

Constitution of the Graduate Student Government (GSG) of the University of Notre Dame du Lac

Revised and Updated: Spring 2021

Preamble

The Graduate Students of the University of Notre Dame du Lac, in order to secure the fullest possible participation of Graduate Students in University life, create the Graduate Student Government and authorize this document as its Constitution.

I. General Provisions

A. Name

1. The name of the organization that shall carry out the goals of the preamble shall be the "Graduate Student Government," henceforth referred to as "GSG."

B. Purpose

1. The purpose of the organization is to provide support for the fullest possible participation of Graduate Students in University Life.

C. Mission

1. Effectively represent Graduate Student interests to the University administration;
2. Promote excellence in graduate education at the University of Notre Dame;
3. Improve life for Graduate Students through social, cultural, professional, and intellectual activities;
4. Promote cooperation and interaction between Graduate Students and Faculty, Professional Students, Undergraduate Students, and all other members of the University community.

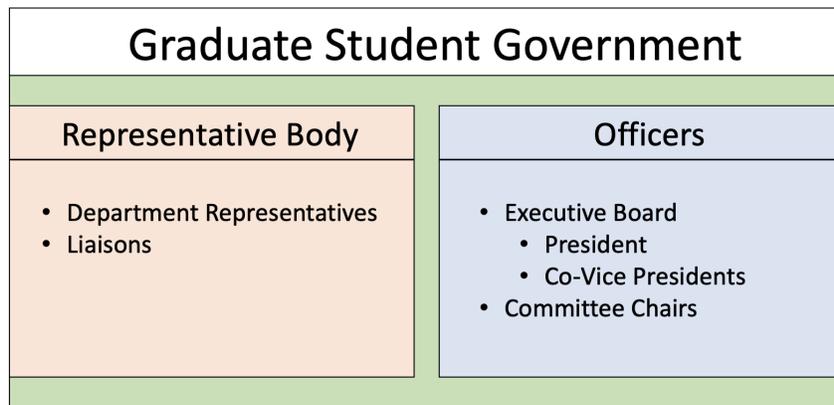
D. Membership

1. All Graduate Students of the four divisions of the Graduate School (Engineering, Humanities, Sciences, and Social Sciences) and School of Architecture are members of the Graduate Student Government ("GSG").
2. The GSG does not discriminate on the basis of race, national or ethnic origin, religion, gender, gender identity, sex, sexual orientation, marital status, family status, age, disability, military and veteran status, socioeconomic status, or documentation status.

II. Key Terms

- A. **Graduate Student:** Any University of Notre Dame degree-seeking student that is currently enrolled in a graduate-degree-granting program offered by the university.

- B. **Academic Year:** The period of time beginning on the first day of Fall Graduate Orientation at the University of Notre Dame and ending on the day of Spring Commencement.
- C. **Fiscal (or Financial) Year:** The identically named period of time defined by the Office of the Controller of the University of Notre Dame.
- D. **Student Activities Office (SAO):** The office within the Division of Student Affairs responsible for approving, managing and supporting student clubs.
- E. **Graduate Student Council:** The governing body of the GSG, hereafter referred to as the **Council**, which is composed of the following:
 - 1. **The Representative Body:** The voting body of the Council, composed of:
 - a) **Departmental Representatives:** Graduate Students representing their department, further outlined in Article V, Section B, and
 - b) **College Liaisons:** Departmental Representatives representing their College/School, further outlined in Article V, Section C.
 - c) **Master’s Liaisons:** Departmental Representatives representing all of the Master’s Students, further outlined in Article V, Section C.
 - 2. **Officers:** The administrative Members of the Council, comprised of
 - a) **Executive Board:** Officers elected by the Members of the GSG, which are the
 - (1) **President**, whose duties and powers are outlined in Article VI, Section C, Subsection 2, and
 - (2) **Vice Presidents**, whose duties and powers are outlined in Article VI, Section C, Subsection 3.
 - b) **Committee Chairs:** Officers in charge of the Committees described in Article VI, Section D, whose duties and powers are further outlined in Article VI of the Bylaws.
 - 3. Picture of GSG structure



III. Meetings

- A. A Council Meeting of the GSG shall take one of two forms:
 - 1. General: Any standard meeting of the Council that is scheduled by the Executive Board before the start of the Academic Year.
 - 2. Special Session: Any meeting that is held outside of the General Council Meetings. Departmental Representatives and the President can call a Special Session using the Powers listed in Article V, Section B, Subsection 3 and Article VI, Section C, Subsection 2.a.
- B. All Council Meetings shall conduct business according to Robert's Rules of Order Newly Revised Edition (Link: <https://robertsrules.com/>) as the standing rules of order.
- C. The structure and scheduling of all Council Meetings is detailed in Article I, Section A of the Bylaws.
- D. Quorum for a Council Meeting required for any vote to take place shall be one of the following:
 - 1. Quorum Major: Needed for (1) Approval of the Budget, (2) Amendments to the Constitution, and (3) Disciplinary Action and Appeals. The proportions for Quorum Major are:
 - a) 2/3 proportion, rounded up, of Departmental Representatives from the Humanities and Arts disciplines of the College of Arts and Letters, and
 - b) 2/3 proportion, rounded up, of Departmental Representatives from the following: the Social Science disciplines of the College of Arts and Letters, the College of Engineering, and the College of Science.
 - 2. Quorum Minor: Needed for any other business. The proportion for Quorum Minor is at least 2/3 representation of currently active Departmental Representatives.

IV. Elections

- A. This Article details the general process of an Election of the Executive Board. An Election Code, specific rules and restrictions on the campaigning and procedures regarding nomination and voting, shall be detailed in Article II, Section A of the Bylaws.
- B. Election Committee
 - 1. An Election Committee shall be formed by the GSG President at the end of the first General Council Meeting of the Spring Semester to oversee the election process.
 - 2. Any Graduate Student enrolled at the University of Notre Dame who is of good academic and conduct standing shall be eligible to be a member of the Election Committee.
 - 3. Any current President is ineligible to be nominated for any Executive Board position for the concurrent Election cycle.
 - 4. The Election Committee inspects and/or updates the Election Code (located in Appendix A of the Bylaws) and presents any changes for

approval to the GSG Council at the second General Council Meeting of the Spring Semester.

C. Nominations

1. Nominations are permitted during the period outlined in the current bylaws.
 - a) In the event of the Council Meeting schedule being disrupted due to extraordinary circumstances, the Executive Board, in conjunction with the Election Committee and Advisor, shall redefine this period.
2. Nominations must be accepted by the nominees. If any sets of candidates have not accepted their nominations during the designated time, the nominations are automatically considered denied.
3. Each nomination must include three individuals, and an indication must be made as to who is running for the President and the Vice President positions.
4. Each nominee must fulfill the eligibility requirements listed in Article VI, Section B.

D. Voting

1. Voting for the candidates shall take place during the period outlined in the current BYLAWS.
 - a) This time period can be changed through the same process outlined in Article IV, Section C, Subsection 1.a above.
2. Only Graduate Students are allowed to vote during this election.
3. Each Graduate Student may only cast one vote.
4. To win the election, a candidate/ticket must receive a majority (50% plus 1 vote) of votes cast. There shall be an option for the voter to give a vote of No Confidence should they feel no options are preferable.
 - a) A run-off election shall be held between the two highest vote-getting candidates/tickets if no candidate/ticket received the required total on the first ballot. Should a candidate/ticket with fewer votes receive a number of votes within a margin of 5% of the second-ranked candidate/ticket, they will also be included in the run-off election.
 - b) Should no candidate/ticket receive a majority in the run-off election, the Council shall hold an election at a Special Session where a majority vote with a No Confidence option, provided Major Quorum is met, will decide the winner. In the situation where no majority is present, a series of repeat votes will occur where the candidate/ticket with the fewest number of votes will be removed each time.
5. Should a majority vote of No Confidence occur, the GSG Advisor and Representative Body shall convene in a Special Session, where if the vote

took place at a Special Session, this shall be done in the same meeting, during which:

- (1) Representatives shall nominate one or multiple sets of candidates that cannot include any candidates that were previously nominated during the current election cycle, or any members of the Election Committee.
- (2) If all nominees are able to accept their nomination during that meeting, a ranked closed-ballot vote of all Representatives present and voting shall occur at that meeting, following the same rules as the general ranked vote.
- (3) If all nominations are not able to be accepted at this initial meeting, a second Special Session will be called no more than one (1) week later. If any sets of candidates have not accepted their nominations during this time, the nominations are automatically denied.

V. The Representative Body

A. Composition

1. The Representative Body of the Council shall be composed of:
 - a) One (1) or two (2) Departmental Representatives from each Department represented in the GSG, where each Department will decide internally on the number of Departmental Representatives;
 - b) One (1) College Liaison for each College represented in the GSG; and
 - c) One (1) Master's Liaison which represents the Graduate Students solely pursuing a Master's Degree.
 - d) One (1) nonvoting Honorary Representative each from the College of Law, the Mendoza MBA program, the Mendoza Specialized Master's Programs, or other similar programs whose students do not contribute to the Graduate Student Activity Fee (GSG) fund.

B. Departmental Representatives

1. Eligibility
 - a) A Graduate Student is eligible to be a Departmental Representative if:
 - (1) They are a University of Notre Dame degree-seeking student that is currently enrolled in a graduate degree granting program offered by the Graduate School (i.e. the College of Arts and Letters, the College of Engineering, the College of Science, etc.).
 - (2) They are in good academic and conduct standing with the University
 - (3) They are a Departmental Representative for only one Department, and

(4) They must have fulfilled their duties if they were previously a Departmental Representative, College Liaison, or Officer.

2. Selection

a) Each Departmental Representative will be selected through an intra-departmental process, provided:

(1) All Graduate Students in that Department are given an opportunity to vote or otherwise participate;

(2) Departments with separate Terminal Master's and PhD Programs must have one (1) Departmental Representative from each Program level;

(3) Each Department is responsible for determining the procedures for their selection process, where example procedures can be provided by the GSG upon request; and

(4) Departments are recommended to select their Representatives by the end of the Spring Semester of the prior Academic Year, and must report their Representatives to the GSG Administrative Assistant by the end of the 2nd week of the Academic Year.

b) Should a vacancy occur for any reason in a Department's Representatives, the Department would select a replacement through an intra-departmental process, as determined by that Department, preferably prior to the next General Meeting.

3. Powers

a) Departmental Representatives are voting members of the Council (note Honorary Representatives do not have voting privileges).

b) A petition of at least five (5) Departmental Representatives may call a Special Session of the Council, provided that there is at least one (1) week's notice.

4. Duties

a) Take an oath of office, whose wording is written in the Bylaws, at the General Session following their appointment to the position, indicating their commitment to follow all the duties outlined in the Constitution and Bylaws;

b) Departmental Representatives to the Council advocate for the interests of Graduate Students within their Department, collecting the concerns of their peers and presenting these to their College Liaison and the GSG;

c) They inform their Departments of the proceedings of any Council Meetings;

d) They must host at least one (1) town-hall-style event for their Department each semester, where the Graduate Students of that Department can voice their concerns and needs to the Representative(s);

- e) They cannot have more than one (1) unexcused absence from a General Council Meeting per semester during their term. If they do, they will be removed from their position, given
 - (1) An absence shall be determined as excused or unexcused by any or all members of the Executive Board;
 - (2) Partial attendance of a meeting can be considered an unexcused absence at the discretion of any or all members of the Executive Board; and
 - (3) The Departmental Representative shall be informed whether or not their absence was excused by the Executive Board as soon as the decision is made;
- f) Representatives are required to serve on at least one (1) Committee during their term, with the option of switching Committees between semesters;
- g) Representatives are encouraged to attend any of the monthly open Committee meetings which are outlined in Article VI, Section D, Subsection 3.c.

C. College & Master's Liaisons

1. Eligibility

- a) A Departmental Representative is eligible to be a Liaison if:
 - (1) They fulfill all the requirements for being a Departmental Representative;
 - (2) They are a College Liaison for only one College;
 - (3) Note only a Master's Student can be selected to be the Master's Liaison.

2. Selection

- a) Each Liaison will be selected during the first General Council Meeting of the academic year, where:
 - (1) The Departmental Representatives of each College will split into separate groups;
 - (2) A period of time will be open for nominations for College Liaison, where the nominee can then accept or decline their nomination;
 - (3) Each nominee will have one (1) minute to speak; then
 - (4) The College Liaison will be elected by a majority vote (where the case of only one nominee is a majority vote of confidence/no confidence) in closed-ballot format by all Departmental Representatives in the College. The vote is counted by the Officers, who will announce the winner.
 - (5) If there are no nominees or no one accepts a nomination, the Executive Board can select a student to serve in this capacity as they see fit.

- b) In addition, the Master's Students of the Representative Body will also select a Master's Liaison to represent all Graduate Students solely pursuing a Terminal Master's Degree. The selection process will be identical to the one mentioned in Article V, Section C, Subsection 2.a.
 - c) Should a vacancy occur for any reason in Liaison position, the Departmental Representatives that Liaison represented shall elect a replacement using the same process outlined in Article V, Section C, Subsection 2.a.
3. Powers
- a) Liaisons have no extra powers within the GSG apart from their powers as Departmental Representatives.
4. Duties
- a) Take an oath of office, whose wording is written in the Bylaws, at the General Session following their appointment to the position, indicating their commitment to follow all the duties outlined in the Constitution and Bylaws.
 - b) Liaisons will have dedicated time at each Council Meeting to hear from their Departmental Representatives and then relay findings to the Council.
 - c) Should a College Liaison be unable to attend all or part of a General or Special Meeting of the Council, they shall appoint a Departmental Representative to take their place at that Meeting.
 - d) Contact each Dean at the beginning of the Fall semester to introduce themselves as a Liaison and determine a plan for meeting during the semester.
 - e) Meet with each Associate Dean for each college across Notre Dame's campus once each semester.
 - f) Meet with other liaisons at least once a semester.
 - g) Prepare and present concerns addressed within GSG meetings to the corresponding Dean as needed.
 - h) Prepare at least a 1-page report for the GSG executive board and council to be included in the final meeting's agenda of each academic semester. During this meeting they will present what topics were addressed between liaison and Dean. It is expected that the liaisons will orally present an overview of their conversations at these GSG meetings.

D. Term

- 1. Any Departmental Representative and/or Liaison will serve their term for the duration of the concurrent Academic Year.

VI. Officers

A. The Officers of the GSG shall be:

- 1. The Executive Board, which consists of:

- a) One (1) President, and
 - b) Two (2) Vice Presidents; and
 - 2. The Committee Chairs, whose number and designation are outlined in the Bylaws.
- B. Eligibility
 - 1. Any Graduate Student enrolled at the University of Notre Dame who is of good academic and conduct standing shall be eligible to run or apply for an Officer position, provided they have fulfilled their duties, checked by the GSG Advisor, if they were previously a Departmental Representative, College Liaison, or Officer; and
- C. Executive Board
 - 1. Selection
 - a) Election procedure for the Executive Board is outlined in Article IV.
 - 2. President
 - a) Powers
 - (1) Appoint and replace Chairs as needed;
 - (2) Remove Chairs and Departmental Representatives if they were removed by a University Policy/Decision, or if they fail to fulfill their Oath of Office;
 - (3) May call a Special Session of the Council at any time, provided that there is at least one (1) week's notice;
 - (4) Approve Professional Development Fund Requests from Chairs and Vice President(s);
 - (5) Vote on matters brought before the council, excluding votes on: (1) Approval of the Budget, (2) Amendments to the Constitution, and (3) Disciplinary Action and Appeals;
 - (6) Select a new Vice President in case of their resignation or removal. The replacement Vice President must be either a Departmental Representative or a Chair; and
 - (7) Create Ad-Hoc Committees, which are temporary committees made for a purpose that does not fall under the umbrella of any of the Committees that are currently defined in the Bylaws, where
 - (a) Ad Hoc committees can be created at any time; and
 - (b) They will last until the President deems they have fulfilled their purpose or the President's term ends, whichever comes first.
 - b) Duties
 - (1) Take an oath of office, whose wording is written in the Bylaws, at the General Session following their appointment to the position, indicating their commitment to follow all the duties outlined in the Constitution and Bylaws.

- (2) Serve as the point person and advocate to the Administration and Faculty regarding Graduate Students' concerns and activities.
- (3) Provide reports when requested by the Academic Council, Faculty Senate, or other members of the University administration.
- (4) Preside over and act as chair, or appoint a designated chair, during all Council Meetings in order to ensure that the Constitution and Bylaws are upheld.
- (5) Ensure all Officers, Departmental Representatives, and Liaisons are following their assigned duties.
- (6) Communicate, along with both Vice Presidents, with the GSG Advisor prior to the end of the Academic Year in which they were elected, to set up regular Executive Board meetings throughout their term.
- (7) Assign one of the Vice Presidents the ability to assume power in the President's absence or vacancy in the position
- (8) Appoint one of the Vice Presidents as the Clubs Co-VP, whose duties and powers are outlined in Article VIII.
- (9) Appoint one of the Vice Presidents as the Financial Co-VP, whose duties and powers are outlined in Article VIII, Section B.
- (10) Responsible for ensuring the stewarding of funds by the Co-VPs is fair and appropriate.
- (11) Ensure that the powers and duties of the Vice Presidents are fairly divided between them.
- (12) Oversee Ad-Hoc Committees or assign a Vice President to do so if they express interest.
- (13) Approve GSG funding applications with the advice and consent of the Vice Presidents.
- (14) Coordinate the Transition process outlined in Article III of the Bylaws.
- (15) Appoint Graduate Students to any University Committees that either require or request representatives from the GSG, whose appointments are not already covered by a Committee Chair as part of their Duties.
- (16) In consultation with the Vice Presidents, offer recommendations on the approval or denial of prospective graduate student clubs to SAO when requested.

3. Vice Presidents
 - a) Powers

- (1) One Vice President will have the Powers of the Financial Co-VP, with this role being assigned by the President, outlined in Article VIII, Section B.
- (2) One Vice President will have the Powers of the Clubs Co-VP, with this role being assigned by the President, outlined in Article VIII, Section C.
- (3) Approve Professional Development Fund Requests if they are submitted by the President
- (4) Vote on matters brought before the council, excluding votes on: (1) Approval of the Budget, (2) Amendments to the Constitution, and (3) Disciplinary Action and Appeals;
- (5) Pre-approve spending for an event organized by their assigned committee(s) through a standardized budget form.

b) Duties

- (1) Take an oath of office, whose wording is written in the Bylaws, at the General Session following their appointment to the position, indicating their commitment to follow all the duties outlined in the Constitution and Bylaws.
- (2) Take responsibility for overseeing at least one Committee.
- (3) With Committee Chairs, plan dates for monthly Committee meetings in advance of the academic year.
- (4) Attend monthly Committee meetings to ensure Chair accountability.
- (5) The following shall be divided between the two Vice Presidents through a discussion in the Executive Board:
 - (a) Assume Presidency in the case of the resignation or removal of the President;
 - (b) Steward institutional memory (Google Drive);
 - (c) Coordinate orientation and on-boarding for new Chairs and Department Representatives.

4. Term

- a) The newly-elected Executive Board shall be sworn in at the end of the Academic Year, which will signify the end of the previous Executive Board's Term.
- b) After the completion of a term, the President of the Executive Board is not permitted to hold a position in the GSG for a period of one Academic Year.

D. Committee Chairs

1. Selection

- a) After the end of the Academic Year, the newly-elected Executive Board shall call for applications for Committee Chairs for the following Academic Year to the Graduate Students as a whole.

- b) Once applications have closed, the Executive Board will review the applicants and appoint their selected applicants as Committee Chairs.
- c) If any of the Committee Chair positions receives no applications, then the Executive Board shall reopen applications until the position is filled.
- d) They assume the duties of their role upon appointment by the Executive Board.
- e) Once sworn in, the Committee Chairs will have a 60-day provisional period, after which, if performance is satisfactory, shall continue for the remainder of that Executive Committee's terms, provided they continue to fulfill their duties.
- f) If a vacancy occurs at any time during the Academic Year, the Executive Committee shall appoint a replacement as soon as they are able.

2. Powers

- a) Committee Chairs are able to organize official GSG events through Student Activities;
- b) They are able to use their established budget for said events; and
- c) Vote on matters brought before the council, excluding votes on: (1) Approval of the Budget, (2) Amendments to the Constitution, and (3) Disciplinary Action and Appeals.

3. Duties

- a) Take an oath of office, whose wording is written in the Bylaws, at the General Session following their appointment to the position, indicating their commitment to follow all the duties outlined in the Constitution and Bylaws.
- b) Committee chairs cannot miss more than one unexcused (1) General Council Meeting per semester during their term (the Executive Board will determine if a chair may be excused from a meeting, provided the chair informs them they are unable to attend in advance).
- c) Committee chairs shall, alongside the Vice President overseeing their Committee, schedule and hold a monthly open meeting regarding their programming that is open to all Graduate Students.
- d) Provide a written report to the Executive Board detailing the discussions made during these meetings.
- e) Provide, at the end of the Fall and Spring Semesters, a list of all Departmental Representatives that officially served on their Committee that Semester.
- f) Fulfill their Committee-specific duties outlined in the Bylaws, Article VI, Section A.

- g) Submit monthly and a year-end budget/spending reports to the Council.
- 4. Term
 - a) A Committee Chair shall serve in their position starting upon appointment by the Executive Board and ending right after Spring Commencement each Academic Year.

VII. University Support & Oversight

A. GSG Advisor

- 1. Shall be appointed annually by the Director of Student Centers, Activities, and Events of the Student Activities Office.
- 2. The GSG Advisor is responsible for ensuring that the GSG President and Co-Vice Presidents are following their Oath of Office and that they have not been removed from their position(s) due to a University Policy/Decision;
- 3. They shall ensure that any Officer that is running or applying for a position is in good standing with the University through the Registrar;
- 4. They shall have veto power over any decision made by any member(s) of the Council which is in direct violation of University policy; and
- 5. Should the entirety of the Executive Board be removed from Office, the GSG Advisor shall call a Special Session of the Council, where they will go through the process of selecting a replacement Executive Board, which shall follow the procedure outlined in Article IV, Section D, Subsection 5.

B. GSG Administrative Assistant

- 1. Hiring
 - a) The GSG President, in consultation with the GSG Advisor and the Graduate School, hires the Administrative Assistant.
- 2. Powers
 - a) The Administrative Assistant has the ability to send mass communications to the Graduate Students;
 - b) The ability to manage the GSG financial accounts; and
 - c) The ability to supervise other administrative tasks as needed under the direction and authority of the GSG Advisor and/or the Executive Board.
- 3. Duties
 - a) The Administrative Assistant is responsible for coordinating the GSG's records and communications, through the Duties outlined in the Bylaws.
- 4. Oversight
 - a) The Administrative Assistant reports to the GSG President, disseminating any important information to them as needed.
 - b) Formal supervision for HR purposes will be provided by the GSG advisor.

VIII. Finance

A. Graduate Student Activities Fee

1. The primary source of income for the GSG is an annual fee that is collected by the Notre Dame Accounting department and held in a University account, and the sale of GSG sponsored products, apparel, etc..
2. This fee shall be set each year at the last General Meeting of the Academic Year by a three-quarters (3/4) vote of Representatives present and voting, provided Major Quorum is met, and the University administrators have been consulted as is appropriate.

B. Budget

1. The Executive Board shall present a preliminary Budget, created with consultation with the Committee Chairs, to the GSG Advisor before the beginning of the Financial Year. At least 5% of the total budget must be allocated to graduate student clubs.
2. The proposed Budget shall be presented to the Council by the Executive Board at the first General Meeting of the Academic Year for discussion.
3. The Budget shall be approved by a two-thirds (2/3) ballot vote by the Council at the following General Meeting, provided Major Quorum is met.
4. At the end of the Academic Year, the Executive Board shall post to the GSG website a Summarized Budget Report (SBR), which is a short report that highlights the major expenditures of the year.
5. On the last meeting of the Academic Year, the incoming Executive Board shall present a summer and early fall discretionary budget to the Council for summer programming, and Grad Club Allocation for the Summer and Fall Semester. This discretionary budget shall be approved by a two-thirds (2/3) vote by the Council, provided Major Quorum is present.
6. At any Council Meeting throughout the Academic Year, the Budget can be modified by following the procedure outlined previously in 2) and 3), where the full text of the modification must be shared with the Council no less than one (1) week before the meeting, to give time for the Departmental Representatives to consult their Departments regarding the proposed modifications.

C. Financial Co-VP

1. Powers
 - a) Determining the distribution of various GSG funds to Graduate Students including the Conference Presentation Grant (CPG) Program, outlined in Article VIII, Section C of the Bylaws;
 - b) Approving or denying Committee Chairs Event Budget Pre-Approval Form;
 - c) Supervising the distribution of other appropriate GSG expenditures under the direction and authority of the GSG adviser and/or the GSG President.
2. Duties

- a) A CPG Committee shall be formed by the Financial Co-VP, with approval of the other members of the Executive Board, no later than one (1) week before the beginning of the Fall Semester to perform the duties associated with determining the CPG Funding Allocation, and other financial expenditures as mentioned in the Constitution and Bylaws.
 - (1) Any Graduate Student enrolled at the University of Notre Dame who is of good academic and conduct standing shall be eligible to be a member of the Budget Committee.
 - (2) Any Graduate Student that is a member of the CPG Committee is ineligible to receive funding from a CPG grant, unless the GSG advisor is consulted and appropriate steps are taken to minimize conflict of interest.
 - (3) The CPG Committee shall review the forms and procedures under their purview and recommend changes to the Council if needed.
 - (4) The CPG Committee shall meet at least once a month, with their first meeting of the Academic Year taking place at least one (1) week prior to the first General Meeting of that Academic Year.
 - (5) The CPG committee will present their funding decisions at monthly GSG meetings as needed, and submit a written final report to the Council at the end of each semester.

D. Clubs and Co-VP

1. Powers

- a) Determining the distribution of various GSG funds allocated by the annual budget approved by the council to Graduate Students Clubs, outlined in Article VIII of the Bylaws;
- b) Supervising the distribution of other appropriate GSG expenditures under the direction and authority of the GSG adviser and/or the GSG President.

2. Duties

- a) A Graduate Students Clubs Committee shall be formed by the Clubs Co-VP, with approval of the other members of the Executive Board, no later than one (1) week before the beginning of the Fall Semester to perform the duties associated with determining the Graduate Students Clubs Funding Allocation, and other financial expenditures as mentioned in the Constitution and Bylaws.
 - (1) Any Graduate Student enrolled at the University of Notre Dame who is of good academic and conduct standing shall be eligible to be a member of the Graduate Students Clubs Committee.

- (2) Any Graduate Student that is a member of the Graduate Students Clubs Committee is ineligible to hold a leadership role in a club receiving funding from GSG.
- (3) The Graduate Students Clubs Committee shall review the forms and procedures under their purview and recommend changes to the Council if needed.
- (4) The Graduate Students Clubs Committee shall meet at least once a semester, with their first meeting of the Academic Year taking place at least one (1) week prior to the first General Meeting of that Academic Year.
- (5) The Graduate Students Clubs committee will present their funding decisions at monthly GSG meetings as needed, and submit a written final report to the Council at the end of each semester.

E. Financial Reimbursement

1. The reporting of financial spending and reimbursement process for any members of the Council shall be outlined in Article VIII of the Bylaws.

IX. Amendments

A. Constitutional Amendment

1. During any Council Meeting of the Academic Year, any member of the Council or any Officer may propose an Amendment to the Constitution, by presenting a written document outlining the proposed changes, signed by at least one-fifth ($1/5$) of the Departmental Representatives.
2. Following the proposal, the Executive Board shall schedule a Special Session of the Council at least one (1) week prior to the next General Council Meeting, during which the proposed Amendment can be discussed and altered.
3. At the following General Council Meeting, any final debate shall occur regarding the proposed Amendment, after which it can be approved through a $3/4$ vote of all Council Members present and voting, provided Major Quorum is met.

B. Bylaw Amendment

1. During any Council Meeting of the Academic Year, any member of the Council or any Officer may propose an Amendment to the Bylaws, by presenting a written document outlining the proposed changes.
2. The Bylaw Amendment shall be approved through a $2/3$ vote of all Council Members present and voting, provided Major Quorum is met.
3. If the Council chooses to postpone the vote, they may choose to schedule a Special Session for the vote or further discussion, or to wait until the following General Meeting.

X. Disciplinary Action and Appeals

- A. If any member of the Council feels like they were removed from office unjustly by the President or Advisor, they may appeal that decision to the Council body during any General Meeting or Special Session.
 - 1. The decision to remove them from the position may be overturned by a 3/4 (rounded up if necessary, i.e. an odd number of voting members is present) vote of Representatives present and voting, provided Major Quorum is met.
 - 2. If the removal was caused by a decision of an administrative body outside of the jurisdiction of the GSG, such as a violation of the ND Code of Conduct, this process may not occur unless and until that decision has been changed.
- B. Removal from Office
 - 1. Any Officer, Departmental Representative, or appointed Representative to a University Committee may be removed from their position for:
 - a) Serious infringement of the Constitution or Bylaws;
 - b) Failure to fulfill their Oath of Office (or requested duties in the case of University Committee Representatives).
 - c) They were removed by University policy and/or action. In this situation, the following will not apply and the Officer or Departmental Representative will not be able to appeal this decision to the Council.
 - 2. Any Graduate Student may submit a written charge of removal to the Advisor regarding any Officer or Departmental Representative. This shall mark the beginning of the removal process. The advisor must inform the charged student of the charge being brought against them in a timely manner.
 - 3. The removal process may be dismissed before proceeding to the Council by the judgement of the Advisor.
 - 4. At the next General Council Meeting following the submission of charges, the accusing party(ies) shall present any evidence in support of the charge. Then the accused party may submit any evidence in their defense.
 - a) The Advisor shall act as Chair during this portion of the Meeting.
 - b) Should there not be a General Council Meeting prior to the end of the Officer or Departmental Representative's term, the Advisor may choose to schedule a Special Session for this purpose.
 - 5. Following the submission of evidence and discussion, a two-thirds (2/3) vote of those present and voting is required for the Officer or Departmental Representative to be removed from their position, provided Major Quorum is met.
- C. Appeals
 - 1. Any decisions made regarding removal may be appealed by any Graduate Student to the Council at any General Meeting.

2. The Council has the ultimate power to appeal any decision made by any Officer or other body within the GSG's jurisdiction.
 3. A successful appeal requires a two-thirds (2/3) vote of Departmental Representatives present and voting, provided that Major Quorum is met.
-

Graduate Student Government BYLAWS

I. Council Meetings

A. Scheduling

1. Before the annual SAO Priority Date Venue Requests deadline, the Executive Board shall schedule the next Academic Year's General Council Meetings, where there are three in the Fall Semester, in September, October, and November, and four in the Spring Semester, in January, February, March, and April.
2. Any General Meeting can be rescheduled through a two-thirds (2/3) vote of the Council, where the vote can be done at any meeting, provided that Minor Quorum is present, or through an online vote, distributed by the GSG Administrative Assistant, where there must be at least a Minor Quorum number of total votes.

B. Structure

1. The structure of Council Meetings shall be as follows:
 - a) Approval of Minutes from previous Council Meeting
 - b) Guest Speakers
 - c) Community Building Exercise (as needed)
 - d) Announcement of Future Events by Committee Chairs
 - e) Review other appropriate agenda items
 - f) Break-Out Groups led by Committee Chairs
 - g) Break-Out Groups led by Liaisons
 - h) Reports from College Liaisons
 - i) Submitted or new agenda items
 - j) Informal Focus Groups (as needed)
2. Agenda
 - a) The Executive Board shall prepare an Agenda for each Council Meeting prior to that meeting taking place. This shall be completed no later than three (3) days prior to the next meeting.
 - b) The Administrative Assistant shall distribute the Agenda to the Council no later than three (3) days prior to any Council Meeting.
3. Any general business, including any items specified in the Constitution and Bylaws, may be presented during the new agenda items portion of the meeting.

C. Executive Board Meetings

1. The Executive Board shall establish a schedule of regular meetings throughout the Academic Year in consultation with the Advisor prior to the start of the Academic Year.

D. Special Session

1. A Special Session of the GSG Council can be called by Departmental Representatives or the President as written in their Powers, or as called by various stipulations in the Constitution.

2. The business and agenda of a Special Session should have a specific purpose, but other time-sensitive business may be brought up as needed.
 - a) These shall be distributed to all attendees as soon as possible prior to the Meeting.
3. While attendance does not hold the same mandates for Departmental Representatives as for a General Meeting, it is strongly encouraged for as many Representatives to attend, even through virtual means, as Quorum requirements do not change.
4. In the event of an extremely time-sensitive issue, a Qualtrics survey that serves as a vote can be considered a Special Session of the Council, given a proposal to do so by the Executive Board, and subsequent approval of the GSG Advisor, given that:
 - a) At least twenty-four (24) hours notice is given;
 - b) The survey remains open for at least twenty-four (24) hours;
 - c) If time permits, a virtual meeting should be scheduled to allow for questions/debate regarding the vote;
 - d) The Executive Board and/or Advisor should make themselves available to answer any questions in a timely manner during this period;
 - e) Quorum shall be counted as the number of submissions; and
 - f) All voting results shall be distributed to the Council as soon as possible.

II. Elections

- A. The Election Code of the GSG, referenced as Appendix A of these Bylaws, shall be posted on the GSG website;
- B. The Election Committee shall annually review the Election Code; and
- C. Any change(s) to this Code must be submitted to the Council and approved by the same guidelines as any Bylaw Amendment prior to taking effect.

III. Transitions

- A. The transition from the outgoing to incoming Executive Board shall take place during the last General Council Meeting of the Academic Year and shall be coordinated by the outgoing President.
- B. Prior to this meeting, each Officer shall compile all of their ideas, feedback, and event reports for that Year, to facilitate discussion during the meeting.
- C. The structure of the transitional discussion during this final Council Meeting shall be decided by the outgoing President, and should include a way for feedback to be given to each Officer from the Departmental Representatives and any Graduate Students that choose to attend.

IV. Oaths of Office

- A. The GSG Advisor or their appointed designee will administer these Oaths to the respective position(s) at either the General Meeting after their selection, or at a time/place scheduled with the GSG Advisor, whichever is most applicable.

B. The portions in parentheses are optional, and each person may choose personally whether they wish to say them.

C. President:

1. *I, [name], do solemnly swear that I will faithfully execute the office of Graduate Student Government President of the University of Notre Dame du Lac, and will to the best of my ability, preserve, protect and defend the Constitution of the Graduate Student Government. (So help me God.)*

D. Vice Presidents:

1. *I, [name], do solemnly swear that I will faithfully execute the office of Graduate Student Government Vice President of the University of Notre Dame du Lac, and will to the best of my ability, preserve, protect and defend the Constitution of the Graduate Student Government. (So help me God.)*

E. Committee Chairs:

1. *I, [name], do solemnly swear that I will faithfully execute the office of Graduate Student Government Committee Chair of the University of Notre Dame du Lac, and will to the best of my ability, preserve, protect and defend the Constitution of the Graduate Student Government. (So help me God.)*

F. Departmental Representatives:

1. *I, [name], do solemnly swear that I will faithfully execute the office of Departmental Representative of the University of Notre Dame du Lac, and will to the best of my ability, preserve, protect and defend the Constitution of the Graduate Student Government. (So help me God.)*

G. College/Master's Liaisons:

1. *I, [name], do solemnly swear that I will faithfully execute the office of [College or Master's] Liaison of the University of Notre Dame du Lac, and will to the best of my ability, preserve, protect and defend the Constitution of the Graduate Student Government. (So help me God.)*

V. Training

A. Before the start of the academic year, the Executive Board will create and organise separate onboarding documents and training for Committee Chairs and Departmental Representatives.

B. These documents should include the documents used during the transitional meeting as continuity for the incoming Officer in their respective positions. Officers are encouraged to also include any advice or lessons learned in this group of documents or as a separate document.

VI. Committees/Chairs

A. GSG Committees

1. Each Committee will divide roles/responsibilities among its Chairs and notify the Executive Board of its decision before the start of the Academic Year.

2. The Executive Board reserves the right to change a Chair's roles/responsibilities.
3. Academic Affairs
 - a) Purpose
 - (1) The Academic Affairs Committee acts as an advocate for the academic and professional concerns of graduate students in order to create an environment that is conducive to academic and research excellence. The committee is mandated to advocate for and promote Graduate Student contributions and needs to the University committees they serve on, including concerns about Graduate Student spaces (i.e. library carrels), computing needs (i.e. functions of Sakai, print quotas, etc.), and other institutional resources.
 - b) Duties
 - (1) Serve on the University Committee on Libraries
 - (2) Serve on the Graduate Student Library Advisory Panel
 - (3) Serve on the University Committee on Academic Technologies
 - (4) Administer the Graduate Student Teaching Assistant Award
 - (a) Follow application requirements on GSG website [\(link\)](#)
 - (b) Follow rubric in Appendix B.
 - (5) Administer the Graduate Student Instructor of Record Award
 - (a) Follow application requirements on GSG website [\(link\)](#)
 - (b) Follow rubric in Appendix B.
 - (6) Administer the Outstanding Faculty Mentor Award
 - (a) Follow application requirements on GSG website [\(link\)](#)
 - (b) Follow rubric in Appendix B.
 - (7) Appoint graduate student representatives to any active subcommittees or ad-hoc committees of the committees on which they sit.
4. Professional Development
 - a) Purpose
 - (1) The Professional Development Committee acts as an advocate promoting the professional development of Graduate Students in order to fully prepare them with confidence in their careers in academia, the private sector, government, or not-for-profit organizations.

b) Duties

- (1) Work closely with the Associate Dean for Professional Development at the Graduate School.
- (2) Attend the Graduate School Professional Development team meetings.
- (3) Support, organize, and co-host events on campus that promote the professional development of graduate students at Notre Dame.

5. Quality of Life

a) Purpose

- (1) The Quality of Life Committee is responsible for all issues dealing with the daily living of Graduate Students. The committee is responsible for the celebration of diversity within the Notre Dame community by facilitating and co-sponsoring events that speak to issues and concerns regarding gender, culture, and ethnicity as these issues affect Graduate Students. The Quality of Life Committee provides a forum that gives air to the needs, concerns, and grievances of Graduate Students; raises these issues to the university administration via the committee chairs; and initiates change in university policies so that the Graduate Student body might be best served.

(2) Standing Subcommittees

(a) Student Families

- (i) Coordinate with the Family Resource Center to provide information and events (at least one per semester) for Graduate Students with spouses and/or dependents.

(b) Underrepresented students

- (i) Coordinate events (at least one per semester) tailored toward underrepresented student groups.
- (ii) Serve as the GSG liaison to GlassND.

(c) Wellbeing

- (i) Provide information concerning the health of the Graduate Student population and negotiating health insurance improvements.
- (ii) Educate Graduate Students on health insurance and community resources.
- (iii) Coordinate activities such as informational meetings, supplemental health care coverage, and days that promote healthy diets and exercising.

- (iv) Send or serve as a representative to the ad-hoc Student Health Insurance Advisory Committee, and relay communications to and from the Council.
- (v) Coordinate with McWell and the UCC to provide information and events/workshops (at least one per semester) for Graduate Students.

6. Social

a) Purpose

- (1) The Social Committee's mission is to offer a range of social events that accommodate the diversity of the Graduate Student population.

b) Duties

- (1) Coordinate an Annual Ball.
- (2) Coordinate with the Quality of Life Committee Chair for Underrepresented Students to ensure diversity in their events.
- (3) Coordinate at least one social event for Graduate Students without partners or spouses per semester.
- (4) Coordinate at least one social event for Graduate Students with partners or spouses per semester.

B. University Committees

- 1. GSG Representatives to these Committees shall be appointed by the President.
- 2. Academic Appeals Committee
 - a) The incoming GSG President will appoint at least eight (8) Graduate Students to the Graduate School's Academic Appeals Process Committee at the beginning of their term. The Committee serves as representatives to appeals hearings on an ad-hoc basis. The list should comprise no fewer than two students from each division of the Graduate School. Students appointed to the committee are expected to serve a one (1) year term, beginning in May of the year of their appointment. The list shall be sent to the appropriate representative of the Graduate School within one (1) month of selection.

VII. GSG Administrative Assistant

A. Duties

- 1. Managing all bookkeeping for the GSG budget including spending ledgers, account transfers, payments, reimbursements, and monthly statements.
- 2. Coordinating all GSG communications including the weekly newsletter, announcements, agenda, and minutes of Council meetings, and correspondence.

3. Administer all practical aspects of the [Conference Presentation Grant program](#).
4. Dispersing all publicity and other communications to all departments as needed.
5. Ordering and maintaining office supplies.
6. Stewarding the GSG FOAPAL account including processing expense reports and reimbursements.
7. Auditing and maintaining records on budget expenditures and comparing to internal records to verify charges.
8. Coordinating adjustments with General Accounting as necessary.
9. Other duties as assigned by the Executive Board and supervised by the GSG Advisor.

VIII. Finances

A. Professional Development Allocation for Officers

1. Each Officer in the GSG, provided they have and continue to fulfill the duties outlined in the Constitution and Bylaws, shall receive an amount of Professional Development funding for each of their Terms:
 - a) President: \$3250
 - b) Vice Presidents: \$2500 each
 - c) Committee Chairs: \$1500 each

B. Procedures for Spending and Reimbursement for Council Members

- a) Department Reps/Liaisons
 - (1) Funding requests for events related to a Department Representative or Liaison's duties shall be submitted to the Executive Board, and upon approval, funds will be dispensed into the Department's FOAPAL account.
- b) Executive Board
 - (1) Officers
 - (a) Reporting: Will be done in coordination with the GSG Administrative Assistant.
 - (b) Reimbursement: Will be done in coordination with the GSG Administrative Assistant.
 - (c) Professional Development (PD) Reimbursement
 - (i) The PD Reimbursement process is outlined in Figure 2 and the form is in Appendix C.
 - (ii) Vice President: Submit Professional Development Request, outline request and amount, to the President for approval.
 - (iii) President: Submit Professional Development Request, outline request and amount, to the Vice Presidents for approval.
 - (iv) Once a Professional Development Request is approved, the Officer will submit PD form

and receipts to GSG Administrative Assistant for reimbursement.

(2) Chairs

(a) Event Reimbursement

- (i) The Event Reimbursement process is outlined in Figure 1.
- (ii) Event Approval: A proposed event must first be approved by BOTH 1) the Executive Board and 2) SAO.
 - (a) Chair(s) will present a Proposed Event Budget to the Executive Board for approval.
 - (b) Chair(s) will also send to SAO the appropriate form for approval for the event.
 - (c) Either the Executive Board or SAO may ask for revisions to the proposed event.
 - (d) If the Executive Board denies the event, it may be appealed by the appeal process outlined in the Constitution.
 - (e) If SAO denies the event, then the event CANNOT occur.
- (iii) After the event has been approved by both the Executive Board and SAO, and the event has been held, the Chair(s) will submit forms/Receipts to both the Executive Board and to the Administrative Assistant.
 - (a) For the Executive Board, the Chair(s) will submit a financial report for the Event. The Executive Board may ask for revisions before approving the reimbursement.
 - (b) For the Administrative Assistant, the Chair(s) will submit 1) a Reimbursement Form, and 2) proof that SAO actually approved the event. The Administrative Assistant may ask for revisions before approving the reimbursement.
- (iv) After both the Executive Board and the Administrative Assistant have received the

appropriate forms and they have both approved them, the reimbursement will be given to the Chair(s) within 10 business days.

C. The Conference Presentation Grant

1. The purpose of the Conference Presentation Grant (CPG) is to partially reimburse the expenses incurred by graduate students during travel to conferences and meetings
2. The CPG Committee will be chaired by a Vice-President or other appropriate designee of the President, who will interview and appoint persons to sit on the Committee. Members of the Committee should be representative of the academic divisions represented by the GSG. The Committee will meet regularly as needed to review and approve or deny requests for funding. When considering acceptance and amounts of requests, the Committee should consider:
 - a) Funds available to the Committee.
 - b) Funds made available to the student previously through the Committee in the past academic year.
 - c) How well the funding request coincides with the criteria of the CPG Evaluation Rubric.
 - d) Likelihood of funding available for the purpose of the request from other sources (e.g. advisor funding, other grants).
3. In event of a conflict of interest between a member of the Committee and an application (e.g. the application is from a friend or labmate of the member), the member shall make known the conflict, and take appropriate action in conjunction with the Committee chair to allow an impartial review.
4. In the event of unusual and exigent circumstances (e.g. pandemic or other loss of funding), the Executive Committee may suspend requests for CPG funding until said circumstances are resolved.

D. Procedures for Graduate Club Funding Allocation

1. **Graduate Student Club Funding Overview**
 - a) Graduate Student Club/Social Committee Funding is allocated by the GSG in the Budget each year.
 - b) To qualify for GSG funding, a graduate student club must be classified as Graduate (excluding Law & Mendoza) by SAO, unless it is explicitly affiliated/supported by a graduate department at the University.
 - c) If a club is explicitly affiliated with a graduate department at the University, the Officers of the club must submit a Department Social Committee Registration form (see Appendix E) prior to receiving funding each Academic Year.

- d) All SAO and university policies pertaining to club events, programming, and spending must be observed at all times to be eligible for GSG club funding.
- e) Graduate student clubs can apply for up to (non-department-financed: \$500; department-financed: \$200) per semester to support events, activities, and programs consistent with the club's mission or purpose as stated in their constitution.
- f) All proposed club events, activities, and programs must receive approval from SAO in advance in order to be eligible for reimbursement.
- g) If a club has questions regarding the way it intends to use awarded funding, they should consult with the GSG before committing any resources to a proposed activity/expense.
- h) If a club/department does not use their award allocation within the academic year, the funds remain with the GSU and the club must re-apply for allocation the next academic year.
- i) In an effort to help clubs and their advisors, the following guidelines highlight how these funds may be used (failure to follow these guidelines may affect a club's ability to apply for student funding in the future):
 - (1) The GSG allocation of funds for Graduate Clubs is meant for the following areas:
 - (a) Programs of cultural and educational enrichment
 - (b) Recreational and social activities
 - (c) Tutorial programs
 - (d) Club athletics
 - (e) Assistance for student-run programming (purpose and activities of the club must be educational, cultural, recreation or social)
 - (f) Administration of student-run programming
 - (g) Transportation costs
 - (h) Student services to supplement or add to those provided by the college
 - (i) Safety precautions (preventative safety measures)
 - (j) Storage facilities to protect the longevity of item(s)
 - (2) The GSG reserves the right to deny funding for the following:
 - (a) Enrollment in academic courses, academic requirements, graduate assistantships, lab fees, academic related travel, required in-class activities, internships, cooperative learning experiences, or any other expense related to a student's academic experience.

- (b) Alcoholic beverages.
- (c) Automobile rental
- (d) Gift certificates
- (e) Gifts, travel, and/or lodging for speakers/seniors etc.
- (f) Shirts, uniforms, jerseys or other personal items (not staying with the club)
- (g) Dues (membership or club)
- (h) Salaries, scholarships and money for other club officers and members
- (i) Politically associated costs
- (j) Other expenditures deemed inappropriate by the Executive Board

2. Funding Requests

- a) In order for a Graduate Club to be allocated funding, their Treasurer or appropriate Officer must attend at least one of the GSG Treasurer Training Sessions, held at the beginning of the Fall and Spring Semesters, prior to submitting an Allocation Request.
 - (1) This training is only required once per Academic Year.
 - (2) In the event that a Club's Treasurer or appropriate Officer is unable to attend, they may schedule a one-on-one appointment with the GSG Clubs Co-VP or a member of the Clubs Committee.
 - (3) If a club does not send an officer to treasurer training or attend a one-on-one appointment, the club will be ineligible for GSG funding for the semester, unless the Clubs Co-VP decides there is an extenuating circumstance.
- b) Funds are requested by the Club through the submission of a proposed Budget Request for the semester.
 - (1) The required form for a Budget Request shall be available on the GSG Website (see the appendix D for a copy of the form).
 - (2) Proposed Budget Requests will be submitted to the Clubs Committee prior to the given Semester's deadline determined by the Clubs Co-VP.
 - (a) This deadline shall be communicated at the Treasurer Training Sessions and also advertised on the GSG Website.
 - (3) The Request will contain an itemized listing of all operating expenses and expected revenue for the Semester.
 - (4) The Clubs Committee will set aside blocks of time for Allocation Sessions during which Clubs may sign up to discuss their Budget Request.

(5) Allocation Sessions are to occur no later than five (5) full weeks into the semester.

3. Allocation

- a) It is the responsibility of the Clubs Committee to ensure that all GSG Allocation funds are used for the betterment of the student body.
- b) Operating budgets are subject to review at any time by the GSG Executive Board or GSG Advisor.
- c) The Executive Board has the right to withhold Allocations if it feels they will not be used for the set forth budget.
- d) Applications will be assessed on the anticipated impact of the proposed event, activity, or program; how well it aligns with the club's mission and purpose; and the establishment of a reasonable and responsible budget plan.
- e) In order to ensure that the money allotted by the GSG will be distributed in an ethical and impartial manner, all GSG money will be allotted based on the following criteria (see Appendix D for the appropriate rubric):
 - (1) Cost
 - (2) Activity History
 - (3) Financial History
 - (4) Historical/Future Fundraising
 - (5) Potential benefit to the Graduate Student body
 - (6) Club's potential growth / current membership size
- f) The Clubs Committee will make a decision on allocation based on the aforementioned guidelines and they shall inform the Clubs of their allocations within two (2) weeks of the last Allocation Session of each Fall and Spring Semester.

4. Reimbursement

- a) Clubs must submit all receipts for reimbursement to the GSG within (2) two weeks following the date of the funded event, activity, or program. Failure to do so may result in the denial of a reimbursement.
- b) All reimbursement requests must contain a brief summary of the expenditures and itemized receipts for all expenditures.

E. Procedures for Capital Expenditures Fund

1. The GSG will maintain a Capital Expenditures Fund, determined in the annual Budget approved in the Fall Semester, for unanticipated expenses, special requests, or capital expenditures for Clubs.
2. The fund may only be used through submission of a properly completed proposal through the appropriate GSG form.
3. These forms shall be sent to the Executive Board for consideration and approval.

4. The priority of submitted requests shall be determined by the order in which they were received.
5. Submissions will only be accepted during a predetermined time. If the submission is submitted before or after the designated time frame, it will not be reviewed.

IX. Miscellaneous

A. Communication methods

1. Formal notification from the GSG, including but not limited to General and Special Meetings, will be done by email.

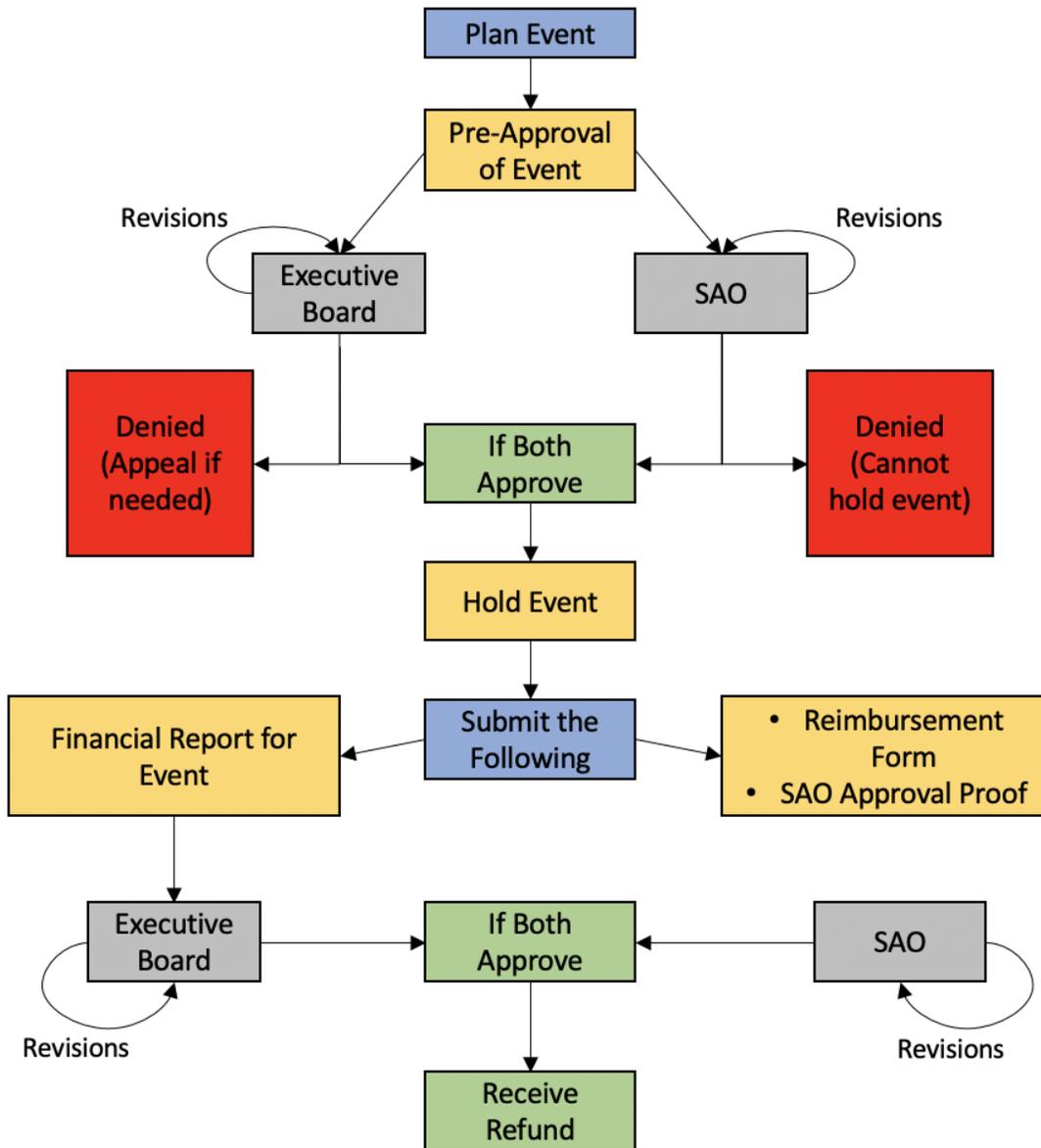


Figure 1: Event Planning and Reimbursement for GSG Chairs

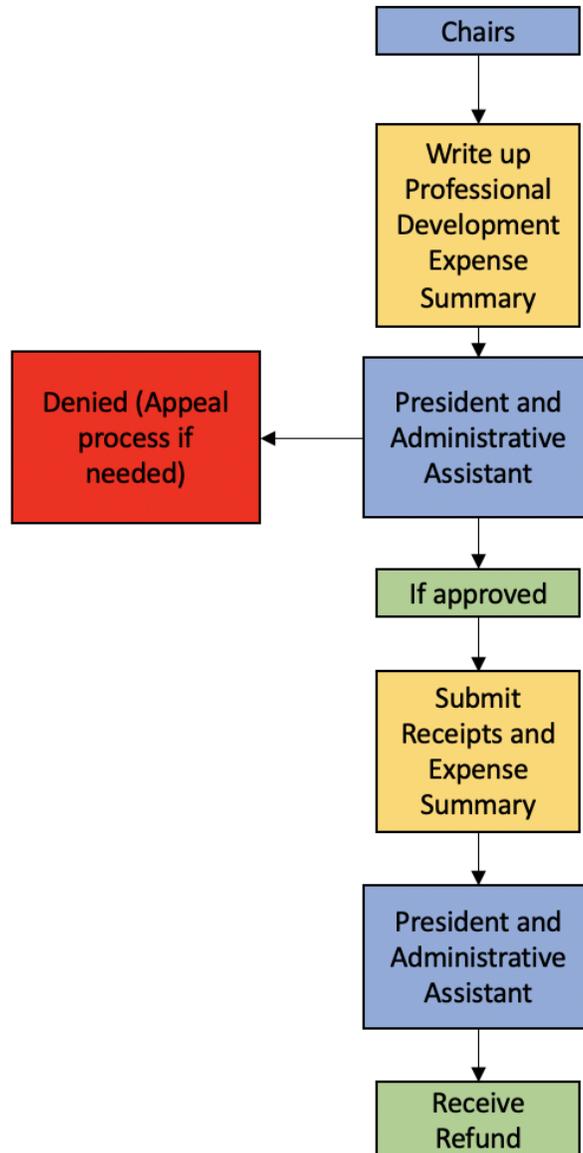


Figure 2: Professional Development Reimbursement for Chairs

Appendix A: GSG Election Code

The following election code was written for the Spring 2020 election. Any dates, names, guidelines or rules, etc. that are stated in this code shall be updated by the Election Committee each spring semester (under the guidelines stated in Article IV, Section B, Subsection 4) to reflect the current election cycle as needed.

2020 GSG Executive Board Election Code

INTRODUCTION

The 2020 GSG Executive Board Election Code details all required procedures, deadlines, guidelines, and resources for the selection of the 2020-2021 GSG Executive Board (1 President, and 2 Vice-Presidents). The Election Code was created by the GSG ad hoc Elections Committee, formed with approval of the Council on February 20, 2020. The committee is charged with determining and disseminating the timelines and rules for the election, overseeing the campaigning and voting processes, and adjudicating any potential violations.

CONTENTS

- Section 1: Election Timeline
- Section 2: Nominations
- Section 3: Campaigning
- Section 4: Voting
- Section 5: Resources & FAQs for Candidates

Section 1: Election Timeline

February 20	Approval of Election ad-hoc committee
February 26	Announcement of 2020 Election Code
March 2-6	Candidate Info Session and Meet & Greet (Exact Date TBD)
March 15	Deadline to submit nominations
March 16	Announcement of candidates; campaigning begins
April 6-7	Electronic voting; campaigning ends
April 13-14	Runoff election voting (if needed)
April 16	Introduce the new Executive Board at the April Council meeting

Section 2: Nominations

A. Eligibility - The Executive Board of the GSG are the President and the two

Vice Presidents. Any Graduate Student enrolled at the University of Notre Dame who is of good academic and conduct standing is then eligible to run or apply for an Officer position, provided:

- a) They must have fulfilled their duties if they were previously a Departmental Representative, College Liaison, or Officer; and
- b) They are not concurrently a Departmental Representative, nor are they able to become a Departmental Representative while maintaining an Officer position.

The President and Co-Vice Presidents are elected annually in a general election of the GSG. They assume office following May Commencement.

B. Process - Candidates wishing to run for the offices of President and Vice President of the Graduate Student Government must run as a ticket covering all positions (one President, two co-VPs). All tickets must submit the following 3 documents by the nomination deadline of Monday, March 16.

1. Nominating Petition - download online at https://drive.google.com/open?id=1KQFT8Wf8oBTOWqsBhYceT_m4p1V_oKKso . The petition must include the signatures of 20 currently enrolled Notre Dame Graduate Students. All signatures must include the student's ID number and the name must be printed for verification.
2. Candidate Bios - descriptions of all candidates on the ticket, including program of study and past leadership positions held. Candidate photos may be included, but are not required.
3. Campaign platform - a description of your campaign's goals and objectives for the GSG, how you plan to realize your goals, and the impact you hope to have. You are allowed to make changes to the platform until it is sent out by GSG, after which it must remain unchanged.

C. Submission - All forms must be submitted electronically to the GSG election ad-hoc committee at GSG@nd.edu, or dropped off in person to Laurie Hesch at 206A Duncan Student Center.

Section 3: Campaigning

A. GSG Resources Provided

1. Candidate Info Session and Meet & Greet
2. GSG will host an information session for all who are interested in running to answer your questions about being an officer, to meet other potential candidates to form a 3-person ticket, and learn about the election and campaign guidelines.
3. Weekly Newsletter - The GSG will utilize the weekly newsletter as one way to distribute your campaign information. All events to be advertised this

way need to be submitted to Laurie Hesch at lhesch@nd.edu by noon Friday for inclusion in the following Tuesday morning newsletter edition.

4. Weekly Campaign Email - In addition to the weekly GSG newsletter each ticket is welcome to send one email per week via the GSG listserv announcing platforms and campaign events, subject to approval by the GSG election committee. Please send content to Laurie Hesch at lhesch@nd.edu, and allow a 2-business day turnaround time.
5. Grad Lounge Electronic Bulletin Board - Candidates can send electronic files of approved posters in PDF form to GSG@nd.edu for inclusion on the board in the Grad Lounge.
6. Campaign Funding - Candidates are not permitted to spend personal funds for campaigning. GSG will provide \$200 for each ticket to support campaign activities. Funds will be reimbursed through the TravelND system with submission of valid receipts.
7. Access to the Office Copy Machine - The copy machine in the GSG office suite may be used to print up to 100 posters and 100 table tents. (Note: To stay upright table tents need to be printed on cardstock. We don't keep any of that in the office, so candidates may need to go to FedEx for that. Or buy cardstock to bring in and print at the office.)
8. GSG-Sponsored Town Hall - A town hall will be organized featuring all tickets on a date determined by the GSG election committee in consultation with all tickets.

B. Candidate Responsibilities

1. Advertising and Dissemination of Bios & Platform
 - a. To maintain impartiality and equal access to GSG resources, the GSG will disseminate your Bios and Platform via email to the Graduate Student body.
 - i) You are allowed to share your Bios with your department or Graduate Students, as long as you are not leveraging your current position within the GSG in a way that provides you an unfair advantage (e.g., leveraging your position in specific sub-committees).
 - b. All poster and print materials must be approved by GSG & SAO prior to dissemination, and must be shared in accordance with SAO policies as found here: <https://dulac.nd.edu/community-standards/standards/sa/#ad>.
 - c. You are allowed to use your personal social media to promote your platform. However, under NO circumstances are you permitted to comment untruthfully and/or derogatorily about other tickets. If

ANY violation of this rule is identified, the election committee will take immediate action up to and including disqualification of your ticket.

- d. Listservs: Disseminating campaign-related information through a listserv is prohibited; the ONLY listserv you can use is the GSG listserv. Campaign-related information includes, but is not limited to: campaign posters, event details, platforms, and bios. Prohibited listservs include, but are not limited to, recognized student clubs, SAO clubs and organizations, Grad Life, and GSG committees and subcommittees.
- e. During election: All campaign events must cease once voting starts.
- f. The voting link will be shared ONLY via GSG. It must NOT be shared via any other means. If ANY violation of this rule is identified, the election committee will take immediate action up to and including disqualification of your ticket.

2. Endorsements

- a. You can seek endorsements from official Graduate Student clubs. These endorsements must be approved by the majority of the club or group. The endorsement of a ticket by an entity will be communicated through the Listserv or social media of said, by said entity.
- b. You cannot seek/acquire endorsement from GSG committees, subcommittees, and/or committee chairs currently serving in the GSG.
- c. The endorsement of a ticket by a department representative is not an endorsement of that department, but rather of an individual. Any advertisement contrary to this is misrepresentative of the endorsement.
- d. You may not include your endorsements on your platform. The platform should stay issues-focused.
- e. Your endorsements will not be communicated through the GSG newsletter and GSG emails.
- f. Endorsements will be allowed on physical posters, subject to GSG and SAO approval. These endorsements shall be verified through email with the endorsing entity. It is recommended that the ticket attaches written documentation of the endorsement from the official email of the endorsing body with the poster. The posters that are included in GSG emails shall not include any endorsements.

Section 4: Voting

- A. **Dates and Times** - a link to an electronic ballot will be sent to all Graduate Students through the GSG listserv at 8:00 a.m. on Monday, April 6. The link will be available through 11:59 p.m. on Tuesday, April 7. No person should share or advertise the link for voting.
- B. **Process** - the ballot will be created in Qualtrics by a member of the Graduate School staff in consultation with but independent of the GSG. The Qualtrics ballot will allow only a single vote per person, and all results will be anonymized before viewing by anyone in the GSG.
- C. **Eligibility** - all currently enrolled Graduate Students in the colleges of Science, Engineering, Arts & Letters, Global Affairs, and Architecture are eligible to vote.
- D. **Majority** - candidates must receive 50% plus one vote to win.
- E. **Run Off** - in the event that multiple tickets are running, but no one reaches the majority threshold, a run-off election between the top 2 choices will be held one week later.
- F. **No Confidence Option** - in addition to all listed tickets, an option of “No Confidence” will be included on the ballot. In the event that a single ticket is running and does not reach the majority threshold (i.e., more voters select No Confidence than the candidates), the Election Committee will make a recommendation to the Council at the April 16 meeting and ask the Council as representatives of the Graduate Student body to decide what next steps are necessary to assure continuity of leadership and fair representation.

Section 5: Resources & FAQs for Candidates

How do I form a 3-person ticket?

The GSG executive board consists of 3 Graduate Students serving as President and 2 Co-VPs. If you already have a group of 3 eligible students, you are ready to start your nomination form. If you are alone in wanting to run and need to find running mates, then you are encouraged to attend the candidate info session and meet & greet which will be scheduled for the week of March 2-6. The strongest tickets often represent multiple student populations, drawing from multiple colleges, disciplines, or programs. And the most successful Executive Boards have had partnerships of trust and of complementary strengths and skills.

What print materials am I allowed to share?

There are 4 common types of print materials shared on campus: posters, flyers, brochures, and table tents. Posters are for hanging on walls/bulletin boards in approved spaces. Flyers and brochures can be personally distributed or left in approved areas. Table tents are stand-up displays placed on tables in high-traffic areas. All of these types need approval by GSG and SAO prior to display/distribution. For advice on navigating that approval process, feel free to schedule a meeting with the GSG advisor, Mimi Beck (mbeck1@nd.edu).

What electronic media am I allowed to use?

There are 3 primary forms of electronic media available to candidates. First, the weekly GSG newsletter and the GSG email listserv. Second, the electronic bulletin board in the Graduate Student Lounge. Third, personal social media accounts. All of these must be used in accordance with the guidelines given in Section 3 above.

How much am I allowed to spend?

Each ticket will be allowed to spend up to \$200, which will be funded/reimbursed by GSG. You should not exceed that limit, and you should not use your personal funds to aid your campaign.

What kind of events should I hold?

You are not required to hold any events, but if you choose to do so you have great flexibility in planning them. The goal of such events would be to introduce the candidates, their qualifications, and their priorities to voters. Past events have been hosted in the Graduate Student Lounge with snacks. Any event, however, must go through the standard SAO360 approval process. If you need help navigating that, or thinking through event logistics such as time and location, please feel free to schedule a meeting with the GSG Advisor, Mimi Beck (mbeck1@nd.edu).

When does the new Executive Board assume office?

The current GSG Constitution simply says, “following May Commencement.” However, in practice the handover from one administration to the next has traditionally occurred on May 15.

Does the newly elected Executive Board have any responsibilities prior to assuming office?

Responsibilities, no. Opportunities, yes. With election results known a month in advance, the elected executive board have the chance to meet with the out-going

administration, the GSG advisor, and the GSG Administrative Assistant to ensure an easy and efficient transfer of power.

Appendix B: Rubric for Outstanding Faculty Mentor, Graduate Instructor and Teaching Assistant

Note, these documents are subject to change.

Outstanding Faculty Mentor Rubric

Outstanding mentors should have direct and significant impact in three areas of their mentees' lives:

	Criteria	Evidence from Materials	Rating of Strength of Evidence
Academic Life	Ensures that mentee masters key skills of discipline		
	Implements strategies to maximize productivity of mentee		
	Creates a rigorous and supportive environment of scholarship and research, through frequent meetings, clearly communicated expectations, and written feedback		
	Encourages academic opportunities such as fellowships, awards, and publications		
	Uses innovative teaching practices to develop mentee into a critical thinker and independent learner		
Personal Life	Shows a sincere commitment to mentee's well-being		
	Provides emotional support in the face of obstacles		
	Instills self-confidence in mentee		
	Is a role model for the mentee, by demonstrating admirable qualities such as community involvement		
Professional Life	Encourages opportunities for professional development, such as conference presentations		
	Integrates mentees into broader culture of their discipline via networking		
	Actively assists in post-degree placements		
	Total Score		

Outstanding Graduate Instructor of Record Rubric

Outstanding Graduate Instructors should display the following qualities:

Criteria and Description	Evidence from Materials	Rating of Strength of Evidence
Preparation. Prepare extensively for teaching courses through developing detailed syllabi, lesson plans, and lecture notes.		
Pedagogical skills. Use evidence-based pedagogical strategies, which support many different learning styles and produce evaluable results.		
Good communication. Communicate clearly, effectively, and respectfully to students about course material and students' submitted work.		
Individual student support. Encourage individual student learning by helpful feedback, one-on-one conversations, etc.		
Engaging teaching. Captivate students' attention and inspire in them a love of learning.		
Academic development. Challenge students to develop critical thinking and become independent learners.		
Self-reflection. Reflect on current or past courses and teaching.		
Self-improvement. Take concrete steps to improve themselves as instructors.		
Total Score		

Outstanding Graduate Teaching Assistant Rubric

Outstanding Graduate Teaching Assistants should display the following qualities:

Criteria and Description	Evidence from Materials	Rating of Strength of Evidence
Preparation. Prepare extensively for teaching assistant duties.		
Follow-through. Complete assignments and duties promptly.		
Good relationship with professor. Communicate clearly, effectively, and respectfully with professor in charge of the course.		
Good relationship with students. Maintain a positive, respectful, and open attitude toward students.		
Self-reflection. Actively reflect on current or past TA roles.		
Self-improvement. Take concrete steps to improve themselves as TA's, for example, by learning new pedagogical skills.		
Total Score		

Strength of Evidence:

4 – Outstanding evidence: Detailed in supporting statement and corroborated by external materials.

3 – Strong evidence: Detailed in supporting statement or presented by external materials; some gaps or inconsistency present.

2 – Moderate evidence: Mentioned in supporting statement or presented by external materials; gaps or inconsistency present.

1 – Little to no evidence: Significant gaps or inconsistency in submitted materials.

Appendix C: Professional Development Fund Request Form

Note, this form is subject to change.

GSG Professional Development Fund Request Form

Please provide the following information:

Who: Full Name (US citizen/Non-Resident Alien/Resident Alien), GSG Position

What: Describe what you are seeking PD funds for (suggested one paragraph)

Price: \$XX.XX

Reason: Describe why you want to utilize the funds (suggested one paragraph)

Note the following general guidelines:

Potential for Approval:

- Food: occurring while on travel to conference.
- School and office supplies (notebooks, writing utensils, calculators, paperclips, staplers, etc.)
- Books (textbooks, subject/discipline-specific, etc.)
- Travel (conferences, workshops, study abroad, interviews, etc.)
- Subscriptions and licensing (databases, software, courseware, etc.)
- Electronic devices: Laptops, Computers, Monitors and TVs, iPads and other tablets, iPods and other handheld devices, Smartphones, Presentation accessories (VGA adapters, laser pointers, etc.), storage devices (hard drives, data sticks, cloud storage fees, etc.)

Appendix D: Graduate Club Funding Request Form and Rubric

Note, these forms are subject to change.

GSG Application for Club Funding

Constitution of the Graduate Student Government

Section 1

Name of Club: _____

Is the club recognized or in the process of being recognized by SAO: _____

President Name: _____

President Campus Email: _____

President Phone: _____

Campus Advisor Name: _____

Campus Advisor Campus Email: _____

Campus Advisor Phone: _____

Amount of funding requested this semester (up to \$500): _____

Section 2

Please include the following information.

1. A copy of your club's constitution.
2. A list of club officers and members.
3. Please briefly describe (not more than one page) how funds will be used to support the mission or purpose of your club and/or the mission or purpose of the University of Notre Dame, as well as the anticipated impact on the community of Notre Dame graduate students.
4. Please attach a proposed budget for the events, activities, and programs this funding is intended to support.

President Signature: _____

Club Advisor Signature: _____

Submit form via email to gsu@nd.edu, or in person at 206A Duncan Student Center
(Per semester)

GSG Club Funding Evaluation Rubric

Name of Club: _____

Criteria	4 = Exceptional	3 = Proficient	2 = Adequate	1 = Weak	Points
Cost	Fits very well within budget.	Fits well within	Within budget.	Over budget.	

		budget.			
Activity History	Years of great activities.	Several good activities in the past year.	At least one activity last semester.	No activities last semester.	
Financial History	Financially stable for years.	Financially stable.	No overspending in last year	Overspending in last year	
Fundraising	Years of fundraising.	Fundraising last year.	Fundraising proposed.	No fundraising.	
Potential growth / current membership	Lots of new members and stable base of membership	Some new members, minimal stable base of membership.	Some new members, no stable base of members.	Very few members.	
Potential benefit to the Graduate Student body	High potential to advance GSG's mission or improve Graduate Student life.	Some potential to advance GSG's mission or improve Graduate Student life.	Improves Graduate Student life.	Minimal overall benefit to Graduate Student life.	

Total Score: _____

Summary:

Appendix E: Department Social Committee Registration Form



University of Notre Dame

W206A Duncan Student Center, Notre Dame, IN 46556 • Tel: (574)631-6963 • Fax: (574)631-3954 • E-mail: gsu@nd.edu
Ryan Karl, GSU President 2020-21 • Janeala Morsby, GSU Co-Vice President 2020-21 • Jonathan Takeshita, GSU Co-Vice President 2020-21

Department Social Committee Registration

Description:

While the Graduate Student Union has supported many graduate club events in the past, it now seeks to actively include department social committees who would also like funding. Through registering your group, you become eligible to apply for funding in a similar way to the current graduate student clubs. This allows you greater freedom to sponsor events focused more on the community of your department, especially in times where the department is unable to put forward enough money itself. Applications submitted to the Graduate Student Union for funding will be reviewed by the elected executive committee which includes the Graduate Student Union President and Co-Vice Presidents.

Guidelines:

Please fill out the items to the best of your ability. We will primarily keep in contact with the faculty advisor and primary GSU liaison you identify. We realize not all department social committees are organized the same way, so there is a box at the end for you to give clarification. Please direct questions to David Marshall at dmarsha8@nd.edu.



Department/ College:	
Committee members	
Advisor Name:	Advisor email:
Primary GSU liaison name:	Email:
Member name:	Email:
Member name:	Email:
Member name:	Email:
Member name:	Email:
Member name:	Email:
Member name:	Email:
Member name:	Email:
Member name:	Email:
Member name:	Email:
About how many events do you normally sponsor each semester?	
<input checked="" type="radio"/> 1-4 <input type="radio"/> 5-10 <input type="radio"/> 10+	
What kinds of events do you usually sponsor? (ex. Speakers, social trips, holiday parties...)	
How can GSU support you in fostering community among your department?	
Please provide any other information you feel it would be helpful for GSU to be aware of regarding your committee.	

Submit form to: Graduate Student Union
 W206A Duncan Student Center
 Phone: 631-6963
 Email: lhesch@nd.edu

