



Advocating and providing a voice for graduate students

## Graduate Student Senate Policies and Procedures University of San Francisco

### ARTICLE I: Name

**Section 1.** The name of this document shall be the Graduate Student Senate Policies and Procedures.

### ARTICLE II: Authority

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

### ARTICLE III: Purpose

**Section 1.** These Policies and Procedures are established to aid in further clarifications of the roles and obligations of the GSS as well as outlines the steps of various processes.

### ARTICLE IV: Amendments

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

### ARTICLE V: Appointments

**Section 1.** The process for appointment for vacant GSS positions shall be:

- a. An announcement will be made to the AGSUSF for all vacant positions and will include the position title, position description, duration of the appointment, criteria of applicant (if applicable), and how to apply. All announcements for vacant positions shall also be posted to the GSS website.
- b. Interested applicants may submit application for vacant positions and must follow application instructions stated in announcement.
- c. The GSS Advisor will confirm application eligibility. Those applicants that meet minimum credibility and qualification shall be referred to the Graduate Student Senate Internal Affairs Committee.
- d. The Internal Affairs Committee shall review all applications meeting minimum credibility and qualification and invite those candidates deemed most suitable for the vacant position to interview. Interviews may be conducted in person, by phone, or via email.
- e. Interviews shall be held by assigned designees of the Internal Affairs Committee and may consist of oral, written, or other appropriate forms of evaluation of candidate's skills. All candidates will receive the same interview and questions.
- f. The Internal Affairs Committee shall present to the GSS their top recommendation for the vacant position at a general GSS meeting.



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**Section 2.** Approval of the candidate will be upheld with approval of at least two-thirds (2/3) of those present and voting. The candidate shall serve as the appointee immediately upon approval by the GSS. If the candidate is not approved by the GSS, the GSS shall provide a statement to the Internal Affairs Committee in regards to the reason why the candidate was not approved. A candidate may, at the discretion of the Internal Affairs Committee, be presented to the GSS for the same vacant position no more than two (2) times.

## **ARTICLE VI: Officer Compensation and Performance Review**

**Section 1.** Positions descriptions of the executive board members and senator representatives shall be reviewed and updated by the GSS, at least every two (2) years, and subject to a simple majority vote (50% plus 1) of voting members. Approval of compensations for executive board members and senator representatives will be determined during the annual budget process and subject to all procedures and stipulations of the budget process.

**Section 2.** Each executive board members and senator representatives shall participate in semi-annual reviews of their performance. The mid-year performance evaluation shall be completed no later than the December GSS meeting. The end of year performance evaluation shall be completed no later than the May GSS meeting.

**Section 3.** The process for performance evaluation of GSS officers shall be:

- All senator representatives shall complete a self-appraisal. A performance appraisal will then be completed by the executive pair. The executive pair shall then facilitate a meeting to discuss whether their responsibilities and obligations are being met.
- All vice presidents shall complete a self-appraisal. A performance appraisal will then be completed by the GSS President. The GSS President shall then facilitate a meeting to discuss whether their responsibilities and obligations are being met.
- All GSS President shall complete a self-appraisal. A performance appraisal will then be completed by the GSS Advisor. The GSS Advisor shall then facilitate a meeting to discuss whether their responsibilities and obligations are being met.

**Section 4.** The GSS Advisor shall be responsible for ensuring employment eligibility, upholding the employment requirements, and determining the performance evaluation timeline.

## **ARTICLE VII: Annual AGSUSF Operating Budget**

**Section 1.** The process for the proposal and approval of the annual AGSUSF Operating Budget shall be:

- The Vice President of Treasury shall coordinate individual budget proposals with representatives from all AGSUSF funded accounts.
- The Finance Committee shall review the individual budget proposals to determine recommended allocations considering a projected target for the AGSUSF Operating Budget for the following academic year.
- A proposed annual AGSUSF Operating Budget will be prepared by Finance Committee



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- under the leadership and oversight of the Vice President of Treasury.
- d. The proposal shall include a detailed line-itemed budget for each AGSUSF funded account. There shall be detailed rationale supporting items in each account and for the overall budget, to further support the justification of funds.
  - e. The proposal shall be finalized and presented to the GSS no later than the March general GSS meeting. The proposal shall be presented in detail by the Vice President of Treasury.
  - f. The proposal shall be approved by the GSS no later than the April general GSS meeting. The budget shall be approved by a simple majority vote (50% plus 1) of voting members.

- Section 2.** The process for changes to allocated funds of the annual AGSUSF Operating Budget shall be:
- a. Budget change requests up to \$5,000 shall be approved by the Finance Committee.
  - b. Budget change requests exceeding \$5,000 shall be approved by the GSS.

- Section 3.** The distribution and monitoring of AGSUSF funds shall be conducted by the GSS Advisor and administrative staff of Student Life and Engagement (SLE) in compliance with all policies on fiscal management of USF.
- a. The administrative staff of SLE shall maintain authority and approval over making purchases of the AGSUSF and GSS. The Vice President of Treasury shall be notified within one (1) business day of all purchases and distribution of funds greater than \$5,000.
  - b. The Vice President of Treasury shall hold responsibility of ensuring periodic audits and of the AGSUSF and GSS, through support of the GSS Advisor and administrative staff of SLE.

## ARTICLE VIII: AGSUSF Funding

- Section 1.** The Finance Committee has the authority to establish funds for proposal and allocation with the intent to better the AGSUSF and graduate student life.

- Section 2.** The established funds of AGSUSF and GSS shall be:
- a. AGSUSF Conference Fund eligible for application by all AGSUSF membership.
  - b. AGSUSF Development Fund eligible for application by all graduate student organizations registered through Student Leadership and Engagement (SLE).
  - c. AGSUSF Event Fund eligible for application by all graduate student organizations registered through SLE.
  - d. GSS Senate Initiative Fund eligible for application by all GSS executive board members and senator representatives.

- Section 3.** The intent of the **AGSUSF Conference Fund** is to allow members of the AGSUSF the resources to advance graduate student life through personal and professional development. The parameter and process for requesting and allocating these funds shall be:
- a. **Award limits:** AGSUSF members will be allocated up to one (1) approved award per academic year not to exceed a total of \$250 for the academic year. The award will be granted as a reimbursement for conference registration, travel (airfare or ground



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- transportation), or lodging.
- b. **Application deadline:** All applications shall be submitted to Finance Committee at least six (6) academic weeks prior to the date of the conference.
  - c. **Review of applications:** The Finance Committee will deliberate on all applications, which shall include a detailed budget, conference information, and a detailed description of benefits of attending the conference.
  - d. If there is a balance remaining in this fund by the end of the academic year, all funding will be rolled over into AGSUSF Reserves for future use. Funding may only be approved for conferences taking place during the academic year or conference occurring over summer for non-graduating AGSUSF members. No retroactive requests for access of this funding will be considered.

- Section 4.** The intent of the **AGSUSF Development Fund** is to allow graduate student organizations the resources to advance the internal development of their organization through organization branding (i.e. table linens, banners, promotion items), organization uniform attire (i.e. shirts), and supplies. The fund does not apply towards conference registration or travel, funding of research, individual membership fees, or sponsorship of recruitment or other events. The parameter and process for requesting and allocating these funds shall be:
- a. **Award limits:** Graduate student organizations will be allocated up to one (1) approved award per academic year not to exceed a total of \$500 for the academic year. There shall be a contribution of at least 25% from the organization for items that are considered a personal gain item (i.e. shirts, jackets).
  - b. **Application deadline:** All applications shall be submitted to Finance Committee at least eight (8) academic weeks prior to the date of the funds being needed.
  - c. **Review of applications:** The Finance Committee will deliberate on all applications, which shall include a detailed budget, a proof of all proposed items, and a detailed description of how the items will contribute to the development of the organization.
  - d. If there is a balance remaining in this fund by the end of the academic year, all funding will be rolled over into AGSUSF Reserves for future use. Funding may be approved for items needed the following academic year. No retroactive requests for access of this funding will be considered.

- Section 5.** The intent of the **AGSUSF Event Fund** is to allow graduate student organizations the resources to host signature on-campus graduate student events. The parameter and process for requesting and allocating these funds shall be:
- a. **Award limits:** Graduate student organizations will be allocated up to one (1) approved award per academic year. There shall be a recommended contribution of at least 10% from the organization for event expenses.
  - b. **Application deadline:** All applications shall be submitted to Finance Committee at least eight (8) academic weeks prior to the date of the proposed event. All applications for events over \$5,000 shall be submitted to Finance Committee at least twelve (12)



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- academic weeks prior to the date of the proposed event
- c. **Review of applications:** The Finance Committee will deliberate on all applications, which shall include a detailed budget, event details (date, time, confirmed location), and a detailed description of how the intent of the event. Proposed awards exceeding \$5,000 shall be approved by the GSS.
- d. If there is a balance remaining in this fund by the end of the academic year, all funding will be rolled over into AGSUSF Reserves for future use. Funding may be approved for events taking place the following academic year. No retroactive requests for access of this funding will be considered.

- Section 6.** The intent of the **GSS Senate Initiative Fund** is to allow GSS executive board members and senator representatives the GSS resources to address the needs of the AGSUSF and their respective constituency while promoting the goals and mission of the GSS. The parameter and process for requesting and allocating these funds shall be:
- e. **Award limits:** Senator representatives will be allocated up to one (1) approved award per semester not to exceed a total of \$2,000 for the academic year. The award applies to each college/school (not individual senators). Senator representatives shall work with their senator pair to submit a joint proposal.
  - f. **Application deadline:** All applications shall be submitted to Finance Committee at least six (6) academic weeks prior to the date of the initiative when the funds are needed.
  - g. **Review of applications:** The Vice President of Treasury shall coordinate presentations of applications as appropriate. The Finance Committee will deliberate on all applications, which shall include a detailed budget, target audience, marketing strategy, and a detailed description of the proposed initiative.
  - h. There shall be a general Senate Initiative Fund not tied to any senator representative constituency group that is eligible for all GSS executive board members and senator representatives to apply for. The intent of this general fund is to allow for funds to be allocated towards broader initiatives of the GSS.
  - i. If there is a balance remaining in this fund by the end of the academic year, all funding will be rolled over into AGSUSF Reserves for future use. Funding may be approved for an initiative that is scheduled to take place the following semester. No retroactive requests for access of this funding will be considered.

## ARTICLE IX: Limits of the Policies and Procedures

- Section 1.** These Policies and Procedures 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 December 2013, amended in May 2017.



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## EFFECTIVE DATES

**2013/14** Amended May 2014.

**2013/14** Amended December 2014.

**2015/16** Amended in May 2016 to reflect the performance evaluation process to include senator representatives.

**2016/17** Amended in May 2017 to reflect updated parameters of AGSUSF Funding.