B. Departments in jeopardy of losing good standing will follow the timeline and procedures below depending on when their status becomes jeopardized:

i) If the department does not meet good standing requirements in the fall semester, they will be placed on probation for the spring semester and encouraged to provide a new primary department representative. If the department does not resume good standing in the spring semester, the department will be designated as not in good standing with GSA and for the following summer and fall semesters will forfeit all department allocation, award opportunities, and other funding-related benefits granted to departments in good standing. If the department meets standing requirements for the following fall semester, the department will earn back most funding-related benefits for the following spring semester. If the department returns to probationary status, then they will start the process over again depending on the semester they fall out of good standing.

ii) If the department does not meet good standing requirements in the spring semester, they will be placed on probation for the summer and fall semesters and encouraged to provide a new primary department representative. If the department does not resume good standing in the fall semester, the department will be designated as not in good standing with GSA and for the following spring semester will forfeit all award opportunities and other funding-related benefits granted to departments in good standing. If the department meets standing requirements in the following spring semester, the department will earn

back all funding-related benefits and return to good standing. If the department returns to probationary status, then they will start the process over depending on the semester they fall out of good standing.

C. If a department fails to maintain good standing during the spring semester, it will forfeit its department allocation for the following academic year and its graduate students will be ineligible for Professional Development, Publication, or other awards from July 1 to December 31.

3.5 The funds forfeited by loss of good standing will remain in GSA's University Account, to be used or retained as determined by the Executive Board and/or General Assembly.

## **Article 2: Governance (Advisors, Executive Board, GSA Elections, and Removal of Members)**

### **Section 1: Advisors**

1.1 The Associate Provost of Graduate Education of Saint Louis University is the academic advisor to the GSA.

1.2 Members of the Division of Student Development, as designated by the Vice President of Student Development, are the student support advisors to the GSA.

1.3 The advisors act as the administrative liaison between the GSA and the university administration and serve as an advocate to graduate students. As liaisons, they will meet regularly with the GSA President and other members of the Executive Board as needed.

1.4 The advisors are invited to all General Assembly and Executive Board meetings but may not cast a vote.

### **Section 2: Executive Board**

2.1 The Executive Board consists of the officers of the GSA:

- A. President,
- B. Vice-President for the North Campus,
- C. Vice-president for the Health Sciences (South) Campus,
- D. Vice-President of Finance,
- E. Vice-President of Administration,
- F. Vice-President of Diversity and Inclusion,
- G. Vice-President of International Affairs,
- H. Vice-President of Communication & Community, and
- I. External Affairs Officer.

2.2 All Executive Board members must be in good academic standing with the

University and a student for the duration of the fall and spring semester of their appointed term. Upon declaring interest in serving on the Executive Board and accepting a nomination, graduate students give consent to the GSA advisors to affirm their good academic standing.

2.3 The Executive Board sets the agenda for General Assembly meetings, recommends action to the General Assembly, adopts a budget and approves expenditures not included in the budget as funds allow, and chairs/appoints committees as needed for the conduct of GSA business.

2.4 The Executive Board will hold monthly meetings during the Fall and Spring terms and at least once during the summer in which attendance at all GSA meetings is mandatory and absence is subjected to the discretion of the President.

2.5 The Executive Board will uphold decorum in accordance with Robert's Rules of Order.

2.6 The Executive Board will continue to lead during summer months, but constitutional changes will only be in draft until they have gone before the general assembly.

A. The Executive Board can approve certain legislative tasks that function to prioritize the needs of graduate students.

B. Constitutional changes that benefit members of the Executive Board are prohibited and cannot be considered until it is brought before the general assembly.

C. Situations in which the Executive Board may act include but are not limited to:

- i) requests for special exceptions for awards,
- ii) requests for guest speakers at General Assembly,
- iii) requests for use of the Graduate Student Association representative list to communicate information relevant to graduate students.

D. Situations in which the Executive Board must wait for approval from the General Assembly include but are not limited to:

- i) inclusion of new departments in the Graduate Student Association,
- ii) changes to Graduate Student Association bylaws,
- iii) changes to Graduate Student Association awards.

2.7 Minutes of the Executive Board meetings will be kept and made to be accessible to the General Assembly.

2.8 The Executive Board are not voting members of the General Assembly (except in the case of the President when called upon to break a tie) and should not serve concurrently as department representatives.

### **Section 3: Officers**

3.1 President. The President is the executive officer of the GSA and is responsible for the following:

- A. Presiding over all General Assembly and Executive Board meetings,
- B. Acting as the spokesperson to the administration of the University and co-chairs with one of the Academic Vice-Presidents the Research Symposium Committee,
- C. Moderating the discussion and only vote to break a tie in votes made by the Executive Board or General Assembly,
- D. Appointing GSA Representatives to be GSA Committee Chairs and Co-chairs to be confirmed by the executive board,
- E. Appointing executives, representatives, and other graduate students to university committees as requested by the Saint Louis University Administration and the Student Government Association (SGA) and confirmed by the executive board,
- F. Maintaining (with the assistance of the Vice-President of Administration) an accurate list of those student representatives and the committees they are serving on,
- G. Reviewing and reporting to the Executive Board and/or General Assembly on matters pertaining to those committee representatives and committee activities,
- H. Creating new committees and task forces as one deems prudent; these groups must be unanimously confirmed by the Executive Board,
- I. Setting and holding adequate office hours each semester, during which they will monitor and respond to inquiries in the [gsa.president@slu.edu](mailto:gsa.president@slu.edu) and [gsa@slu.edu](mailto:gsa@slu.edu) accounts and generally be available to students and other Board members.
- J. Reviewing applications to the GIF (Graduate Initiative Fund), and bringing any such applications before the Executive Board such that they may be voted upon.

3.2 Academic Vice-Presidents. Two Academic Vice-Presidents are elected to the Executive Board (one for North Campus and one for South Campus) and are responsible for the following:

- A. Advocating and responding to the needs of graduate students on their respective campuses,
- B. Chairing the following committees, to be distributed as agreed upon by the Academic Vice-Presidents (and the President, if necessary):
  - i) one Vice-President will chair the Brennan Awards and Recognition Awards Committees and
  - ii) one Vice-President will co-chair with the President the Research Symposium Committee.
- C. Attending (as voting members) the monthly meetings of the Graduate Academic Affairs Committee,
  - i) If an Academic Vice-President cannot attend these meetings, another Executive Board member can serve in their place,
- D. Setting and holding adequate office hours each semester, during which

they will monitor and respond to inquiries in the [gsa.north@slu.edu](mailto:gsa.north@slu.edu), [gsa.south@slu.edu](mailto:gsa.south@slu.edu), [gsa.brennan@slu.edu](mailto:gsa.brennan@slu.edu) or [gsa.symposium@slu.edu](mailto:gsa.symposium@slu.edu) (depending on their chosen committees), and [gsa@slu.edu](mailto:gsa@slu.edu) accounts and generally be available to students and other Board members.

3.3 Vice-President of Finance. The Vice-President of Finance is responsible for:

- A. Keeping accurate records of revenues and disbursements,
- B. Preparing a summary financial report each semester,
- C. Preparing budget plans for awards in conjunction with the President,
- D. Monitoring expenditures (especially regarding Professional Development Awards and Department Allocations) and presenting any relevant budget information to the General Assembly when necessary,
- E. Chairing the Financial Affairs Committee,
- F. Reviewing and signing department representative award applications for departments with only one representative,
- G. Collaborating with the Vice-President of Administration to maintain a record of which departments and department representatives are in good standing (and therefore what funding and allocations they shall receive),
- H. Setting and holding adequate office hours each semester, during which they will monitor and respond to inquiries in the [gsa.finance@slu.edu](mailto:gsa.finance@slu.edu) and [gsa@slu.edu](mailto:gsa@slu.edu) accounts and generally be available to students and other Board members.

3.4 Vice-President of Administration. The Vice-President of Administration is responsible for:

- A. Preparing minutes for the Executive Board meetings and General Assembly meetings and making copies available to the General Assembly,
- B. Taking attendance of GSA department representatives at General Assembly meetings,
- C. Preparing the agenda for Executive Board meetings and preparing the agenda for General Assembly meetings with the guidance of the other Executive Board officers,
- D. Updating the GSA website with prudent news items, events, and available positions and programs,
- E. Collaborating with the Vice-President of Finance to maintain a record of which departments and department representatives are in good standing (per their attendance),
- F. Chairing the Administrative committee
- G. Maintaining (with the assistance of the President) an accurate list of student representatives and the committees they are serving on,
- H. Setting and holding adequate office hours each semester, during which they will monitor and respond to inquiries in the [gsa@slu.edu](mailto:gsa@slu.edu) account and generally be available to students and other Board members.

3.5 Vice-President of Diversity and Inclusion. The Vice-President for Diversity and Inclusion is responsible for:

- A. Voicing issues of diversity, inclusion, intersectionality, and social justice

- B. Collaborating with administrators and department on initiatives concerning diversity, inclusion, intersectionality, and social justice,
- D. Communicating with administrators, The Center for Global Citizenship and other campus partners on issues of national and international significance on subjects pertaining to diversity and inclusion,
- E. Chairing the Diversity and Inclusion Committee,
- F. Setting and holding adequate office hours each semester, during which they will monitor and respond to inquiries in the [gsa.diversity@slu.edu](mailto:gsa.diversity@slu.edu) and [gsa@slu.edu](mailto:gsa@slu.edu) accounts and generally be available to students and other Board members.

3.6 Vice-President of International Affairs. The Vice-President of International Affairs is responsible for:

- A. Voicing concerns of the international student population,
- B. Collaborating with administrators, the Office of International Services, and departments on initiatives concerning international students, inclusion, intersectionality, and social justice,
- C. Communicating with administrators and campus partners on issues of national and international significance on subjects pertaining to international affairs,
- D. Chairing the International Affairs committee,
- E. Setting and holding adequate office hours each semester, during which they will monitor and respond to inquiries in the [gsa.international@slu.edu](mailto:gsa.international@slu.edu) and [gsa@slu.edu](mailto:gsa@slu.edu) accounts and generally be available to students and other Board members.

3.7 Vice President of Communication and Community. The Vice-President for Communication and Community is responsible for:

- A. Managing GSA's social media, including Facebook, Twitter, and Instagram,
- B. Promoting GSA and SLU events and sharing other information relevant to the graduate student community,
- C. Serving as the chair or co-chair of the Social Committee,
- D. Serving as a co-chair for GSA Wellness Week, (in collaboration with the External Affairs Officer)
- E. Collaborating with administrators and departments to foster community among the graduate student population,
- F. Reviewing and reporting on community matters, such as department representative reports (see Bylaws Article 1, Section 3.3), issues raised during community input (see Bylaws Article 4, Section 1), or other relevant matters,
- G. Setting and holding adequate office hours each semester, during which they will monitor and respond to inquiries in the [gsa.social@slu.edu](mailto:gsa.social@slu.edu) and [gsa@slu.edu](mailto:gsa@slu.edu) accounts and generally be available to students and other Board members.

- 3.8 External Affairs Officer. The External Affairs Officer is responsible for:
- A. Working with the President to coordinate the GSA's relationship with other organizations, particularly the Student Government Association (SGA) of Saint Louis University,
  - B. Acting as one of the two Graduate Student Association senators to the SGA by attending weekly meetings of the SGA senate (the second of which is appointed by the President),
  - C. Maintaining regular communications with the SGA Executive Board and relating concerns relating to graduate students to them,
  - D. Serving as a co-chair for GSA Wellness Week (in collaboration with the Vice-President of Communication and Community),
  - E. Setting and holding adequate office hours each semester, during which they will monitor and respond to inquiries in the [gsa.external@slu.edu](mailto:gsa.external@slu.edu), [gsa.wellness@slu.edu](mailto:gsa.wellness@slu.edu), and [gsa@slu.edu](mailto:gsa@slu.edu) accounts and generally be available to students and other Board members.
- 3.9 Order of Succession.
- A. In the case of the absence of the President from the General Assembly, the General Assembly will be presided over by a Vice-President, as agreed upon by those available to do so or by other logistical factors as deemed most relevant by the Vice-Presidents (for reasons such as meeting location, service length, meeting focus, etc.).
  - B. In the case of the absence of the President from Executive Board meetings, the Academic Vice-President that has served in GSA for the longest duration shall preside. If that Vice President is absent, the other Academic Vice-President shall preside.
  - C. No vote shall be cast by an individual acting as President at meetings—with the exception of breaking tie votes.

## **Section 4: Elections**

### **4.1 Election.**

Executive Board Officers are elected during the March General Assembly meeting.

### **4.2 Eligibility of Candidates.**

With the exception of the External Affairs Officer, graduate students who have served at least one year as a GSA Department Representative are eligible to run. In the instance that no such student is available, willing, or able to run for the Executive Board, any graduate student in good standing and from a department represented in the GSA is eligible to run. Executive Board members may serve a maximum of 2 terms in the same office and a maximum of 4 years on the GSA Executive Board. A student may accept the nomination for only one Executive Board position.

### **4.3 Procedure.**

- A. All voting will be done through a mechanism that ensures in-house transparency. One representative from each department may cast one vote for the President, Vice-President of Finance, Vice-President of Administration, External Affairs Officer, Vice-President of Diversity and

Inclusion, Vice-President of International Affairs, Vice-President of Communication and Community, and the Academic Vice-President who represents their campus.

B. If two or more students stand for election for one position, the candidate who receives a plurality of votes cast is elected to this position. In the case of a tie, the General Assembly will vote again until a decision is reached, dropping the candidate who received the fewest votes each time, if applicable.

C. If a student stands for election unopposed, the General Assembly will vote for or against this candidate. If a majority of votes are cast in favor of the candidate, he or she is elected; if not there will be a call for new candidates and another election will be held immediately.

#### 4.4 Term.

All officers take office officially on May 1 of the year of election and serve a term of one year ending on the following April 30. Prior to that, newly elected officers are required to begin the onboarding process with the outgoing officers effectively March 1. Officer-elect members are required to attend the April Executive Board meeting and General Assembly.

#### 4.5 Resignations.

If a member of the Executive Board resigns, the General Assembly will be notified by the Executive Board within 48 hours. A new election will be held at the next General Assembly meeting according to the procedure described in Section 4.3.

### **Section 5: Removal**

#### 5.1 Grounds for Impeachment and Removal.

An Executive Board member, department representative, or alternate may be removed for egregiously disregarding their stated duties, misusing GSA funds, or knowingly signing or submitting false or dishonest paperwork.

#### 5.2 Procedure for Impeachment and Removal.

A. Any person within GSA (the Executive Board, General Assembly, or other related body working within GSA) may make a motion to the President to impeach a member of the GSA.

B. In the case of impeaching the President a motion must be presented to the VP of Administration.

C. When a member of GSA has violated the rules set forth by GSA's bylaws and constitution, such person may be impeached and removed from office by a two-thirds vote of GSA with at least 48 hours written notice prior to the start of the special meeting called for impeachment.

D. After a successful vote for impeachment and removal, departments will choose a new representative or alternate, or a new election for the Executive Board will be held at the next General Assembly meeting according to the procedure described in section 4.3.



## **Article 3: Meetings and Finances**

### **Section 1: Meetings of the General Assembly**

1.1 Meetings are held at times and places determined by the Executive Board. Reasonable attempts are made to hold meetings convenient to all General Assembly members.

1.2 Voting members are notified of meetings at least one week in advance.

1.3 Meetings are open to all enrolled graduate students, who are welcome to participate in discussion.

1.4 Only one vote per department may be cast. Voting is restricted to named department representatives or their designated alternates.

1.5 Representatives or alternates from the majority of all departments must be present to constitute a quorum for the General Assembly votes. For GSA operations, quorum is defined as more than half of the total number of voting members. Quorum shall be announced after attendance is taken.

1.6 Motions require a two-thirds vote of members present, excluding abstentions, to pass.

### **Section 2: Standing Committees and Major Events**

2.1 There will be standing committees that will operate every year.

A. The Brennan and Recognition Awards Committee (chaired by one Academic Vice-President) will be tasked to award the Brennan Summer Fellowship and Recognition Awards each year.

B. The Research Symposium Planning Committee (co-chaired by the President and one Academic Vice-President) will be tasked with planning the Research Symposium each year.

C. The Administrative Committee (chaired by the Vice-President of Administration) will be tasked to oversee GSA's official documents and websites, notifying the President of any timely suggestions and changes when needed.

D. The Finance Awards Committee (chaired by the Vice-President of Finance) will meet and/or communicate regularly to review and award the individual allocations.

E. The Diversity and Inclusion Committee (chaired by the Vice-President of Diversity and Inclusion) will be tasked to oversee events and concerns related to matters of diversity, equity, and inclusion.

F. The International Affairs Committee (chaired by the Vice-President of International Affairs) will be tasked to oversee events and concerns related to matters of international affairs.

G. The Social Committee (chaired by the Vice-President of Community and Communication) will be tasked to oversee events to promote an engaged graduate student and SLU community and will help to promote both their and other committee events.

H. GSA Wellness Week (held in collaboration with the Student Government Association [SGA], co-chaired by the Vice-President of Communication and Community and the External Affairs Officer) will be tasked with coordinating with SGA on events and funding related to wellness.

2.2 Other committees will function at the discretion of the Executive Board and the GA.

2.3 Committee Chairs are assigned to certain Executive Board members as required by the bylaws, or are appointed by the president out of the general assembly.

2.4 At the first GA of each fall semester, each departmental representative--or alternate--is responsible for volunteering on a committee to be considered in good standing as deemed by the constitution.

2.5 At the end of each month, committee chairs will report to the Executive Board those members who should be considered to be in good standing.

### **Section 3: Acquisition of Revenue**

3.1 The primary source of GSA revenue is an activity fee collected by the University and transferred to the GSA.

3.2 Revenue raised by the GSA or by outside sources will be kept in a University account under the title, "Saint Louis University Graduate Student Association".

3.3 Funds, representing 85% of paid graduate student activity fees, will be kept in the University account, with 15% going to the Student Government Association (SGA) for graduate participation in university wide events.

### **Section 4: Allocation of Revenue**

4.1 An amount of funds received will be set aside for the internal budget and other activities of the GSA as determined by the Executive Board and General Assembly.

4.2 The fiscal year for the GSA is July 1 through June 30.

4.3 The President and the Vice-President of Finance, in conjunction with the Executive Board, will determine the following academic year's budget and present it to the General Assembly during the spring semester's final GA meeting, alongside a full report on the current year's spending.

4.4 The budget will set aside funds for both departmental and individual allocations as outlined below.

4.5 The executive board will maintain a record of proportional spending for continuity and smooth transitions.

4.6 Should the need arise, the Executive Board may propose changes to the annual budget for the General Assembly to vote on. Such changes may not change the total expenditure of the GSA's annual budget. Prior to being presented to the General Assembly for their approval, these proposals must first be sanctioned by the Executive Board with a two-thirds majority vote. In addition, such proposals must be delivered to the General Assembly no later than one week prior to the General Assembly meeting in which they are to be voted upon. Before such changes take effect, they must be approved upon through a vote of the General Assembly.

4.7 The Executive Board may allocate a portion of the GSA's rollover funds to pre-existing sections of the annual budget. The total of such allocations over the course of an academic year may not exceed 5% of the total rollover funds or must not be greater than \$5,000 total. If 5% is greater than \$5,000, the total amount may not exceed \$5,000. If the 5% is less than \$5,000, the total amount may not exceed 5%. The total amount of the rollover fund will be established at the beginning of the Fiscal Year (July 1st). The Executive Board is required to inform the General Assembly of any use of the rollover funds within 7 days of the related expenditure. Expenses over 5% or \$5,000 total of the rollover funds must be approved by the General Assembly. Proposals detailing additional spending of the rollover funds must be delivered to the General Assembly no later than one week prior to the General Assembly meeting in which they are to be voted upon by the General Assembly.

## **Section 5: Departmental Allocations**

5.1 The GSA will allocate funds to each department in good standing (as of Spring semester of the previous academic year) for special or extraordinary expenses.

5.2 At the start of the fiscal year (July 1st), department allocations will be projected and factored into the year's budget according to the University's official census for the previous spring semester. In the fall semester, actual allocation expenses will be determined for each relevant department in good standing according to the University's official census data for the fall semester in question. Department allocations will be disbursed during the spring semester.

5.3 Department representatives must discuss with their department's fund managers and grad students within their department regarding how funds will be spent.

5.4 The allocations for each department will be proposed by the Vice-President of Finance, in consultation with the Executive Board, and

presented to the General Assembly in the fall semester.

5.5 Exceptions for departmental funding shall be considered by the Executive Board, at the recommendation of the Vice-President of Finance, and must be unanimously approved by the requesting department and the Executive Board.

## **Section 6: Individual Allocations**

6.1 The GSA will provide awards for enrolled graduate students for academic conference travel and costs, poster presentation materials, publishing assistance, and other relevant professional development opportunities (as deemed applicable by the Professional Development Awards Committee and/or the General Assembly).

6.2 The Executive Board will submit guidelines for approved expenses and changes to amounts for any of these categories to the General Assembly for approval.

6.3 The Vice President of Administration will make the current policies for individual allocations available for all graduate students on the GSA's website.

6.4 The Professional Development Awards Committee awards funds spent in accordance with the budget and guidelines of GSA upon presentation of a completed request form and valid, dated, and itemized receipts and signed by the student and their department representative or alternate.

## **Article 4: Communication and Reporting Structures**

### **Section 1: Community Input**

1.1 As the GSA (the GA, Executive Board, and other representatives) is called on to represent and speak for the graduate student community as a whole, the GSA will regularly seek input from that community and take that input under advisement when making decisions, taking action, or otherwise governing the GSA or speaking to other university or community units about matters affecting graduate students.

### **Section 2: University Representation**

2.1 Graduate students who serve on university committees as official representatives of the graduate student body will be required to report on the activity of those committees on a regular basis either during GA meetings or in the form of a brief written report to the Executive Board (who will then report on the activity at the next GA meeting).

## **Article 5: Amendments to the Bylaws**

1.1 Amendments may be proposed by the Executive Board or any department representative or alternate.

1.2 Voting on any amendments must take place at the meeting following its presentation.

1.3 Amendments must pass by a two-thirds majority of voting members present.

1.4 Any Amendments to the Constitution of the Association shall go into effect the next business day.

1.5 The Executive Board may, during the Summer Recess, propose and put in force Amendments to the Bylaws as described in Article 2, Section 2.6, but any such Amendments shall expire on the day of the first meeting of the academic year, and must therein be ratified by a two-thirds majority of voting members present. Failure to obtain such a majority will relegate the amendments for further consideration at the second meeting of the academic year.

1.6 A comprehensive assessment of the governing documents of GSA shall be conducted at minimum intervals of five years.

1.7 The Executive Board shall, in cases of minor grammatical or syntactical changes, be empowered to alter the Bylaws, provided they make no substantive or influential changes other than for the sake of grammatical or syntactical clarity.