



Advocating and providing a voice for graduate students

## Graduate Student Senate External Affairs Committee Code University of San Francisco

### ARTICLE I: Name

**Section 1.** This document shall be known as the Graduate Student Senate External Affairs Committee Code.

### ARTICLE II: Authority

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

### ARTICLE III: Purpose

**Section 1.** The purpose of the Graduate Student Senate External Affairs Committee, hereinafter referred to as the Committee, is to develop and execute the external communication plan of the GSS, plan the signature events of the GSS, and coordinate marketing of all GSS-sponsored programs and initiatives.

### ARTICLE IV: Amendments

**Section 1.** This Code may be amended by a majority vote of the GSS, upon written recommendation by the Graduate Student Senate Internal Affairs Committee.

### ARTICLE V: Committee Authority and Responsibility

**Section 1.** The Committee shall develop and execute the external communication plan of the GSS.

- a. Develop content for the website and printed publication of the GSS.
- b. Develop a cohesive social media marketing plan to maintain an active presence on all social media platforms.
- c. Order and distribute the marketing and promotion items of the GSS.
- d. Ensure regular submissions and presence in the Graduate Student Phoenix e-newsletter.

**Section 2.** The Committee shall plan the signature events of the GSS.

- a. Plan a Graduate Student Summit event to occur every fall semester.
- b. Plan a Graduate Student Academic Showcase event to occur every spring semester.
- c. Ensure alignment with the funds awarded in the GSS budget.
- d. Proposed recommended budget changes for the following academic year.

**Section 3.** The Committee shall coordinate marketing of all GSS-sponsored programs and initiatives.

- a. Support senator representatives in the marketing of their senator initiatives.
- b. Lead GSS elections recruitment and voter participation outreach efforts.
- c. Actively promote and market the approved initiatives and resolutions of the GSS.



Advocating and providing a voice for graduate students

## **ARTICLE VI: Committee Membership and Organization**

- Section 1.** The Committee Chair shall be the GSS Vice President of External Affairs. The Chair shall be the official spokesperson for the committee. The Chair shall preside over the meetings of the committee and shall be a non-voting member though will vote in case to break a tie.
- Section 2.** The Committee shall consist of four (4) to eight (8) voting members. These members shall be at-large members of the Associated Graduate Students of the University of San Francisco (AGSUSF). It is the goal of all committees of GSS to be comprised of at least twenty-five percent (25%) non-GSS AGSUSF members.
- Section 3.** Members shall be appointed through the GSS appointment process established by the Graduate Student Senate Internal Affairs Committee.
- Section 4.** The Chair, upon consultation of the GSS Vice President of Internal Affairs, may add additional committee members, as deemed necessary.
- Section 5.** Terms of appointment shall be for the academic year, ending on the last day of classes.
- Section 6.** Vacancies shall be made known within five (5) academic days from the date of vacancy by a special bulletin and/or announcement. A filing period of two (2) weeks is to be in effect beginning with the date of the first announcement of any vacancy.

## **ARTICLE VII: Resignation and Absences**

- Section 1.** Resignation from the Committee must be submitted in writing to the Committee Chair. Vacancies will be filled for the remainder of the term within 30 days, and in the same manner as the original appointments.
- Section 2.** Each member of the Committee acquiring three (3) unexcused absences from meetings during the course of the year shall be considered to have resigned from their position.

## **ARTICLE VIII: Meeting Procedures**

- Section 1.** The Committee shall meet monthly during the regular academic year, plus when called into session by the Chair.
- Section 2.** Quorum shall consist of a majority of the voting members, plus the Chair.
- Section 3.** The Chair shall establish the parliamentary procedures of the Committee. In case of conflicts, Robert's Rules of Order, Newly Revised.

## **ARTICLE IX: Limits of the Code**

- Section 1.** This Code shall supersede all other codes pertaining to the same subject, but will not supersede any provisions of the Constitution and Bylaws of the GSS.

## **ADOPTION**

**Adopted by the Graduate Student Senate in August 2012, amended in May 2015.**