Graduate Student Government Bylaws

Revised and Updated: February 20, 2025 (Spring 2025)

Article I. Council Meetings....3
Section A. Scheduling....3
Section B. Structure....3
Section C. Executive Board Meetings....3
Section D. Special Session....3
Article II. Elections....4
Article III. Transitions....4
Article IV. Oaths of Office....4
Section A. Procedure....4
Section B. President:....5
Section C. Vice Presidents:....5
Section D. Committee Chairs:....5
Section E. Departmental Representatives:....5
Section F. College/Master's Liaisons:....5
Article V. Training....5
Article VI. Committees/Chairs....6
Section A. GSG Committees....6
1. Creating/Removing/Modifying Committees....6
2. Appointment of the Chairs....6
3. Vision and Goals of the Committees....6
4. Description of the Committees....6
Section B. University Committees....7
Article VII. GSG Administrative Assistant....7
Section A. Duties....7
Article VIII. Finances....8
Section A. Professional Development Allocation for Officers....8
Section B. Procedures for Spending and Reimbursement for Council Members....8
1. Department Reps/Liaisons....8
2. Executive Board....8
a. Officers....8
b. Chairs....8
Section C. The Conference Presentation Grant....9

Section D. Procedures for Graduate Club Funding Allocation....10
1. Graduate Student Club Funding Overview....10
2. Funding Requests....11
3. Allocation....11
4. Reimbursement....12
Section E. Procedures for Capital Expenditures Fund....12
Section F. Funding for New Graduate Student Organizations....12
Article IX. Miscellaneous....13
Section A. Communication Methods....13
Appendix A: GSG Election Code....15

Article I. Council Meetings

Section 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.

Section B. Structure

1. The structure of Council Meetings shall be as follows:
    a. Approval of Minutes from previous Council Meeting
    b. Announcement of Future Events by Committee Chairs
    c. Guest Speakers/ Community building exercises (as needed)
    d. Review other appropriate agenda items
    e. Break-Out Groups led by Committee Chairs
    f. Break-Out Groups led by Liaisons (if required)
    g. Reports from College Liaisons (as needed)
    h. Submitted or new business
    i. 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.

Section C. Executive Board Meetings

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.

Section 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.

Article 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 president should appoint at least three council members to the election committee outlined under Article IV, Section B, subsection 1.
C. The Election Committee shall annually review the Election Code; and
D. 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.

Article 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 Academic 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.

Article IV. Oaths of Office

Section A. Procedure

1. 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.

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

Section B. President:

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.)

Section C. Vice Presidents:

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.)

Section D. Committee Chairs:

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.)

Section E. Departmental Representatives:

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.)

Section F. College/Master's Liaisons:

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.)

Article V. Training

A. Before the start of the academic year, the Executive Board will create and organize 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.

Article VI. Committees/Chairs

Section A. GSG Committees

1. Creating/Removing/Modifying Committees

a. The process for creating, removing, or modifying a Committee consists of passing an amendment to the Bylaws, as described in Article IX, Section B; however only the President may call for the vote.
    i. To create a Committee, an amendment to Article VI of the Bylaws must be passed in which a new subsection outlining the Purpose and Duties of the proposed Committee is added. After a new Committee is created, the vacant Chair positions for that committee shall be filled as outlined in Article VI, Section D, Subsection 1.
    ii. To remove or modify a Committee, an amendment to Article VI of the Bylaws must be passed in which the subsection corresponding to an existing Committee is modified or removed.
b. The proposed amendment should be accompanied by a written explanation of the context and specific reasoning for the addition.
c. Ad-Hoc Committees are exempt from these procedures.

2. Appointment of the Chairs

Committee chairs should be appointed through an interview process decided upon by the Executive board. The Executive will provide a description and a vision for the upcoming year for each Committee. Once hired, roles, responsibilities, and goals for the year will be discussed between the chairs and the Executive Board.

3. Vision and Goals of the Committees

Vision and goals for each Committee will be presented and reviewed during the first Council meeting of the academic year.

4. Description of the Committees

GSG Committees consist of:

a. **Academic Affairs (AA)**: The Academic Affairs Committee acts as an advocate for the academic concerns of graduate students. The committee is mandated to advocate for and promote Graduate Student needs to the University committees they serve on.
b. **Communications:** The Communications Committee is responsible for managing internal and external communications, ensuring students stay informed about events, initiatives, and news. They oversee social media, create content, and maintain consistent messaging to engage the student body and promote transparency and

connection within the community.

c. **Diversity, Equity, and Inclusion (DEI):** The Diversity, Equity, and Inclusion Committee is responsible for representing, supporting, and building a sense of community for marginalized graduate students and promoting an environment of diversity, equity, and inclusion for graduate students on campus.
d. **Professional Development (PD)**: 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.
e. **Quality of Life (QoL)**: The Quality of Life Committee is responsible for all issues dealing with the daily living of Graduate Students. The Committee has three branches – Health and Wellness, Families and Dependents, and International Students – to which they pay particular attention.
f. **Social (Soc):** The Social Committee's mission is to offer a range of social events that accommodate the diversity of the Graduate Student population.
g. **Sustainability (Sus):** The Sustainability Committee is responsible for interfacing with ND Energy, the Office of Sustainability, and other campus partners interested in pursuing sustainable practices at Notre Dame. Their goal is to address ways in which the graduate school can implement more sustainable practices while providing graduate students with practical and affordable solutions to sustainability.
h. Any committee to be created in accordance with Article VI, Section A, subsection 1 of the Bylaws

Section B. University Committees

1. GSG Representatives to these Committees shall be appointed by the President.
2. (As Needed) 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.

Article VII. GSG Administrative Assistant

Section 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.

Article VIII. Finances

Section 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

Section B. Procedures for Spending and Reimbursement for Council Members

1. Department Reps/Liaisons

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.

2. Executive Board

a. Officers

i. Reporting: Will be done in coordination with the GSG Administrative Assistant.
ii. Reimbursement: Will be done in coordination with the GSG Administrative Assistant.
iii. Professional Development (PD) Reimbursement
    1. The PD Reimbursement process is outlined in Figure 2.
    2. Vice President: Submit Professional Development Request, outline request and amount, to the President for approval.
    3. President: Submit Professional Development Request, outline request and amount, to the Vice Presidents for approval.
    4. Once a Professional Development Request is approved, the Officer will submit PD form and receipts to GSG Administrative Assistant for reimbursement.

b. Chairs

i. Event Reimbursement
    1. The Event Reimbursement process is outlined in Fig. 1.

2. 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.
3. 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.
4. 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.

Section 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.

Section 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 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)
        k. Automobile rentals

l. Speaker fees and associated costs

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. Gift certificates that do not serve a clear community-building purpose
    d. Shirts, uniforms, jerseys or other personal items (not staying with the club)
    e. Dues (membership or club)
    f. Salaries, scholarships and money for other club officers and members
    g. Politically associated costs
    h. 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.
    i. This training is only required once per Academic Year.
    ii. 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 VP overseeing club funding or a member of the Clubs Committee.
    iii. 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 VP overseeing club funding decides there is an extenuating circumstance.
b. Funds are requested by the Club through the submission of a Funding Request form and supporting documentation.
    i. The required form for a Budget Request shall be available on the GSG Website.
    ii. Funding Requests are intended for upcoming purchases, and should be submitted before those purchases are made. The GSG reserves the right to deny funding for purchases made prior to the submission of the Funding Request.
    iii. Funding Requests will be submitted to the Clubs Committee prior to the given Semester's deadline determined by the VP overseeing club funding.
c. This deadline shall be communicated at the Treasurer Training Sessions and also advertised on the GSG Website.
d. The clubs Committee will review Funding Requests and discuss problems/questions with Clubs as needed.

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:
    i. Cost
    ii. Potential benefit to the Graduate Student body
    iii. 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 three (3) weeks of the submission of a Funding Request.

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.

Section 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

Section F. Funding for New Graduate Student Organizations

Graduate Student Government is committed to financially support new 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. Miscellaneous

Section A. Communication Methods

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

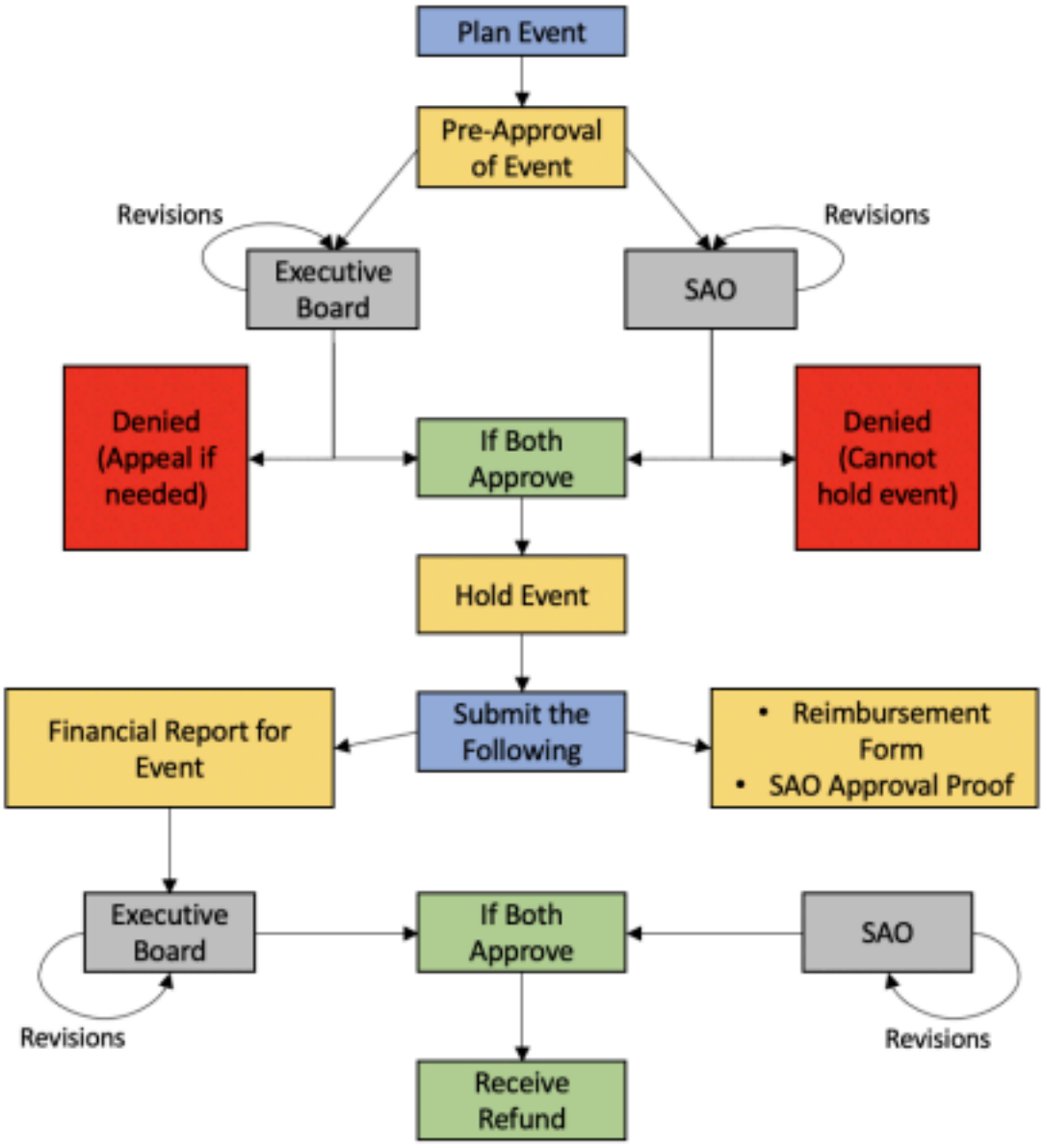


Figure 1: Event Planning and Reimbursement for GSG Chairs

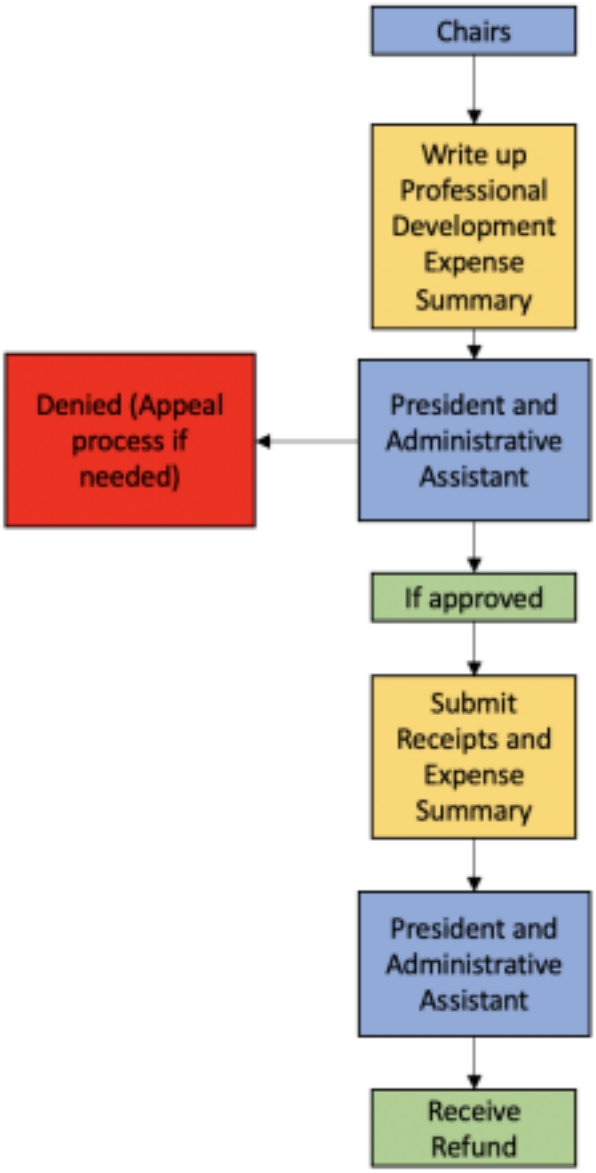


Figure 2: Professional Development Reimbursement for Chairs

Appendix A: GSG Election Code

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.

2025 GSG Executive Board Election Code

INTRODUCTION

The 2025 GSG Executive Board Election Code details all required procedures, deadlines, guidelines, and resources for the selection of the 2025-2026 GSG Executive Board. The Election Code was created by the GSG ad hoc Elections Committee, formed by the GSG President on 02/11/25. 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. The committee consists of former GSG President Subash Gamage, former GSG VP Sahikant Lahade, current Communications Chair Jacquelin Zak, and current staff advisor for GSG Mimi Beck.

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 11	Appointment of Election ad-hoc committee
February 20	Announcement of 2025 Election Code
February 21	Nominations open
March 3 & 18	Candidate Info Sessions
March 21	Deadline to submit nominations - NOON
March 22	Announcement of candidates; campaigning begins
TBD	GSG-Sponsored Town Hall (week of March 24)
March 31-April 1	Electronic voting; campaigning ends
April 7-8	Runoff election voting (if needed)
April 17 or 24	Introduce the newly elected officers at the April Council meeting

Section 2: Nominations

A. Eligibility - The officers of the GSG are the President and the two Vice Presidents. (Should the council vote to make the treasurer an officer position, that role will also be

governed by the election code.) They must be currently enrolled Notre Dame graduate students in good standing academically and in regards to university standards of conduct. The President and Co-Vice Presidents are elected annually in a general election of the GSG. They assume office at the end of the last Council meeting of the Spring semester.

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 Friday, March 21 at noon.

a. Nominating Petition - download online at .https://docs.google.com/document/d/1XffWyeGMKOTzZNGj_gJYekJK5ef_42XzAqcyYdww8NQ/edit. The petition must include the signatures*, ID numbers, and departments of 20 currently enrolled Notre Dame graduate students.
b. 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. (samples linked here)
c. Campaign platform - using the form provided, give 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 on March 22, after which it must remain unchanged.

C. Submission - All forms must be submitted electronically to the GSG election ad-hoc committee at ndgradsg@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 - 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.
2. 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 by noon Friday for inclusion in the following Tuesday morning newsletter edition. Please use this link to submit content.
3. Instagram - GSG can share content on its Instagram account. Please use this link to submit content, and allow 2 business days for posting. GSG reserves the right to edit for length or clarity.
4. Weekly Campaign Email - In addition to the weekly GSG newsletter (sent on Tuesday mornings) each ticket is welcome to send two emails during the campaign dates via the GSG listserv announcing platforms and campaign

events, subject to approval by the GSG election committee. Please send content to Laurie 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 ndgradsg@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. All campaign events must be hosted in compliance with current safety guidelines and restrictions, and all university policies.
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.
    b. All other campus listservs (academic departments, student groups, etc.) may NOT be used for campaigning under ANY circumstances.
    c. 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.
    d. You are allowed to use your personal social media accounts 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.
    e. Listservs: Disseminating campaign-related information through a listserv is prohibited; the ONLY listserv you can use is the GSG listserv through coordination with the GSG administrative assistant. 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 organizations, Grad Life, GSG committees and subcommittees, and academic departments.
    f. Social Media: Other than the guidelines on posting only truthful information, there are no restrictions on the use of any individual's personal social media account. Club, organization, office, department, or

other campus entities, however, may NOT use their social media accounts to promote any candidate/ticket.

g. During election: All campaign events and any sort of advertising should cease once voting starts.
h. The voting link will be shared ONLY via GSG through NDCentral. 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. Endorsements from graduate clubs or academic departments are not allowed. You are welcome to meet with the leaders/members to present your vision, but the group/department is not allowed to endorse any ticket.
    b. You cannot seek/acquire endorsement from GSG committees, subcommittees, and/or committee chairs currently serving in the GSG. (This does not restrict their right of free speech to make an endorsement of their own, but does restrict your ability to ask for that endorsement.)
    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.
3. Meeting with the Election Committee
    a. All candidates must schedule and attend a meeting with the GSG advisor prior to beginning any campaign activities

Section 4: Voting

A. **Dates and Times** - voting will be available in NDCentral beginning at noon on Monday, March 31 through noon on Tuesday, April 1.
B. **Process** - voting will be facilitated through NDCentral according to the rules and processes established by the Student Activities Office for student elections.
C. **Eligibility** - all currently enrolled graduate students in the colleges of Science, Engineering, Arts & Letters, Global Affairs, Architecture, and doctoral students in the Mendoza College of Business are eligible to vote.
D. **Majority** - candidates must receive 50% plus one vote of all ballots cast 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 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 a candidate info session and meet & greet which will be in March before and after Spring Break. The strongest tickets often represent multiple student populations, drawing from multiple colleges, disciplines, or programs. And the most successful officers have had partnerships of trust and of complementary strengths and skills.

How do I collect electronic signatures?
Candidates can create a google form asking for the required petition information (name, ND ID number, department) to collect electronic signatures. A template for the form can be found here: https://drive.google.com/file/d/1wc0-nZDnjNUmOsLDr06B95lS5r2S2-eT/view?usp=sharing.
Please be sure the form settings are set to automatically collect Notre Dame emails, restricted to Notre Dame users, and limited to one response per person. Then you can share the form with friends, lab mates, and student colleagues to collect the required 20 signatures. Once you have met that threshold, share access to the results of the form with ndgradsg@nd.edu.

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 included time in the Graduate Student Lounge with snacks, and attending grad club meetings. Any event, however, must go through the standard NDCentral approval process and must adhere to all current safety restrictions and guidelines, and university policies. 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 do officers-elect assume office?

The current GSG Bylaws state:

> "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." Article III.A

This year that will occur on Thursday, April 24, 2025.

Do officers-elect have any responsibilities prior to assuming office?

Responsibilities, no. Opportunities, yes. With election results known weeks in advance, officers-elect 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.