

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

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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.

Article I. General Provisions

Section A. Name

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."

Section B. Purpose

The purpose of the organization is to provide support for the fullest possible participation of Graduate Students in university life.

Section 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.

Section D. Membership

1. All Graduate Students of the four divisions of the Graduate School (Engineering, Arts and Letters, Sciences, Keough School of Global Affairs, and doctoral students in the Mendoza College of Business) 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.

Article II. Key Terms

Section A. Graduate Student:

Any University of Notre Dame degree-seeking student that is currently enrolled in the colleges and programs listed in Article I, Section D, Subsection 1.

Section 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.

Section C. Fiscal (or Financial) Year:

The identically named period of time defined by the Office of the Controller of the University of Notre Dame.

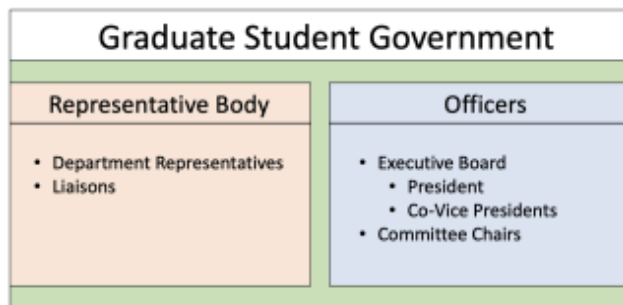
Section D. Student Activities Office (SAO):

The office within the Division of Student Affairs responsible for approving, managing and supporting student clubs.

Section 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
 - i. **President**, whose duties and powers are outlined in Article VI, Section C, Subsection 2, and
 - ii. **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



Article III. Meetings

Section A. Form

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.

Section B. Rules

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.

Section C. Structure and Scheduling

The structure and scheduling of all Council Meetings is detailed in Article I, Section A of the Bylaws.

Section D. Quorum

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 following:
 - i. Humanities and Arts disciplines of the College of Arts and Letters,
 - ii. the School of Architecture,
 - iii. the Mendoza School of Business, and
 - b. 2/3 proportion, rounded up, of Departmental Representatives from the following:
 - i. the Social Sciences disciplines of the College of Arts and Letters,
 - ii. the College of Engineering,
 - iii. the College of Science, and
 - iv. the Keough School of Global Affairs.
2. Quorum Minor: Needed for any other business. The proportion for Quorum Minor is at least 2/3 representation of currently active Departmental Representatives.

Article IV. Elections

Section A. Election Code

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.

Section B. Election Committee

1. An Election Committee shall be formed by the GSG President, after approval with the GSG Council, 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 member of the Election Committee 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.

Section 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

Section 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:
- a. 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.
 - b. 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.
 - c. 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.

Article V. The Representative Body

Section A. Composition

The Representative Body of the Council shall be composed of:

1. 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;
2. One (1) College Liaison for each College represented in the GSG;
3. One (1) Master's Liaison which represents the Graduate Students solely pursuing a Master's Degree; and
4. 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.

Section B. Departmental Representatives

1. Eligibility

- a. A Graduate Student is eligible to be a Departmental Representative if:
 - i. 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, the Keough School of Global Affairs, and the doctoral students of the Mendoza College of Business) and the School of Architecture.
- ii. They are in good academic and conduct standing with the University
- iii. They are a Departmental Representative for only one Department, and
- iv. 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:
 - i. All Graduate Students in that Department are given an opportunity to vote or otherwise participate;
 - ii. Departments with separate Terminal Master's and PhD Programs must have one (1) Departmental Representative from each Program level;
 - iii. Each Department is responsible for determining the procedures for their selection process, where example procedures can be provided by the GSG upon request; and
 - iv. 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
 - i. An absence shall be determined as excused or unexcused by any or all members of the Executive Board;

- ii. Partial attendance of a meeting can be considered an unexcused absence at the discretion of any or all members of the Executive Board; and
 - iii. 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.

Section C. College & Master's Liaisons

1. Eligibility Bylaws

A Departmental Representative is eligible to be a Liaison if:

- a. They fulfill all the requirements for being a Departmental Representative;
- b. They are a College Liaison for only one College;
- c. 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:
 - i. The Departmental Representatives of each College will split into separate groups;
 - ii. A period of time will be open for nominations for College Liaison, where the nominee can then accept or decline their nomination;
 - iii. Each nominee will have one (1) minute to speak; then
 - iv. 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.
 - v. 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 the 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

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.

Section D. Term

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

Article VI. Officers

Section A. Composition

The Officers of the GSG shall be:

1. The Executive Board, which consists of:
 - a. One (1) President, and
 - b. Two (2) Vice Presidents.
2. The Committee Chairs, which consist of:
 - a. One (1) Treasurer,
 - b. One (1) or Two (2) Communication chair(s), and
 - c. Any other positions outlined in the Bylaws.

Section B. Eligibility

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

Section C. Executive Board

1. Selection

Election procedure for the Executive Board is outlined in Article IV.

2. President

a. Powers

- i. Appoint and replace Chairs as needed;
- ii. Remove Chairs and Departmental Representatives if they were removed by a University Policy/Decision, or if they fail to fulfill their Oath of Office;
- iii. May call a Special Session of the Council at any time, provided that there is at least one (1) week's notice;
- iv. Approve Professional Development Fund Requests. This power can be delegated to the Treasurer;
- v. 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;
- vi. 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
- vii. 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
 1. Ad Hoc committees can be created at any time; and
 2. They will last until the President deems they have fulfilled their purpose or the President's term ends, whichever comes first.

b. Duties

- i. 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.
- ii. Serve as the point person and advocate to the Administration and Faculty regarding Graduate Students' concerns and activities.
- iii. Provide reports when requested by the Academic Council, Faculty Senate, or other members of the University administration.
- iv. 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.
- v. Ensure all Officers, Departmental Representatives, and Liaisons are following their assigned duties.
- vi. 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.
- vii. Assign one of the Vice Presidents the ability to assume power in the President's absence or vacancy in the position
- viii. Appoint one of the Vice Presidents as the chair of the Graduate Club Funding

- Committee, outlined in Article VIII, Section D.
- ix. Appoint one of the Vice Presidents as the chair of the Conference Presentation Grant Committee, outlined in Article VIII, Section C.
 - x. In coordination with the Treasurer, responsible for ensuring the stewarding of funds by the Vice Presidents is fair and appropriate.
 - xi. Ensure that the powers and duties of the Vice Presidents are fairly divided between them.
 - xii. Oversee Ad-Hoc Committees or assign a Vice President to do so if they express interest.
 - xiii. Coordinate the Transition process outlined in Article III of the Bylaws.
 - xiv. 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.
 - xv. 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

- i. One Vice President will supervise the Conference Presentation Grant (CPG) Committee, with this role being assigned by the President.
- ii. One Vice President will supervise the Graduate Club Funding Committee, with this role being assigned by the President.
- iii. 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;

b. Duties

- i. 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.
- ii. Take responsibility for overseeing at least one Committee.
- iii. With Committee Chairs, plan dates for monthly Committee meetings in advance of the academic year.
- iv. Attend monthly Committee meetings to ensure Chair accountability.
- v. The following shall be divided between the two Vice Presidents through a discussion in the Executive Board:
 - 1. Assume Presidency in the case of the resignation or removal of the President;
 - 2. Steward institutional memory (Google Drive);
 - 3. 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. The President of the Executive Board is permitted to hold the position for up to two

terms.

Section 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

The term of committee chairs will begin on a date determined by the Executive Board once the selection process is complete, or by the end of June, at the latest. The term must end with the transition to the incoming committee chairs by the first day of July.

Article VII. University Support & Oversight

Section 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.

Section B. GSG Administrative Assistant

1. Hiring

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

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.

Article VIII. Finance

Section 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.

Section B. Budget

1. The Executive Board shall present a preliminary Budget, created with consultation with the Committee Chairs, to the GSG Advisor before the first General Meeting in September. This budget will cover the entire year, taking effect immediately after approval and ending 12 months thereafter. 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 before 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 first General Meeting of the year, 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. 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.

Section C. Conference Presentation Grant Committee

1. Purpose

Determining the distribution of the Conference Presentation Grant (CPG) Program, outlined in Article VIII, Section C of the Bylaws;

2. Composition

A CPG Committee shall be formed by the VP appointed by the President in accordance with Article VI, Section C, Subsection 2.b.ix, 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.

- a. 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.

- b. 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. Duties

- a. The CPG Committee shall review the forms and procedures under their purview and recommend changes to the Council if needed.
- b. 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.
- c. 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.

Section D. Graduate Club Funding Committee

1. Purpose

Determining the distribution of the Graduate Student Club Fund, outlined in Article VIII, Section D of the Bylaws;

2. Composition

A Graduate Students Club Funding Committee shall be formed by the VP appointed by the President in accordance with Article VI, Section C, Subsection 2.b.viii, 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.

- a. 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.
- b. 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. Duties

- a. The Graduate Students Clubs Committee shall review the forms and procedures under their purview and recommend changes to the Council if needed.
- b. 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.
- c. 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.

Section E. Financial Reimbursement

The reporting of financial spending and reimbursement process for any members of the Council

shall be outlined in Article VIII of the Bylaws.

Section F. Funding for Graduate Student Organizations

Graduate Student Government is committed to financially support graduate student organizations that are approved and recognized by the Division of Student Affairs and allocates a set amount of \$3000 annually for this purpose.

Article IX. Constitutional Amendments

Section 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.

Section 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.

Article X. Disciplinary Action and Appeals

Section A. Procedure

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.

Section 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 judgment 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.

Section 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.

Article XI Transitional Clauses

The changes in the constitution approved by the GSG Council on February 20, 2025 regarding its Election process do not apply to the current administration. Precisely, the clause allowing the President to run for reelection is to be implemented for the 2026 election electing the executive board for the academic year 2026-2027.