

Article I: Meetings

1. Meetings of the General Membership will be conducted under the authority of Robert's Rules of Order, latest edition.
 - a. Meetings of the General Membership must be scheduled and announced at least one (1) week in advance of being held and such announcement must include a draft agenda.
2. Meetings of the Delegate Assembly will be conducted under the authority of Robert's Rules of Order, latest edition, unless that year's Assembly favorably votes by majority (50% + 1) to use alternative parliamentary procedures.
 - a. Meetings of the Delegate Assembly must be scheduled and announced at least one (1) week in advance of being held and such announcement must include a draft agenda. This agenda may include a closed session in order to conduct such business as deemed appropriate by favorable majority vote (50% + 1) of the Assembly.
 - b. Only Delegates and those receiving invitation from the Assembly may participate in a closed session.
3. Meetings of the Executive Council will be conducted under the authority of Robert's Rules of Order, latest edition, unless that year's Council favorably votes by majority (50% + 1) to use alternative parliamentary procedures.
 - a. Meetings of the Executive Council must be scheduled and announced at least one (1) week in advance of being held and such announcement must include a draft agenda. This agenda may include a closed session in order to conduct such business as deemed appropriate by favorable majority vote (50% + 1) of the Council.
 - b. Only officers of the Executive Council and those receiving invitation from the Council may participate in a closed session.

Article II: Legislative Powers

1. The legislative power of the GSA shall be vested in the Executive Council which shall be presided over by the President of GSA and subject to supervision by the Delegate Assembly.
2. The power to allocate money and internal GSA funds are subject to supervision by the Delegate Assembly.
3. The Executive Council shall have the power to create associated boards, committees, & commissions as it deems fit.

Article III: Elections

1. Members of the GSA Executive Council shall be elected in the Spring semester, no earlier than April 1st and before the Chancellor's Student Leadership dinner, to be inducted before the start of the Fall semester.
 - a. Duties as executive officers-elect shall include assisting the current Council.
 - b. If any offices remain unfilled after the Spring election, a special election will be held in the Fall, before the 1st meeting of the new Executive Council, to fill the remaining positions.

- c. In order to hold elected or appointed positions within GSA, general members must be in good academic and judicial standing at the University of California, Merced.
2. Election Procedures
 - a. All candidates for GSA Council offices must be members of the General Membership at the time of appointment to office.
 - b. All elections shall be publicized at a minimum by email at least two (2) weeks prior to the closing date for officer nominations.
 - c. Candidates may be nominated at any time after the election has been announced and before the nomination closing date.
 - d. Nominations must be accepted electronically via UC Merced email or other UC Merced identity-management services to serve as an electronic record.
 - e. An Election Officer shall be selected by a simple majority vote (50% + 1) of the Delegate Assembly from among the General Membership who is not seeking an elected officer position in the election.
 - f. Voting
 - i. Voting shall be by an electronic ballot vote.
 - ii. Only the General Membership will be allowed to vote in elections.
 - iii. Each general member will be allowed one (1) vote per office during elections.
 - iv. Voting procedures shall be decided by the Election Officer.
 - v. Officers shall be elected by a simple majority vote (50% + 1).
3. Delegate Assembly Appointments
 - a. Graduate or Professional Group Representation to Delegate Assembly
 - i. There shall be one (1) primary representative (referred henceforth as a Delegate) from each Graduate or Professional Group at the University of California, Merced.
 - ii. The Delegate(s) will be chosen from each graduate or professional group by a student club or organization that has been recognized by the graduate or professional group as the official student organization for that graduate or professional group.
 1. If a Group's By-Laws establish an official student organization or club, the selection authority rests within that organization or club.
 2. If no such By-Laws are present, an official student club may be registered with the university. Upon certification by the Graduate or Professional Group Chair that this club is aligned with the interests of the group's students, this Club gains the selection authority.
 3. If no student clubs or organizations for a Graduate or Professional Group exist, the Internal Vice President of the Executive Council will directly solicit nominations from the Graduate or Professional Group students and conduct an

election amongst the graduate or professional students of that group.

- iii. Alternate Delegates may be appointed as appropriate in the same selection process. These Alternates may temporarily assume the responsibilities of the Primary Delegate when they are unable to attend meetings.
 1. The Primary Delegate will communicate via email to the Internal Vice President of the Executive Council who the Alternate Delegate will be prior to Assembly meetings.
- iv. It is the duty of each Delegate to keep a copy of the email or other evidence documenting the selection by their Graduate or Professional Group members.
- v. Delegates may not simultaneously serve as an officer of the Executive Council.

Article IV: Duties of the Executive Council Officers

1. In the event that any of the officers cannot perform their duties, the Executive Council can temporarily appoint a substitute to carry out those duties in the officer's absence.
2. In the event of a vacancy either permanently or temporarily in the GSA Executive Council the Officer next in line for that office will assume the responsibilities according to the following order of succession: President, Internal Vice President, External Vice President, Academic Affairs Officer, Internal Communications Officer, Treasurer, Public Relations/Community Outreach Officer, International Affairs Officer, and the Climate, Diversity, and Equity Officer.
3. Duties of the President will be:
 - a. To serve as liaison between the GSA and Administrators of the University, and
 - b. To represent the GSA on the Academic Senate Committee of the Graduate Council, and
 - c. To correspond regularly with the Chancellor and Vice Chancellors of the Merced campus on issues of interest to the GSA membership, and
 - d. To correspond with the Chancellor and Vice Chancellors concerning the activities of the GSA, and
 - e. To facilitate Executive Council meetings and make recommendations to the Executive Council for necessary actions, and
 - f. To send out at least one (1) email/newsletter per semester to entire general membership concerning current issues in which GSA is an active participant in collaboration with the Internal Communications Officer, and
 - g. To consult officers on new issues that arise, and inform the membership on decisions concerning such issues, and
 - h. To serve as an ex-officio officer on all GSA committees.
4. Duties of the External Vice President will be:
 - a. To serve as the delegate of the UC Merced Graduate Student Association for membership in the University of California Student Association (UCSA) Board of

Directors, in accordance with the CHARTER OF THE UNIVERSITY OF CALIFORNIA STUDENT ASSOCIATION, Article IV. Section B, and

- b. To attend meetings of the UCSA, and
 - c. To keep officers informed on the relevance of being paying members of UCSA as the situation may change, and
 - d. To attend, when possible, the meeting of the Regents as a member of the UCSA and of the GSA, and when necessary, to prepare testimony for the meetings on issues important to the Association, and
 - e. To review with the GSA Council the items presented at the meeting of the UCSA and of the Regents, and
 - f. To attend, when appropriate, conferences related to higher education and UCSA issues, and,
 - g. To bring graduate and professional student concerns to local and national legislative bodies, and
 - h. To facilitate the External Affairs Committee.
5. Duties of the Academic Affairs Officer will be:
- a. To serve as a representative on the Committee on Academic Planning and Resource Allocation of the Academic Senate and Ombuds Advisory Board, and report to the General Membership as needed, and
 - b. To appoint graduate and professional students to student government committees to resolve issues of mutual concern, overseeing the submission of progress reports from committee appointees, and
 - c. To assist graduate and professional students with academic grievances and be aware of the agencies or individuals in the campus community who can assist students with problems and to appoint an Ombuds, if necessary, to help in this role, and
 - d. To actively solicit graduate and professional students for campus committees on which graduate and professional students are invited to serve, and
 - e. To correspond regularly with the Deans of the Merced campus on issues of interest to the General Membership, and
 - f. To correspond with the Deans concerning the activities of the GSA, and
 - g. To facilitate the GSA Committee on Research.
6. Duties of the Treasurer will be:
- a. To present to the GSA a summary of the financial activities of the GSA at every meeting, and
 - b. To prepare the budget for approval at the first meeting of the Delegate Assembly, and
 - c. To prepare a preliminary budget for the following year to guide the Treasurer-elect, and
 - d. To represent GSA in financial dealings with the University and other campus organizations, and
 - e. To represent the GSA as a non-voting member of the Student Services and Fees Advisory Committee, and
 - f. To hear all grievances that may arise in the administration of the funds and to make recommendations to the Executive Council concerning their adjudication, and

- g. To oversee and manage the GSA travel grant program.
7. Duties of the Internal Communications Officer will be:
- a. To keep minutes and record attendance of the Executive Council Meeting, and
 - b. To distribute the minutes of GSA Council meetings to the Officers prior to the following GSA Council meeting, and
 - c. To make public all minutes and agendas, and
 - d. To keep all records of GSA activity (including committee reports) organized and accessible, and
 - e. To maintain a website for GSA members to stay informed on all issues concerning graduate and professional students, and
 - f. Assist the President of the Executive Council in sending out at least one (1) email/newsletter per semester to entire general membership concerning current issues in which GSA is an active participant.
8. Duties of the Public Relations/Community Outreach Officer will be:
- a. To inform the graduate and professional student community of campus and local issues which may affect them and of activities in which they may wish to participate, and
 - b. To coordinate any social, academic, student forum or other event the General Membership requires or recommends be carried out by GSA, and
 - c. To actively engage graduate and professional students in community and volunteer activities, and
 - d. To serve on alumni relations committees and Chair the GSA Social Life Committee.
9. Duties of the Internal Vice President will be:
- a. To oversee the elections of the Delegate Assembly and preside over the Delegate Assembly meetings, and
 - b. To nominate the President and Academic Affairs Officer of the Executive Council to their respective Divisional Council Appointments as described in their committee bylaws, and
 - c. To assist graduate and professional students with non-academic grievances and be aware of agencies or individuals in the campus community who can assist students with problems, and
 - d. To coordinate election duties with the Delegate Assembly and Elections Officer, and
 - e. To prepare and solicit items for the agenda for Delegate Assembly meetings, and
 - f. To inform the Delegate Assembly of Executive Council action items which have passed the Executive Council and determine if any Delegate wish to formally review an action where appropriate.
 - i. From being informed, Delegates have three (3) business days to consider a review.
 - ii. All action items passed by the Executive Council will be placed on the Delegate Assembly agenda under "Legislative Review". The Internal Vice President will call a meeting of the Delegate Assembly within 10 business days if a review is determined to be necessary. The Executive

Council will halt the implementation until the Delegate Assembly has had a chance to review the action. If Delegate Assembly fails to meet within ten (10) business days of the determination they waive their right to contest the action.

10. Duties of the International Affairs Officer

- a. To represent the specific interests of international graduate and professional students at the university, and
- b. To work closely with the Office of International Affairs to assist international graduate and professional students with issues of mutual concern, and
- c. To promote awareness of international graduate and professional student issues to the university community, and
- d. To promote international graduate and professional student participation in the activities of the GSA, Graduate Student Services and the Graduate Division, and
- e. To plan and promote cultural programs in collaboration with the GSA Social Life Committee in order to build community among international graduate and professional students, and
- f. To monitor campus issues and legislative developments in collaboration with the External Vice President that affect the ability of international graduate and professional students to study at UC Merced, and
- g. To recommend advocacy positions to be adopted by the Executive Council and Delegate Assembly, and
- h. To serve on the Graduate Research and Orientation Week (GROW) Committee, and
- i. To advise the Executive Council, Delegate Assembly, and other related committees as deemed necessary, and
- j. To work to ensure that international graduate and professional students are well-informed, fairly treated, and able to participate equally at UC Merced.

11. Duties of the Climate, Diversity, and Equity Officer

- a. To work to foster an inclusive campus climate in accordance with the UC Merced Principles of Community, and
- b. To advise the Executive Council and Delegate Assembly on their executive and legislative agendas, and
- c. To work with existing campus-wide and system-wide committees, UC Merced Social Justice Programs, and affinity groups to ensure we are implementing and following best practices with respect to climate, diversity and equity, and
- d. To promote student participation in the activities of the GSA, Graduate Student Services and the Graduate Division, and
- e. To recommend advocacy positions to be adopted by the Executive Council and the Delegate Assembly, and
- f. To promote awareness of climate, diversity, and equity issues pertaining to graduate and professional students to the university community, and
- g. To serve on the Graduate Dean's Advisory Committee on Diversity and the Chancellor's Advisory Council on Campus Climate, Culture, and Inclusion, and
- h. To work to ensure that underrepresented graduate and professional students are well-informed, fairly treated, and able to participate equally at UC Merced.

Article V: Absenteeism, Resignation, Replacement, Expulsion, and Non-performance

1. Absenteeism
 - a. If an Executive Officer or Delegate is absent from meetings without an excuse, more than three (3) consecutive times, the Executive Council reserves the right to initiate expulsion procedures and replace the member.
2. Resignation
 - a. If an Executive Officer or Delegate wishes to resign from their position voluntarily, they shall submit a signed, written document to the Executive Council President and Internal Vice President. Notice of the resignation shall be made known to the Executive Council and Delegate Assembly immediately and announced to the general membership.
 - i. In the event that the President of the Executive Council wishes to resign they shall submit their letter to the Internal Vice President and GSA Advisor instead.
3. Replacement
 - a. The Executive Council shall decide by a simple majority vote (50% + 1) and subsequent approval by the Delegate Assembly, whether to elect, appoint, or leave vacant a position in the Executive Council.
 - b. The Delegate Assembly will seek to fill vacancies through the same procedures that appointed the previous Delegate to the vacant position.
4. Expulsion
 - a. If an Executive Officer, Delegate, or Appointee representing the GSA is found to willingly violate the GSA Constitution or By-Laws, or any university policy that defines appropriate student conduct, in a way that is detrimental to the mission and purpose of GSA, Executive Officers reserve the right to permanently remove said member from the organization with the vote and approval of the Delegate Assembly.
 - b. Any member of the General Membership may submit an Executive Officer and/or Delegate Assembly officer removal request in writing to the Executive Council if they believe said member is not in compliance with the GSA Constitution or By-Laws, or any university policy that defines appropriate student conduct.
 - i. This request will be considered a public document and made available to general body members.
 - c. A three fourths (75%) qualified majority vote of the Executive Council and a separate three fourths (75%) qualified majority vote of the Delegate Assembly's total membership must be cast to approve a request to expel an Officer or Delegate.
5. Non-Performance
 - a. If an Executive Officer and/or Delegate Assembly Officer is not performing their duties in accordance to the GSA Constitution and/or By-Laws, the Executive Council's President and Internal Vice-President will hold a meeting with the non-

performing member and give notice of the non-performance. If the behavior continues, the GSA President and Internal Vice-President shall exercise the right to initiate expulsion procedures as permitted within the By-Laws.