



Advocating and providing a voice for graduate students

Graduate Student Senate Internal Affairs Committee Code University of San Francisco

ARTICLE I: Name

Section 1. This document shall be known as the Graduate Student Senate Internal 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 Internal Affairs Committee, hereinafter referred to as the Committee, is to review and interpret GSS governing documents and policies, oversee membership development and appointments, and plan and promote monthly GSS meetings.

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 review and interpret GSS governing documents and policies.
- Uphold, interpret, and review any recommended amendments to the Constitution, Bylaws, policies and procedures, and other governing documents of GSS.
 - Conduct an annual review of the Constitution, Bylaws, policies and procedures, and other governing documents of GSS by April.
 - Maintain a current GSS roster, enforce membership requirements, record attendance (GSS meetings, committee meetings, office hours, events, etc.), and maintain archives.
- Section 2.** The Committee shall oversee membership development and appointments.
- Plan and implement orientation, training, and professional development opportunities.
 - Coordinate team honors and recognition activities including: induction ceremonies, Senator of the Month, graduation stoles and ceremonies, and membership certificates.
 - Oversee the filling of vacancies through appointment.
 - Facilitate interest and nominations efforts to promote candidacy in GSS elections.
- Section 3.** The Committee shall plan and promote monthly GSS meetings.
- Coordinate agendas for GSS meetings, seek out meeting topics, and invites speakers.
 - Collect, review, and distribute executive and senator reports at monthly GSS meetings.
 - Promote attendance and awareness of monthly GSS meetings.



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ARTICLE VI: Committee Membership and Organization

- Section 1.** The Committee Chair shall be the GSS Vice President of Internal 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 President, 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 2014.