



## Graduate Student Senate Bylaws University of San Francisco

### ARTICLE I: Name

**Section 1.** The name of this document shall be Graduate Student Senate Bylaws.

### ARTICLE II: Authority

**Section 1.** These Bylaws are established under the authority give in Article VI, Section 9 of the GSS Constitution. The Bylaws shall be in effect upon majority vote of the GSS.

### ARTICLE III: Purpose

**Section 1.** These Bylaws are established to aid in further clarifications of the roles and obligations of the GSS.

### ARTICLE IV: Duties of Officers

**Section 1.** The AGSUSF community shall have the ability and responsibility to:

- a. Voice any concerns to the GSS.
- b. Attend general GSS meeting and present during Open Forum.
- c. Serve as a voting member on GSS committees.
- d. Run for office of the GSS.
- e. Vote in all AGSUSF and GSS elections.

**Section 2.** There shall be outlined position descriptions that outline the commitment of each of the executive board members and the senator representatives.

- a. The GSS President shall work a maximum of eight (8) hours per week during the academic year.
- b. The Vice Presidents shall work a maximum of seven (7) hours per week during the academic year.
- c. The senators shall work a maximum of four (4) hours per week during the academic year.

**Section 3.** All executive board members and senator representatives shall be responsible for fulfilling the GSS mission:

- a. Strive to ensure that every voice, concern, and suggestion to improve USF is heard by addressing the needs of one's constituents through compromise and cooperation.
- b. Communicate with campus partners to move ideas forward and to inspire progress and promote positive change in the USF community.
- c. Uphold the University's mission and respect the Jesuit values.
- d. Fulfill the specific duties and responsibilities outlined in one's position description.

**Section 4.** Minimum participation responsibilities of senator representatives shall be:



Advocating and providing a voice for graduate students

- a. Attend GSS meetings and retreats.
- b. Represent the needs and concerns of respective constituents.
- c. Plan and coordinate a Senate initiative at least once per term for respective constituents.
- d. Serve on one (1) GSS committee different than the committee of the Senator pair.
- e. Meet bi-weekly with executive pair:
  - President: Branch Campus Representative
  - VP of Internal Affairs: College of Arts and Sciences Representatives
  - VP of Treasury: School of Education Representatives
  - VP of External Affairs: School of Management Representatives
  - VP of Mission: School of Nursing and Health Professions Representatives
- f. Hold weekly office hours at the GSS desk.
- g. Attend meetings, trainings, workshops as required.
- h. Attend Senate sponsored events as required.
- i. Complete transitional documents at the end of term in order to pass on projects and advice to incoming senators.

**Section 5.** All executive board members and senator representatives may not be absent for any two (2) consecutive GSS meetings. All members will be permitted up to 2 unexcused or up to 3 excused absences per term (not to exceed 3 absences total), as approved by the VPIA.

## **ARTICLE V: Nominations and Elections**

**Section 1.** The GSS shall be able to appoint representatives to vacant positions, in order to fulfill the mission and duties set forth of the GSS.

**Section 2.** The appointments will be conducted by the Graduate Student Senate Internal Affairs Committee in collaboration with the advisor and approved by GSS.

## **ADOPTION**

**Adopted by the Graduate Student Senate in December 2012, amended in May 2016.**

## **EFFECTIVE DATES**

**2013/14** Amended in September 2013. Amended May 2014.

**2014/15** Amended December 2014.

**2015/16** Amended May 2016 to reflect updated expectations of duties for GSS officers.