

Approved 10/12/2020

Delegate Assembly

Bylaws

Summary

To provide a system of bylaws and structure for the operation of the GSA Delegate Assembly

Article I: Meetings

1. Meetings of the Delegate Assembly (henceforth DA) will be held monthly during the academic semester and no more than ten (10) business days after the Executive Council (henceforth EC) has met for that particular month.
2. The Meeting Agenda will be distributed by the Chair or EC Internal Vice President (henceforth IVP) to the DA members in a prompt manner and no more than three (3) business days after the EC has met for that particular month.
3. Delegates unable to attend meetings must notify the Chair or IVP in writing prior to the meeting, other than cases of emergency. Delegates who miss more than two meetings are subject to dismissal, per Article V:1.
4. Meeting Proceedings
 - a. The Chair of DA meetings will be a current delegate elected with a plurality vote.
 - i. In cases in which the Chair is absent or a Chair has not been elected, the DA shall elect an interim Chair with a majority vote (50% + 1).
 - b. The IVP shall serve as assistant to the DA Chair and ex-officio representative for the EC. The IVP shall have no voting rights except in the event of a split vote, during which the IVP has the right to cast the tiebreaking vote.
 - c. Call to Order:
 - i. Will be made by the Chair of the meeting, and mark the beginning of said meeting.
 - ii. Roll Call of present members, any substitutes of members, missing members, and nonmembers will be made and recorded in the minutes of the meeting.

- d. Approval of Meeting Agenda and Previous Meeting Minutes:
 - i. The Chair will bring the Meeting Agenda and Previous Meeting Minutes to the formal consideration of the DA for approval. No revision to the Meeting Agenda and Previous Meeting Minutes will be made by any present voting member without the majority vote (50% + 1) of the DA. Revisions of Meeting Agenda and Previous Meeting Minutes will be recorded and dated in the Meeting Minutes.
- e. Opening Remarks: If present, the Chair and/or IVP will address the DA.
- f. Public Comment Period (for Open sessions):
 - i. The present, non-delegate public may speak on any matter of the public interest within the DA's jurisdiction including items on the agenda.
 - ii. Time limit of three (3) minutes per person will be enforced. Additional time to an individual may be granted by written appeal to the Chair prior to the meeting. The total time for public comment will typically not exceed the allotted meeting in the approved agenda, but may be modified intermittently by a majority vote (50% + 1) from the DA should the need arise.
- g. DA Discussion Period: Any Delegate or invited speaker may speak on any matter of the public interest within the DA's jurisdiction including items on the agenda.
- h. Legislative Review:
 - i. All Meeting Agenda items will be reviewed by the DA and will be individually considered for approval by way of majority vote (50% + 1).
 - ii. Meeting Agenda item not approved by majority (50% + 1) will be deemed a "Revisable item." Revisable items will be presented to the EC by way of the Chair in a timely manner; this includes all notes of revision which the DA deems necessary for DA approval.
- i. For the Good of the Order, Announcements, Meeting Adjourns
 - i. Remaining time available for creative discussion on matters of the organization, graduate student population, or campus.

Article II: Supervisory Powers

1. The power to supervise and review legislative actions made by the EC shall be vested in the DA.
 - a. Action items passed by the EC shall be communicated to the DA by the IVP.
 - b. From being informed, Delegates have three (3) business days to consider a review.
 - i. If a Delegate deems a review to be necessary, they shall inform the IVP in writing.
 - c. All action items passed by the EC that any Delegate deems necessary to review will be placed on the DA agenda under "Legislative Review". The IVP will call a meeting of the DA within ten (10) business days if a review is determined to be necessary. The EC will halt the implementation until the DA has had a chance to review the action. If DA fails to meet within ten (10) business days of the determination they waive their right to contest the action.
 - d. Action items brought under review will be presented to the DA for a vote of approval. Action items that fail to meet a majority vote (50% + 1) will be returned to the EC with a detailed explanation of the disapproval. Such communication will be provided in writing by the IVP and must have majority approval (50% + 1) from the DA.
2. The power to approve the GSA annual budget, which shall be prepared and communicated to the DA by the EC Treasurer before the first meeting of the DA, shall be vested in the DA.

Article III: Elections

1. Members of the GSA DA shall be elected in the Spring semester, no earlier than April 1st. Elections will be held in conjunction with the GSA EC elections.
2. Election procedures for the DA will be conducted in accordance with Article III:2-3 of the GSA EC bylaws.

Article IV: Duties of DA

1. Each Delegate Representative serves as a liaison between their individual graduate group and the broader General Assembly and GSA

- a. Representatives will be responsible for reporting the needs and issues faced by students in their graduate group during DA monthly meetings.
 - b. Representatives will be responsible for updating the graduate group on GSA legislation and actions and soliciting feedback to inform the Assembly's supervisory role.
2. Administrative duties within the DA will be fulfilled by individual delegates.
 - a. At the start of each semester, the meeting Chair will solicit volunteers from within the DA for the following tasks: recording minutes, setting meeting times and location, and finalizing meeting agendas.

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

1. Absenteeism

- a. If a Delegate is absent from meetings without an approved excuse (teaching responsibilities, travel related to academic studies, medical, or emergency) for two or more meetings, the DA reserves the right to initiate expulsion procedures and replace the member.
- b. In the event that the Delegate Representative is unable to attend a meeting, the appointed Alternative Delegate shall attend and temporarily exercise the full duties of the Delegate Representative, including voting.
 - i. Such exchanges must be communicated to the IVP in writing by the Delegate Representative prior to the meeting.

2. Resignation

- a. If a Delegate wishes to resign from their position voluntarily, they shall submit a signed, written document to the IVP. Notice of the resignation shall be made known to the EC and DA immediately and announced to the constituents of the Delegate's group.

3. Replacement

- a. In the event that a Delegate vacancy arises, the appointed Alternate Delegate shall fill the vacancy. In the event that the Alternate Delegate is unable to fill the vacancy, or has not been appointed, the Delegate Assembly will seek to fill a vacancy through the same procedures that appointed the previous Delegate to the vacant position.

4. Expulsion

- a. If a Delegate is found to willingly violate the GSA Constitution, By-Laws, or any university policy that defines appropriate student conduct in a way that

is detrimental to the mission and purpose of GSA, elected delegates and IVP reserve the right to permanently remove said member from the organization with the vote and approval of the DA.

- b. Any member of the General Membership may submit a DA officer removal request in writing to the Delegate Chair or IVP if they believe said member is not in compliance with the GSA Constitution, 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 Delegate Assembly's total membership must be cast to approve a request to expel a Delegate.

5. Non-Performance

- a. If a Delegate Assembly Officer is not performing their duties in accordance to the GSA Constitution and/or By-Laws, the Delegate Chair or IVP will hold a meeting with the non-performing member and give notice of the non-performance. If the behavior continues, the Delegate Chair or IVP shall exercise the right to initiate expulsion procedures as permitted within the By-Laws.

Article VI: Revision of ByLaws

1. The DA reserves the right to review, revise, and reform the bylaws, as needed, at the beginning of each election cycle.