



GRADUATE STUDENT ASSOCIATION  
UNIVERSITY OF CALIFORNIA MERCED

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

Approved by a majority vote of the Delegate Assembly on November 14, 2023

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## Article I: Meetings

1. Meetings of the General Membership
  - A. Meeting Agenda
    - i. 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.
    - ii. The Internal Communications Officer will circulate a draft agenda at least one (1) week prior to the meeting.
    - iii. Any graduate student may request an agenda item be added to the agenda up to 48 hours prior to the meeting. Timely items will be prioritized given time constraints, and less timely items may be moved to the following meeting agenda.
    - iv. A final copy of the agenda will be available 24 hours prior to the meeting.
  - B. Facilitation
    - i. Meetings of the General Membership will be conducted under the authority of Robert's Rules of Order, latest edition, unless that year's GSA Executive Assembly favorably votes by majority (50% + 1) to use alternative parliamentary procedures.
    - ii. Meetings of the General Membership shall be facilitated by the GSA President or their designee.
  - C. The General Membership meetings are informational sessions for graduate and professional students to raise concerns to elected GSA officials.
  - D. No voting shall take place in meetings of the General Membership, even if there exists a quorum as defined in Article I, Section 2.C.
2. Meetings of the GSA Executive Assembly
  - A. The GSA Executive Assembly is composed of Executive Officers and Delegates as defined in the GSA Constitution.
  - B. Meeting Agenda
    - i. Meetings of the GSA Executive 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 a favorable majority vote (50% + 1) of the GSA Executive Assembly.

- ii. Only Officers and Delegates of the GSA Executive Assembly and those receiving invitation from the Assembly may participate in a closed session. Closed sessions may be conducted to consider or discuss:
  - 1. The conferring of awards, honors, or other commemorations,
  - 2. Matters involving gifts, devises, and bequests to the GSA,
  - 3. Matters involving litigation, when discussion in an open session would adversely affect, or be detrimental to, graduate student interests,
  - 4. Matters concerning the appointment, employment, performance, compensation, dismissal of, and/or complaints or charges against a GSA Executive Assembly member, unless said member requests an open meeting,
  - 5. Matters concerning the appointment or removal of GSA Committee Representatives.
- iii. The GSA Executive Assembly or one of its committees may declare a closed session by a two-thirds (2/3rds) vote.
  - 1. Discussions during closed sessions shall remain confidential and only final decisions may be released to the public.
- iv. Items not on the agenda at a GSA Executive Assembly meeting may be added to the agenda if so voted by a majority vote of Assembly members present. A separate vote is required for each new item.
- v. Any graduate student may request an agenda item be added to the agenda up to 48 hours prior to the meeting. Timely items will be prioritized given time constraints, and less timely items may be moved to the following meeting agenda.
- vi. Recall of Officers or Delegates and changes to the GSA Constitution and Bylaws are exceptions and may not be added to the agenda in this fashion.
- vii. No business shall be voted upon at a GSA Executive Assembly meeting unless it has been placed on the agenda in accordance with the procedures above.
- viii. A final copy of the agenda will be available 24 hours prior to the meeting.

C. Quorum

- i. A quorum among the GSA Executive Assembly shall exist when at least one-third (1/3rd) of all elected Delegates or their proxies and when at least

one-half (1/2) of the Executive Council Officers are present. No GSA Executive Assembly meeting votes may proceed without the existence of a quorum for that meeting.

D. Proxies

- i. Any Delegate who is unable to attend the GSA Executive Assembly meetings can request the designated Alternate Delegate participate in the meeting as their proxy. The Delegate must notify the Chair or Internal Vice President in writing at least 48 hours prior to the meeting to request a proxy.
- ii. Alternate Delegates that serve as proxy for the duration of the meeting shall have the same voting rights as other elected Delegates and shall be counted for the purpose of establishing quorum as stated in Article I, Section 2.C, with the exception of online voting outside of GSA Executive Assembly meetings.
- iii. No Delegate can have more than one proxy in a single meeting, nor can one individual serve as proxy for more than one Delegate in a single meeting.

E. Voting

- i. All GSA Executive Assembly members or their proxies shall be entitled to one (1) vote on each item of business on the meeting agenda.
- ii. Unless stated otherwise in the GSA Constitution and Bylaws, items of business that require a vote of the Executive Assembly need a majority vote (50% + 1) of the Executive Council Officers present and a majority vote (50% + 1) of the Delegate Assembly present in favor of implementation.
- iii. If a tie between the number of votes in favor and in opposition should be attained, discussion pertaining to the item on the Meeting Agenda shall continue or be tabled for the subsequent meeting.

F. Online Voting

- i. The Executive Council or Delegate Assembly may request that voting on an item of business in the Meeting Agenda occur outside of the meeting. Such a decision requires a majority vote (50% + 1) of the members present in either governing body.
- ii. An additional 10 days will be allotted for the GSA Executive Assembly to vote on items that require a vote in this fashion. Votes will be submitted to

and documented by the Internal Communications Officer for inclusion in the subsequent GSA Executive Assembly Meeting Agenda as an information item.

- iii. Executive Council Officers or Delegates that fail to cast a vote on an item of business within the 10-day time limit shall be interpreted as an abstention to vote for such items.
- iv. No proxy vote shall take place for voting on items in this fashion.

G. Meeting Proceedings

i. Facilitation

- 1. GSA Executive Assembly meetings shall be facilitated by the GSA President or their designee.
- 2. Meetings where the Executive Council meets separately shall be facilitated by the GSA President or their designee.
- 3. Meetings where the Delegate Assembly meets separately shall be facilitated by the Delegate Assembly Chair, or by the GSA Internal Vice President or their designee when no such chair is appointed. The Internal Vice President will attend these meetings as the official liaison between the Executive Council and Delegate Assembly.

ii. Call to Order

- 1. A call to order will be made by the facilitator as defined in Article I, Section 2.G.i.
- 2. The facilitator of the GSA Executive Assembly meetings shall verify that quorum as defined in Article I, Section 2.C is established and noted in the current Meeting Minutes at the beginning of the meeting.

iii. Opening Remarks

- 1. If present, the GSA President, Internal Vice President, and Delegate Assembly Chair will address the GSA Executive Assembly.

iv. Approval of Meeting Agenda and Previous Meeting Minutes

- 1. The meeting facilitator or their designee will bring the Meeting Agenda and Previous Meeting Minutes to the formal consideration of the GSA Executive Assembly for approval.

2. Revisions to the Meeting Agenda at the start of the meeting shall only be implemented with a majority vote (50% + 1) of the GSA Executive Assembly.
  3. Revisions of the Meeting Agenda and Previous Meeting Minutes will be recorded and dated in the current Meeting Minutes.
- v. Public Comment
1. The General Membership and those receiving an invitation from the Assembly have the right to attend and to address GSA Executive Assembly meetings when not in closed session. The present, non-delegate public may speak on any matter of the public interest within the GSA Executive Assembly jurisdiction, including items on the agenda.
  2. A time limit of three (3) minutes per person will be enforced. Additional time to an individual may be granted by written appeal to the GSA President or designee prior to the meeting. The total time for public comment will typically not exceed the allotted meeting time in the approved agenda but may be modified intermittently by a majority vote (50% + 1) from the GSA Executive Assembly should the need arise.
- vi. Discussion Period
1. Any GSA Executive Assembly member or invited speaker may speak on any matter of the public interest within the GSA Executive Assembly's jurisdiction, including items on the agenda.
- vii. Legislative Review
1. All Meeting Agenda items will be reviewed by the GSA Executive Assembly and will be individually considered for approval by way of majority vote (50% + 1).
  2. In the event that the Executive Council and/or Delegates request additional time to review an agenda item and confer with their constituencies, an additional 10 days will be allotted for GSA Executive Assembly members to vote online, as specified in Article I, Section 2.F.
  3. Meeting Agenda items not approved by majority (50% + 1) will be deemed a "Revisable item" and Revisable items will be presented to the agenda item originator by way of the Internal Communications

Officer in a timely manner; this includes all notes of revision which the GSA Executive Assembly deems necessary for approval.

viii. Reports

1. GSA committee representatives shall report to the GSA Executive Assembly orally or in writing at each meeting.

ix. Amendments

1. The GSA Executive Assembly shall review and vote on any amendments to the GSA bylaws, provided that such vote is valid in accordance with the GSA Constitution.

x. Meeting Close, Adjournment

1. When there are no other items of business, any member of the GSA Executive Assembly may motion to adjourn the meeting. A majority vote (50% + 1) of the Executive Council officers and a majority vote (50% + 1) of the Delegates or their proxies present is required to adjourn the meeting.

## **Article II: Internal Operations**

1. Legislation

- A. Legislation can be proposed by any GSA Executive Assembly member or anyone among the General Membership. This legislation may be introduced to the GSA Executive Assembly and in meetings following the procedures outlined in Article I Section 1.A, or Article I Section 2.B.

2. Funding

- A. The power to allocate money and internal GSA funds are proposed in an annual budget and approved by the GSA Executive Assembly. The Treasurer of the Executive Council shall be the authority for any allocation and disbursement of funding that falls in the following categories and shall advise the GSA Executive Assembly on proceeding with actions directly tied to the use of such funding sourced from the approved GSA budget.

B. GSA Budget

- i. Before the first meeting of the GSA Executive Assembly, the Treasurer of the Executive Council shall communicate the initial GSA budget to the GSA Executive Assembly members.

- ii. The approval of the initial budget shall be determined in accordance with the GSA Constitution
  - iii. All changes to GSA spending after the approval of the budget are approved by the GSA Executive Assembly.
- C. Graduate Student Organization and Sponsored Event Funding Programs
  - i. The GSA Executive Assembly determines the recipients of funding for Graduate Student Organizations and Sponsored Event funding by methods determined by the GSA Executive Assembly except where detailed in the Bylaws.
  - ii. The GSA Executive Assembly determines funding amounts allotted to Graduate Student Organizations and Sponsored Events after applications have been approved by the GSA Executive Assembly.
- D. Work-related expenses
  - i. GSA Executive Assembly members shall be eligible for refunds or reimbursements for the cost of materials and services incurred that are directly related to the duties of their elected position, provided that the GSA Budget has allocated such funds for this purpose.
  - ii. The Treasurer of the Executive Council shall review refund or reimbursement requests submitted by GSA Executive Assembly members on a case-by-case basis and decide whether to approve or deny such requests.
- E. Travel Funding Program
  - i. The Treasurer of the Executive Council shall manage all funding allocations in the GSA Budget approved by the GSA Executive Assembly toward the GSA Travel Funding Program and oversee policies pertaining to the allocation of these funds, provided such policies are in accordance with the GSA Bylaws and any other applicable university policy.
- F. Stipends
  - i. The Treasurer of the Executive Council shall oversee the apportionment of stipend amounts for GSA Executive Assembly members, or those in the General Membership, as compensation for their services related to GSA elected officials and GSA operated programs, provided that the GSA budget has allocated such funds for this purpose.
- G. Outside funding sources



- i. The GSA Executive Assembly shall have the authority to seek additional funding as it desires, provided that such actions do not conflict with the goals of the GSA, any applicable university policies, and other policies directly related to the funding source.
    - ii. The Treasurer of the Executive Council shall be the authority for any allocation and disbursement of funding that falls in this category and shall advise the GSA Executive Assembly on proceeding with actions directly tied to the use of such funding.
  - H. Other allocations
    - i. The Treasurer of the Executive Council shall oversee any allocation and disbursement of funds whose intended purposes do not fall into any of the categories covered in these Bylaws.
- 3. Committees
  - A. The GSA Executive Assembly shall have the power to create associated boards, committees, and commissions to perform essential GSA operations or as it deems fit.
  - B. The GSA Executive Assembly shall have the authority to assign administrative roles to other members of the GSA Executive Assembly, or the General Membership as needed, that are not yet covered in these Bylaws.
  - C. The GSA Academic Affairs Officer or their designee shall oversee the membership of all GSA-established committees.
  - D. Internal GSA Standing committees will maintain operational continuity of the GSA.
    - i. The GSA Elections Commission carries out duties as outlined in Article V.
    - ii. The GSA Bylaws Committee oversees the drafting and approval of bylaws amendments.
  - E. Committee assignments
    - i. Members of the GSA Executive Assembly shall be assigned to any standing or special committees as they become available.
    - ii. With the authority of the GSA Academic Affairs Officer, the GSA Executive Assembly and committee chairs shall solicit the General Membership for committee assignments as needed.
  - F. External or university committees



Climate, Diversity, and Equity Officer, Solidarity Officer, Undocumented Affairs Officer, and Social Media & Graphic Design Specialist.

- B. In the event that a GSA Executive Council officer resigns voluntarily or is recalled in accordance with Article IV, and until such positions have been filled by appointment proceedings or by election, the officer next in line for that office will assume the responsibilities according to the order of succession, unless the GSA Executive Assembly votes to delegate the responsibilities of the vacant seats to the remaining officers.

### 3. 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 serving 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 the 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: Concerning Performance, Resignation, Replacement, and Recall**

1. Concerning Performance
  - A. Absenteeism
    - i. If an Executive Officer or Delegate is absent from GSA Executive Assembly meetings without an approved excuse (teaching responsibilities, travel related to academic studies, medical emergency, etc.), and if the absent member has failed to request a proxy or designee as stated in Article I, Section 2.D for two (2) or more meetings, the GSA Executive Assembly shall have the right to initiate recall proceedings as outlined in Article IV, Section 4 to remove such a member.
  - B. Non-performance
    - i. If an Executive Officer or Delegate is not performing their duties in accordance with the GSA Constitution and/or Bylaws, any GSA Executive

Assembly member may submit a complaint to the President and/or Internal Vice President.

- ii. A vote on whether to move forward with the complaint shall be added to the Meeting Agenda as a closed session item by the next GSA Executive Assembly Meeting.
- iii. If there are multiple, independent non-performance complaints against the same individual during the duration of their term, the GSA Executive Assembly shall have the right to escalate such requests to recall proceedings.

## 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 Delegate Assembly Chair. Notice of the resignation shall be made known to the GSA Executive Assembly immediately, and such an announcement shall be added to the next Meeting Agenda as an information item.
  - i. If the GSA President of the Executive Council wishes to resign, they shall submit their letter to the Internal Vice President and GSA Advisor.
  - ii. If the Delegate Assembly Chair wishes to resign, they shall submit their letter to the GSA President and the Internal Vice President. The selection of a new Delegate Assembly Chair shall be added to the next Meeting Agenda.
  - iii. In the event of a Delegate resignation, notice shall also be given to the constituents of that Delegate's graduate or professional group.

## 3. Replacement

- A. If an office on the GSA Executive Council becomes vacant due to a recall or voluntary resignation, outside of an election cycle, the Executive Council and Delegate Assembly shall decide to appoint an eligible individual to the position by a simple majority vote.
- B. If a position on the Delegate Assembly becomes vacant due to a recall or voluntary resignation, outside of an election cycle, the Alternate Delegate shall fill the vacancy for the remainder of the term. The newly seated Delegate may designate an individual from their graduate or professional group as their Alternate Delegate.

## 4. Recall

- A. The GSA Executive Assembly may initiate proceedings to recall an Executive Council Officer or Delegate under the following circumstances:
  - i. When an Executive Officer, Delegate, or Appointee representing the GSA is found to have willingly violated 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, or
  - ii. When an individual misses two or more meetings and fails to request a proxy to attend meetings on their behalf as stated in Article IV, Section 1.A, or
  - iii. When an individual is not performing the duties of their position as outlined in the GSA Constitution or Bylaws and continues to do so despite multiple complaints, as stated in Article IV, Section 1.B.
- B. Any general assembly member—including elected officers or delegates—may submit a complaint or removal request in writing to the GSA Executive Assembly if they believe an officer or delegate is not acting in accordance with the GSA Constitution or Bylaws, or any University policy that defines appropriate student conduct.
  - i. Complaints will be considered as a Meeting Agenda item during a closed session.
  - ii. If the GSA Executive Assembly votes to move forward with a removal request, a hearing shall take place during closed session at the subsequent GSA Executive Assembly meeting.
- C. Recall Hearing
  - i. The complainant(s) or their representative(s) and the GSA Executive Assembly shall present findings and evidence related to the recall request pertaining to the individual(s) in question.
  - ii. Once the hearing has concluded, the GSA Executive Assembly shall vote on whether to recall the individual(s) in question.
  - iii. A two-thirds (2/3rds) qualified majority vote of the Executive Council's total membership and a two-thirds (2/3rds) qualified majority vote of the Delegate Assembly's total membership must be cast to approve a request to recall an Executive Officer, Delegate, or Appointee representing the GSA.

## Article V: Elections

1. Election Cycles
  - A. The GSA shall hold elections in the fall and spring semesters as necessary to fill vacant seats in the GSA Executive Council and Delegate Assembly and to retain operational continuity of the GSA.
  - B. 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.
  - C. Special elections of the GSA shall occur in the fall semesters when necessary to fill vacant seats in the GSA.
  - D. Elections of the Executive Council and Delegate Assembly shall be held concurrently.
  - E. Votes for the ratification of GSA constitutional amendments by the General Membership will be held concurrently with Executive Council and Delegate Assembly elections in each election cycle.
  - F. 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. GSA Elections Commission
  - A. Before the start of the upcoming election cycle, the GSA Executive Assembly shall formally select all members of the GSA Elections Commission by a majority vote (50% + 1).
    - i. The GSA Elections Commission shall be composed of at least one member of the Executive Council and one member of the Delegate Assembly.
    - ii. Additional members can be selected from among the GSA Executive Assembly or from the General Membership when needed.
    - iii. One of the members of the GSA Election Commission shall chair the Commission as the Head Commissioner.
    - iv. 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 in which they are serving on the Commission.

- B. 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.
- C. The Head Commissioner will be responsible for providing current GSA Executive Assembly members with status updates on the election process and report these updates to the General Membership as needed.
- D. 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.
- E. Any additional regulations and proceedings for the current election cycle not covered in these bylaws shall be implemented by the GSA Elections Commission.
- F. Upon completion of the election cycle, the GSA Elections Commission will be dissolved.

### 3. Apportionment

- A. Executive Council
  - i. There shall be one (1) Executive Officer seated in each position in the Executive Council.
- B. Delegate Assembly
  - i. Each Graduate or Professional Group at the University of California, Merced shall be entitled in the Delegate Assembly to one (1) Primary Delegate for every fifty (50) students or fraction thereof enrolled.
  - ii. For every Primary Delegate apportioned to a graduate or professional group, there shall also be one (1) Alternate Delegate apportioned to the same graduate or professional group.

- iii. The number of Delegates to be apportioned to each graduate or professional group shall be determined based on the most recent headcount data available from the university.

4. Eligibility

- A. All candidates for positions in the GSA Executive Assembly must be in good academic and judicial standing at the University of California, Merced at the time of the election cycle and at the time of appointment to office.
- B. All candidates for Executive Council positions must be a part of the General Membership.
- C. All candidates for Delegate Assembly positions are eligible to run for seats corresponding to the same graduate group in which they serve as students.

5. Nominations

- A. The GSA Elections Commission will directly solicit nominations for each vacant position in the GSA from the General Membership.
- 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. Anyone from the General Membership can nominate an individual for a position in the GSA Executive Assembly.
- D. Candidates may be nominated at any time between the opening and closing dates for nominations. Nominations can be accepted at any time during this period unless otherwise specified.
- E. Candidates may only accept one nomination for office per election cycle. Should a candidate choose to accept a nomination for a second position up for election, their nomination for the first position will be canceled.
- 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 GSA 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. Positions
  - i. Each general member will be allowed one (1) vote per Executive Council office during elections.
  - ii. For graduate or professional groups which have apportioned one Delegate, Delegates shall be elected by a plurality vote (largest number of votes).
  - iii. For a given graduate or professional group with two or more Delegate positions available, the students in that graduate or professional group shall be allowed the number of votes equal to the number of open seats corresponding to that graduate or professional group, as stated in Article V, Section 3.
  - iv. No general member may cast more than one (1) vote for each individual candidate running for a Delegate Assembly position.
- D. Other items
  - i. Each general member will be allowed one (1) vote for each constitutional amendment proposal during elections.
  - ii. Unless otherwise stated, each general member will be allowed one (1) vote for each additional item added to the GSA ballot.
- E. Only non-abstaining votes for each GSA-related item in the ballot will be included in the final tally.

## 8. Election Results

- A. After the voting period ends, the GSA Elections Commission will directly notify the elected candidates of their appointment to the appropriate positions.
- B. Executive Council positions
  - i. All candidates for Executive Council positions shall be elected by a plurality vote (largest number of votes).



- ii. In the event of a tie for an Executive Council position, the GSA Elections Commission will work with the related candidates to decide on how to resolve the tie.
  - C. Delegate Assembly positions
    - i. All candidates for Delegate Assembly positions shall be elected by a plurality vote (largest number of votes). Whenever there are multiple Delegate positions contested for a given graduate and professional group, such candidates shall be elected by a plurality vote based on the number of positions contested.
    - ii. Delegate Assembly candidates with the next-highest plurality of votes will be notified of their election as Alternate Delegates. In the event a Primary Delegate cannot perform their duties, an Alternate Delegate may temporarily assume the duties of the Primary Delegate and attend GSA Executive Assembly meetings as their proxy as stated in Article I, Section D.ii.
    - iii. In the event of a tie for a Delegate position, the GSA Elections Commission will work with the related candidates to decide on how to resolve the tie.
  - D. Other items
    - i. Constitutional amendments shall be ratified in accordance with the current GSA Constitution.
    - ii. Other items not explicitly codified in that GSA Constitution or Bylaws shall be ratified in accordance with applicable policies or by the regulations established by the GSA Elections Commission.
  - E. Once all ties, if any, have been resolved, the GSA Elections Commission shall announce the results of the election to the General Membership.
- 9. Term of appointment by election
  - A. If candidates are elected during the general election in the spring semester, the candidates-elect shall be responsible for assisting the current GSA Executive Assembly until the beginning of their term as stated in the GSA Constitution.
  - B. If candidates are elected during the special election in the fall semester, the candidates-elect will serve from the moment they are appointed to the end of their term as stated in the GSA Constitution.