



# Bylaws of the Graduate Student Association at the University of California, Merced

Approved by the Delegate Assembly on April 20, 2021 and ratified on May 5th, 2021

## Contents

Article I: Meetings.....	2
Article II: Legislative Powers.....	5
Article III: Duties of the Executive Council Officers.....	8
Article IV: Duties of the Delegate Assembly.....	17
Article V: Absenteeism, Resignation, Replacement, Expulsion, and Non—performance.....	18
Article VI: Elections.....	22

## 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 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.
  - C. If an office is occupied by more than one officer, the officers share the vote of that officer and are required to confer with each other to determine the vote of their office.
    - i. A voting disagreement in a shared office results in an abstention.
3. 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.

4. The Delegate Assembly Meeting Agenda will be distributed by the Chair or Internal Vice President to the Delegate Assembly in a prompt manner and no more than three (3) business days after the Executive Council has met for that particular month.
5. Delegates unable to attend Delegate Assembly meetings must notify the Chair or Internal Vice President 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, Section 1B.
6. Delegate Assembly Meeting Proceedings
  - A. The Chair of Delegate Assembly 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 Delegate Assembly shall elect an interim Chair with a majority vote (50% + 1).
  - B. The Internal Vice President shall serve as assistant to the Delegate Assembly Chair and ex-officio representative for the Executive Council. The Internal Vice President shall have no voting rights except in the event of a split vote, during which the Internal Vice President 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 Delegate Assembly 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 Delegate Assembly. 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 Internal Vice President will address the Delegate Assembly.

- 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 Delegate Assembly should the need arise.
- G. Discussion Period: Any Delegate or invited speaker may speak on any matter of the public interest within the Delegate Assembly's jurisdiction including items on the agenda.
- H. Legislative Review:
  - i. All Meeting Agenda items will be reviewed by the Delegate Assembly and will be individually considered for approval by way of majority vote (50% + 1).
  - ii. Meeting Agenda items not approved by majority (50% + 1) will be deemed a "Revisable item." Revisable items will be presented to the Executive Council by way of the Chair in a timely manner; this includes all notes of revision which the Delegate Assembly deems necessary for approval.
- I. For the Good of the Order, Announcements, Meeting Adjourns
  - i. Remaining time in the meetings will be made available for creative discussion on matters of the organization, graduate student population, or campus.

## Article II: Legislative Powers

1. The legislative power of the GSA shall be divided between the Executive Council and the Delegate Assembly.
  - A. Legislation proposed in the Executive Council is presided over by the President of the GSA.
    - i. Legislation introduced in and approved by the Executive Council must be submitted to the Delegate Assembly where it is confirmed, vetoed, or returned to the Executive Council with suggested alterations.
      1. Legislation returned to the Executive Council must be dismissed or rewritten and resubmitted to the Delegate Assembly.
  - B. Legislation proposed in the Delegate Assembly is presided over by the Chair of the Delegate Assembly and the Internal Vice President of the GSA.
    - i. Legislation introduced in and approved by the Delegate Assembly must be submitted to the Executive Council where it is confirmed, vetoed, or rewritten and submitted as new Executive Council Legislation.
  - C. A member of the General Membership may also propose legislation. This legislation may be introduced in either the Executive Council, in which legislation will proceed as in section A, or the Delegate Assembly, in which case legislation will proceed as in section B.
2. The power to review and veto any action items that have been approved by the Executive Council shall be vested in the Delegate Assembly.
  - A. The Internal Vice President of the Executive Council will be required to inform the Delegate Assembly within one (1) business day of action items approved by the Executive Council.
    - i. From being informed, any delegate who wishes to consider a review of any of the action items approved by the Executive Council will have three (3) business days to consider a review.
    - ii. If any delegate deems a review to be necessary, they must immediately notify the Internal Vice President in writing. If no delegates inform the Internal Vice President within three (3) business days, then the Delegate Assembly waives their right to initiate a review of the action item, and

the Executive Council may proceed with the implementation of the action item.

- iii. Any action items that were originally introduced in and approved by the Delegate Assembly and were approved by the Executive Council, without any revisions, are not subject to further review and can be implemented immediately following approval by the Executive Council.
- B. If the Internal Vice President is notified that a review for an action item is necessary, that item will be placed under “legislative review”, and the Executive Council must halt the implementation of that action item until the Delegate Assembly has had a chance for review.
- i. Once an action item is placed under “legislative review”, the Delegate Assembly has ten (10) business days to consider a veto of that action item. The Delegate Assembly Chair will call a meeting of the Delegate Assembly within this timeframe to review the action item.
    1. If the Delegate Assembly votes to approve the action item after review, the Executive Council may proceed with the implementation of that item.
    2. If the Delegate Assembly fails to make a decision on whether to veto an action item under “legislative review” within ten (10) business days, the Delegate Assembly waives their right to contest the action, and the Executive Council may proceed with the implementation of the action item.
  - ii. If the Delegate Assembly votes to veto an action item under review, that item is deemed a “revisable item”, and must be returned to the Executive Council in a timely manner along with a detailed explanation of the disapproval and any suggested alterations necessary for the Delegate Assembly to reconsider approval.
    1. Any “revisable items” returned to the Executive Council must be resubmitted to the Delegate Assembly or dismissed.
3. The power to allocate money and internal GSA funds are proposed in an annual budget by the Executive Council and approved by the Delegate Assembly.
- A. Before the first meeting of the Delegate Assembly, the Treasurer of the Executive Council shall communicate the initial GSA budget to the Delegate Assembly for review and approval.

- B. All changes to GSA spending after the approval of the budget are approved by the Delegate Assembly.
  - C. The Delegate Assembly determines the recipients of funding for Graduate Student Organizations and Sponsored Event funding by methods determined by the Delegate Assembly except where detailed in the Bylaws.
  - D. The Executive Council determines funding amounts allotted to Graduate Student Organizations and Sponsored Events after applications have been approved by the Delegate Assembly.
  - E. To avoid a conflict of interest, Executive Officer and Delegate Assembly members are not eligible for funding sourced from the GSA budget, except for stipends approved by the Delegate Assembly or refunds for the cost of materials and services incurred in the service of an elected position.
4. The Executive Council shall have the power to create associated boards, committees, & commissions as it deems fit.

## Article III: 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. The order of succession in the Executive Council is as follows: President, Internal Vice President, External Vice President, Legislative Affairs Officer, Academic Affairs Officer, Internal Communications Officer, Treasurer, Public Relations/Community Outreach Officer, International Affairs Officer, the Climate, Diversity, and Equity Officer, Solidarity Officer, Undocumented Affairs Officer, and Social Media & Graphic Design Specialist.
3. In the event of a vacancy either permanently or temporarily in the GSA Executive Council, the Executive Council Officers may delegate the responsibilities of the vacant seats to the remaining officers in a way such that the GSA can continue conducting business with minimal interruption.
4. All Executive Council Officers will be tasked with writing, or providing updates to, their office's instructional handbook before the end of their term. These handbooks serve to guide the next cohort of Executive Council Officers on how to perform the responsibilities pertaining to their respective offices.
5. At the first meeting of the Executive Council, Executive Council Officers must unanimously agree on rules of accountability to keep the Executive Council functional. If there is failure to receive unanimous vote, then reasoning and resolutions must be included and re-voted upon until a unanimous decision is attained.
6. Officer Duties
  - A. Duties of the President will be:
    - i. To serve as liaison between the GSA and Administrators of the University, and
    - ii. To represent the GSA on the Academic Senate Committee of the Graduate Council, and
    - iii. To correspond regularly with the Chancellor and Vice Chancellors of the Merced campus on issues of interest to the GSA membership, and



- iv. To correspond with the Chancellor and Vice Chancellors concerning the activities of the GSA, and
- v. To facilitate Executive Council meetings and make recommendations to the Executive Council for necessary actions, and
- vi. 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
- vii. To consult officers on new issues that arise, and inform the membership on decisions concerning such issues, and
- viii. To serve as an ex—officio officer on all GSA committees.

B. Duties of the Internal Vice President will be:

- i. To act as the contact between graduate and professional student organizations (GSOs) and the GSA, and
- ii. To inform the Executive Council any specific, or collective interests or concerns of graduate and professional student organizations where appropriate, and
- iii. To promote graduate and professional student organization programming in collaboration with the GSA Social Life Committee in order to build community and improve programming success, and
- iv. To coordinate election duties with the Delegate Assembly and Elections Officer, and
- v. To assist the chair of the Delegate Assembly in general Delegate Assembly functioning and independence, and
- vi. 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, and
- vii. To assist the GSOs, Treasurer and the Delegate Assembly in facilitating the Sponsored Event and GSO Funding applications.

C. Duties of the External Vice President will be:

- i. To serve as the delegate of the University of California Graduate and Professional Council (UCGPC) Board of Directors, in accordance with the CHARTER OF THE UNIVERSITY OF CALIFORNIA GRADUATE AND PROFESSIONAL COUNCIL, Article III. Section 1, and
- ii. To attend meetings of the UCGPC, and
- iii. To keep officers informed on the relevance of being paying members of UCGPC as the situation may change, and
- iv. To attend, when possible, the meeting of the Regents and UC Office of the President (UCOP) as a member of the UCGPC and of the GSA, and when necessary, to prepare testimony for the meetings on issues important to the Association, and
- v. To review with the GSA Council the items presented at the meeting of the UCGPC, UCOP, and of the Regents, and
- vi. To work with the Student Regents, UC Board of Regents, UCOP, External Branches of other UC system GSAs, and UC Student Association (UCSA) as necessary to promote goals identified as beneficial from the Association, and
- vii. To keep the GSA informed of system-wide developments of importance to the GSA, and
- viii. To attend, when appropriate, conferences related to higher education and UCGPC issues.

D. Duties of the Legislative Affairs Officer will be:

- i. To bring graduate and professional student concerns to local and national legislative bodies, and
- ii. To ensure that the GSA's interests are effectively represented to the State of California, state government agencies, and civic groups focused on matters of state importance, and
- iii. Ensure that the GSA's interests are effectively represented to the U.S. Congress, federal government agencies, and civic groups focused on matters of national importance, and
- iv. Develop legislative proposals and platforms beneficial to the GSA in collaboration with the External Vice President and the Association, and

- v. Inform local, state, and national legislators of the benefit and need to support graduate education at UC Merced, and
- vi. To keep regular contact with local, state, and national representatives, and
- vii. To serve as or appoint a coordinator to organize on-campus voter registration campaigns, and
- viii. Attending UCGPC meetings on Advocacy Days and serve as the official proxy to the External Vice President at UCGPC, UCOP, and Board of Regents meetings when necessary.

E. Duties of the Academic Affairs Officer will be:

- i. 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
- ii. 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
- iii. To actively solicit graduate and professional students for campus committees on which graduate and professional students are invited to serve, and
- iv. Communicate suggested voting from the Delegate Assembly to graduate and professional student representatives serving on campus committees, and
- v. Communicate voting decisions of campus committees to the Executive Council and Delegate Assembly, and
- vi. To correspond regularly with the Deans of the Merced campus on issues of interest to the General Membership, and
- vii. To correspond with the Deans concerning the activities of the GSA, and
- viii. To facilitate the GSA Committee on Research.

F. Duties of the Internal Communications Officer will be:

- i. To keep minutes and record attendance of the General Membership and Executive Council Meetings, and

- ii. To distribute the minutes to the Officers prior to the following General Membership and Executive Council meetings, and
- iii. To make public all minutes and agendas, and
- iv. To keep all records of GSA activity (including committee reports) organized and accessible, and
- v. To manage and maintain the GSA's website for GSA members to stay informed on all issues concerning graduate and professional students, and
- vi. To manage the general intake of emails sent to the GSA address and forward communications to appropriate GSA elected officials when needed, and
- vii. To send announcements involving important GSA activities and news highlights to the General Membership through the GSA email, and
- viii. 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.

G. Duties of the Treasurer will be:

- i. To present to the GSA a summary of the financial activities of the GSA at every meeting, and
- ii. To prepare the budget for approval at the first meeting of the Delegate Assembly, and
- iii. To prepare a preliminary budget for the following year to guide the Treasurer—elect, and
- iv. To represent GSA in financial dealings with the University and other campus organizations, and
- v. To represent the GSA as a non—voting member of the Student Services and Fees Advisory Committee, and
- vi. 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
- vii. To oversee and manage the GSA travel grant program.

H. Duties of the Public Relations/Community Outreach Officer will be:

- i. 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
- ii. To oversee the planning and execution of events and activities hosted by GSA, and
- iii. To collaborate with campus departments in hosting graduate student events, and
- iv. To coordinate any social, academic, student forum or other event the General Membership requires or recommends be carried out by GSA, and
- v. To actively engage graduate and professional students in community and volunteer activities, and
- vi. To advise the Executive Council and Delegate Assembly on the GSA's collaborations with campus departments and community partners, and
- vii. To serve on alumni relations committees and Chair the GSA Social Life Committee.

I. Duties of the International Affairs Officer will be:

- i. To represent the specific interests of international graduate and professional students at the university, and
- ii. To work closely with the Office of International Affairs to assist international graduate and professional students with issues of mutual concern, and
- iii. To promote awareness of international graduate and professional student issues to the university community, and
- iv. To promote international graduate and professional student participation in the activities of the GSA, Graduate Student Services, and the Graduate Division, and
- v. 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

- vi. 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
- vii. To recommend advocacy positions to be adopted by the Executive Council and Delegate Assembly, and
- viii. To serve on the Graduate Research and Orientation Week (GROW) Committee, and
- ix. To advise the Executive Council, Delegate Assembly, and other related committees as deemed necessary, and
- x. To work to ensure that international graduate and professional students are well—informed, fairly treated, and able to participate equally at UC Merced.

J. Duties of the Climate, Diversity, and Equity Officer will be:

- i. To work to foster an inclusive campus climate in accordance with the UC Merced Principles of Community, and
- ii. To advise the Executive Council and Delegate Assembly on their executive and legislative agendas, and
- iii. 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
- iv. To work with existing campus-wide and system-wide committees to address systemic racism and develop initiatives and resources supporting underrepresented students, and
- v. To promote student participation in the activities of the GSA, Graduate Student Services, and the Graduate Division, and
- vi. To recommend advocacy positions to be adopted by the Executive Council and the Delegate Assembly, and
- vii. To promote awareness of climate, diversity, and equity issues pertaining to graduate and professional students of every demographic to the university community, and

- viii. To apply to serve on the Graduate Dean’s Advisory Committee on Diversity and the Chancellor’s Advisory Council on Campus Climate, Culture, and Inclusion, and
- ix. To work to ensure that underrepresented graduate and professional students are well—informed, fairly treated, and able to participate equally at UC Merced.

K. Duties of the Solidarity Officer will be:

- i. 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
- ii. To maintain the confidentiality of graduate and professional students who present grievances by not keeping records of stated grievances, and
- iii. To maintain the confidentiality of graduate and professional students who present grievances by only referring graduate or professional students rather than contacting relevant agencies or individuals on their behalf, and
- iv. To attend meetings of the UC Merced UAW 2865 as a representative of the GSA, and
- v. To refrain from concurrently holding an elected and/or paid position within the UAW 2865, and
- vi. To serve as a communication channel between the GSA and UAW 2865.

L. Duties of the Undocumented Affairs Officer will be:

- i. To represent the specific interests of undocumented graduate and professional students at the university, and
- ii. To promote awareness of undocumented graduate and professional student issues to the university community, and
- iii. To promote undocumented graduate and professional student participation in the activities of the GSA, Graduate Student Services, and the Graduate Division, and

- iv. To plan and promote professional development activities tailored for undocumented students, and to plan and organize cultural programs in collaboration with the GSA Social Life Committee in order to build community among undocumented graduate and professional students, and
- v. To monitor campus issues and legislative developments in collaboration with the External Vice President that affect the ability of undocumented graduate and professional students to study at UC Merced, and
- vi. To recommend advocacy positions to be adopted by the Executive Council and Delegate Assembly, and
- vii. To advise the Executive Council, Delegate Assembly, and other related committees as deemed necessary, and
- viii. To work to ensure that undocumented graduate and professional students are well—informed, fairly treated, and able to participate equally at UC Merced.

M. Duties of the Social Media & Graphic Design Specialist will be:

- i. To manage, update, and post on all social media accounts including the GSA Facebook and Instagram, and
- ii. To work with the President to design the semester newsletter, and
- iii. To work with the Executive Council and Delegate Assembly to design advertisements, announcements, and flyers for GSA events and opportunities, and
- iv. To work with the Internal Communications Officer to maintain the GSA website, and
- v. To work with the Internal Vice President in assisting graduate student clubs with graphic design needs.



## Article IV: Duties of the Delegate Assembly

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 Delegate Assembly 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 Delegate Assembly will be fulfilled by individual delegates.
  - A. At the start of each semester, the meeting Chair will solicit volunteers from within the Delegate Assembly for the following tasks: recording minutes, setting meeting times and location, and finalizing meeting agendas.
3. The Delegate Assembly reserves the right to revise and reform the bylaws once per semester.

## Article V: Absenteeism, Resignation, Replacement, Expulsion, and Non—performance

### 1. Absenteeism

- A. If an Executive Officer is absent from Executive Council meetings without an approved excuse (teaching responsibilities, travel related to academic studies, medical, or emergency) more than three (3) consecutive times, the Executive Council reserves the right to initiate expulsion procedures and replace the member.
- B. If a Delegate is absent from Delegate Assembly meetings without an approved excuse (teaching responsibilities, travel related to academic studies, medical, or emergency) for two or more meetings, the Delegate Assembly reserves the right to initiate expulsion procedures and replace the member.
- C. In the event that the Delegate Representative is unable to attend a Delegate Assembly 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 Delegate Assembly Chair in writing by the Delegate Representative prior to the meeting.

### 2. Resignation

- A. If an Executive Officer wishes to resign from their position voluntarily, they shall submit a signed, written document to the Executive Council President and Interval 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.
- B. If a Delegate wishes to resign from their position voluntarily, they shall submit a signed, written document to the Delegate Assembly Chair. Notice of the resignation shall be made known to the EC and DA immediately and announced to the constituents of the Delegate’s group.

- i. In the event that the Delegate Assembly Chair wishes to resign they shall submit their letter to the President and Internal Vice President of the Executive Council instead. The Delegate Assembly must call an emergency meeting within ten (10) days of the Delegate Assembly Chair's resignation to appoint a new Delegate Assembly Chair from among the current Delegates.

### 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. If a Primary Delegate vacates their seat in the Delegate Assembly, the Alternate Delegate shall fill the vacancy. If an Alternate Delegate has not been chosen OR an Alternate Delegate vacates their seat, the Delegate Assembly will seek to fill the vacancy through the same procedures that appointed the previous Primary and/or Alternate Delegate. This process will be in collaboration with the selection authority in each graduate group if applicable, as outlined in the GSA constitution.

### 4. Expulsion

- A. If an Executive Officer, Delegate, or Appointee representing the GSA is found to willingly violate the GSA Constitution or Bylaws, or any University policy that defines appropriate student conduct, in a way that is detrimental to the mission and purpose of GSA, the Executive Officers and elected Delegates reserve the right to permanently remove any member from the organization from their respective body.
- B. Any general member who is not in an elected position in the GSA may submit an Executive Officer removal request in writing to the Executive Council if they believe said member is not in compliance with the GSA Constitution or Bylaws, or any University policy that defines appropriate student conduct.
  - i. This document will be considered a formal complaint, and the President and/or Internal Vice President shall follow the procedures for establishing a review board as stated in Article V, Section 5A of the GSA Bylaws.
  - ii. This request will be considered a public document and made available to general body members.

- C. Any general member who is not in an elected position in the GSA may submit a Delegate Assembly officer removal request in writing to the Delegate Assembly Chair or the Internal Vice President if they believe said member is not in compliance with the GSA Constitution or Bylaws, or any University policy that defines appropriate student conduct.
    - i. This document will be considered a formal complaint, and if the Chair is the officer in question, then the Internal Vice President shall follow the procedures for establishing a review board as stated in Article V, Section 5B of the GSA Bylaws.
    - ii. If the Delegate in question is not the Chair, then the Delegate Assembly Chair shall follow the procedures as stated in Article V, Section 5C of the GSA Bylaws.
    - iii. This request will be considered a public document and made available to general body members.
  - D. Within two (2) weeks of being formed, the review board will recommend to the relevant governing body whether or not to move forward with expelling the Officer or Delegate in question.
  - E. A three fourths (75%) qualified majority vote of the Executive Council's total membership must be cast to approve a request to expel an Executive Officer.
  - F. 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 an Executive Officer is not performing their duties in accordance with the GSA Constitution and/or Bylaws, any Executive Council Officer may submit a complaint to the President and/or Internal Vice President, and the President and/or Internal Vice President must initiate a vote among the Executive Council on whether to move forward with the complaint.
    - i. If approved, then a review board of at least 1/2 of the Executive Council Officers shall be established within one (1) week of the approval.
    - ii. The review board will hold a meeting with the non—performing member and give notice of the non—performance. If the behavior continues, the review board shall exercise the right to initiate expulsion procedures as permitted by Article V, Section 4D of the GSA Bylaws.

- B. If the Delegate Assembly Chair is not performing their duties in accordance with the GSA Constitution and/or Bylaws, any Delegate Assembly Officer may submit a complaint to the Internal Vice President. The Internal Vice president must initiate a vote among the Delegate Assembly on whether to move forward with the complaint.
  - i. If approved, then a review board of at least five (5) members of the Delegate Assembly shall be established within one (1) week of the approval.
  - ii. The review board will hold a meeting with the Delegate Assembly Chair and give notice of the non—performance. If the behavior continues, the review board shall exercise the right to remove the Delegate Assembly Chair and begin replacement proceedings as outlined in Article I, Section 6A.
- C. If a Delegate Assembly Officer other than the Chair is not performing their duties in accordance with the GSA Constitution and/or Bylaws, the Delegate Chair will hold a meeting with the non-performing member and give notice of the non-performance. If the behavior continues, the Delegate Chair shall exercise the right to initiate expulsion procedures as permitted by Article V, Section 4D of the GSA Bylaws.

## Article VI: Elections

### 1. Election Cycles

- A. General elections of the GSA shall occur in the spring semesters. Each general election must conclude no earlier than April 1st and no later than the end of term for the current GSA officers.
- B. Special elections of the GSA shall occur in the fall semesters when necessary to fill vacant seats in the GSA. Each special election must conclude before the 1st meeting of the new Executive Council for that term.
- C. Elections of the Executive Council and Delegate Assembly shall be held concurrently.
- D. A vote for the approval of any GSA constitutional amendments by the General Membership will be held in conjunction with officer elections in each election cycle.
- E. The authority for implementing GSA elections and enforcing procedures shall be vested in the GSA Elections Commission that is formed before the start of each election cycle.

### 2. The GSA Elections Commission

- A. The Delegate Assembly shall formally select all members of the GSA Elections Commission by a majority vote (50% + 1) before the start of the upcoming election cycle.
- B. The GSA Elections Commission shall comprise of an arbitrary number of Commissioners, one of which is the Head Commissioner.
- C. All members of the GSA Elections Commission must be a part of the General Membership and must not be seeking an elected officer position in the GSA during the election cycle they are serving as Commissioners. At least one member of the Executive Council and one member from the Delegate Assembly must be on the GSA Elections Commission.
- D. The GSA Elections Commission will be assigned with carrying out the duties required to operate the GSA election and will be the main point of contact for any information regarding the current election cycle.

- E. The Head Commissioner will be responsible for providing current GSA officers status updates on the election process and report these updates to the General Membership as needed.
- F. Upon completion of the election cycle, the GSA Elections Commission will be dissolved.
- G. The duties of the GSA Elections Commission are as follows:
  - i. To coordinate election duties with the Delegate Assembly and the Internal Vice President, and
  - ii. To coordinate with a third party who will assist the GSA Elections Commission to ensure a fair and unbiased elections process, and
  - iii. To coordinate with a third party to solicit nominations from those in the General Membership interested in running for open positions, and
  - iv. To advertise to the General Membership any vacant positions in the GSA Executive Council and Delegate Assembly in a timely manner, and
  - v. To create an electronic ballot that the General Membership will use to cast their votes, and
  - vi. To certify and announce the final results of the election along with a final tally of the votes cast for each candidate running for positions.
- H. Any additional regulations and proceedings for the current election cycle not covered in these bylaws shall be implemented by the GSA Elections Commission.

### 3. Election for Seats on the Executive Council

- A. There shall be one (1) Executive Officer elected to each position in the Executive Council unless unforeseen circumstances make it impossible to do so.
- B. All candidates for Executive Council offices must be a part of the General Membership and be in good academic and judicial standing at the University of California, Merced.
- C. The GSA Elections Commission will directly solicit nominations from the General Membership and conduct an election amongst the candidates for each office in the Executive Council.
- D. If an Executive Office is added through constitutional amendment, the Executive Council of the GSA has the choice of filling the position for the first time by appointment or by election.

- E. If any offices remain unfilled after the general election, the Executive Council must hold a special election in accordance with the GSA Constitution & Bylaws.
- F. If any offices remain unfilled after the special election, the Executive Council can choose to fill the remaining positions by an appointment process in accordance with the GSA Constitution & Bylaws.

#### 4. Election for Seats on the Delegate Assembly

- A. There shall be one (1) Primary Delegate from each Graduate or Professional Group at the University of California, Merced to be elected to the Delegate Assembly unless unforeseen circumstances make it impossible to do so.
- B. All candidates for Delegate Assembly offices must be running for the office corresponding to their graduate group and be in good academic and judicial standing at the University of California, Merced.
- C. 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.
  - i. If a Group's Bylaws establish an official student organization or club, the selection authority rests within that organization or club.
  - ii. If no such Bylaws 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.
  - iii. If no student clubs or organizations for a Graduate or Professional Group exist, the GSA Elections Commission will directly solicit nominations from the Graduate or Professional Group students and conduct an election amongst the graduate or professional students of that group.

#### 5. Nominations

- A. All candidates for positions on the GSA Ballot must be members of the General Membership and must be in good academic and judicial standing at the time of the election cycle and at the time of appointment to office.
- B. For the position of the Undocumented Affairs Officer, nominations for candidates who are themselves undocumented or mixed-status are preferred.



- C. All elections shall be publicized at a minimum by email at least two (2) weeks prior to the closing date for officer nominations.
- D. Candidates may be nominated at any time after the nomination opening date and before the nomination closing date.
- E. Candidates can only run for one office per election cycle.
- F. Nominations must be accepted electronically via UC Merced email or other UC Merced identity—management services to serve as an electronic record.

## 6. The Ballot

- A. All candidates that have proven their eligibility for candidacy for the office they seek and accepted their nomination will be added to the ballot.
- B. Candidates who wish to withdraw their nomination acceptance must do so at least 24 hours before voting begins.
- C. The GSA Elections Commission and related parties are responsible for ensuring that the constitutional amendments are made available to the General Membership at a reasonable time before voting occurs, as stated in the GSA Constitution, before such amendments can be added to the ballot.
- D. Additional items may only be added to the GSA ballot by the approval of the GSA Elections Commission.

## 7. Voting

- A. Voting shall be by an electronic ballot vote.
- B. Only the General Membership will be allowed to vote in elections.
- C. Each general member will be allowed one (1) vote per Executive Council office during elections.
- D. If the GSA is conducting an election for a Delegate on behalf of a graduate or professional group, the students in that graduate or professional group will be allowed one (1) vote for that office during elections.
- E. Candidates for the Executive Council and Delegate Assembly shall be elected by a plurality vote (largest number of votes).
- F. Only non-abstaining votes for each GSA related item in the ballot will be included in the final tally.

- G. In the event of a tie for the most votes, the GSA Elections Commission will work with the related candidates to decide on how to resolve the tie.

#### 8. Procedures for Officers-elect

- A. After the voting period ends, the GSA Elections Commission will directly notify the elected candidates of their appointment to the appropriate positions.
- B. If elected during the general election in the spring semester, the officers-elect shall be responsible for assisting the current officers until the beginning of their term as stated in the GSA Constitution.
- C. If elected during a special election in the fall semester, the officers-elect will serve from the moment they are appointed to the end of their term as stated in the GSA Constitution.
- D. The current officers of the Executive Council and Delegate Assembly are responsible for training the officers-elect before the end of their term.
- E. Primary Delegates-elect should work with their department and/or group to select an Alternate Delegate based on the rules and protocols of said group. These Alternate Delegates may temporarily assume the duties of the Primary Delegate in the event the Primary Delegate cannot perform their duties. Notifications of appointments of Alternate Delegates should be sent to the Internal Vice President of the Executive Council as soon as possible.
- F. Primary Delegates not selected through a GSA run election and all Alternate Delegates must submit documentation of the selection by their Graduate or Professional Group members.
- G. Executive Council officers, Primary Delegates, and Alternate Delegates cannot simultaneously hold terms in the Executive Council and Delegate Assembly.