Graduate Student Association
University at Albany, SUNY • Albany, New York 12222

BYLAWS

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**Preamble**

The GSA Constitution, as amended and adopted, presents the essential structure and operation of the GSA as a representative student government. The Bylaws act to elaborate on specific rules and policies of the GSA, but shall never be construed to replace or override the Constitution.

**Article I: GSA Members**

*Section 1: Members:* Pursuant to the Constitution, Article V, all currently enrolled graduate students of the University at Albany, who have been billed for the GSA activity fee, are members of the GSA. Membership is maintained by paying the activity fee within the timeframe the University billing office sets. All members of the GSA shall have the right to representation and participation in GSA activities. No member of the GSA shall be denied these rights or otherwise discriminated against for any reason whatsoever.

*Section 2: Membership Benefits:* GSA members are able to access the following benefits from the GSA. These benefits may be subject to availability.

- (a) GSA members shall have the right to attend and participate in all GSA Assembly meetings as non-voting members.
- (b) GSA members shall have the right to form organizations and apply for GSA recognition as RGSOs. Recognition includes eligibility for GSA funding and participation in GSA Governance and Activities. The rights and responsibilities of RGSOs are further detailed in the Bylaws, Article V.
- (c) GSA members shall have the right to apply for GSA grant funding which supports select opportunities for academic accomplishment or encourages professional development.
- (d) GSA members shall have access to all GSA Office, Printing, and Room Rentals benefits.
- (e) GSA members shall have free access to all GSA funded events and activities.

**Article II: GSA Assembly**

*Section 1: Roll of Membership:* The Vice President shall be responsible for the generation and maintenance of a roll of membership, consisting of all GSA Assembly Representatives and alternates, pursuant to the Constitution, Article VI, Section 2. This roll shall be made available upon request to any member of the GSA and shall be used in the determination of the quorum.

RGSO Assembly Representatives shall be selected in a manner compliant with their RGSO Constitution. University Department and Intra-departmental Program Assembly Representatives and Alternates shall be selected by endorsement of the GSA members of their Department or Program; such an endorsement may be submitted at the beginning of each semester and shall take the form of a signed petition on departmental letterhead by at least three GSA members within their Department or Program. University Departments and Intra-departmental Programs shall be allotted one Assembly Representative and one alternate; Departments or intra-departmental programs with forty (40) or more GSA members within said program shall be allotted one additional Assembly Representative, pursuant to the Constitution, Article VI, Section 2.

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**Section 2: Rules of Conduct:** The GSA Assembly shall conduct its business in adherence with *Roberts New Rules of Order Newly Revised 11th Edition* (RONR). In such cases where RONR is contradicted by the GSA Constitution, Bylaws, or the resolutions of the GSA Assembly, the Constitution, Bylaws, or resolutions shall take precedence.

**Section 3: Meeting scheduling and notification:** Pursuant to the Constitution, Article VI, Section 4, regular meetings shall be scheduled at 6:00 pm EST on the first Friday of September, October, November, December, February, March, April, and May in which classes are in session. The officer chairing the meeting shall arrange for the location of the GSA Assembly meeting at least one week prior to the GSA Assembly meeting. The GSA Assembly may specifically set alternate dates and times for the routine meetings so long as it is when classes are in session. Emergency meetings may be called at the discretion of the Assembly Speaker, pursuant to the Constitution, Article VI, Section 3. In all cases, the meeting’s date, time, and location shall be communicated to all GSA members via the GSA Listserv a minimum of one week prior to the GSA Assembly meeting. The date, time, and location, drafts of the agenda, motions, documents, notices, all officer reports, and a draft of the previous meeting’s minutes shall be posted to the GSA Website at least one week prior to the meeting.

**Section 4: Minutes:** The GSA Assembly shall select one present member of the GSA to record the minutes. The Vice President shall obtain the minutes at the conclusion of the meeting and arrange for them to be uploaded to the GSA Website. These minutes shall be noted as unconfirmed until they are officially approved by the GSA Assembly. The GSA Assembly shall be responsible for amending and approving the minutes at the next regular meeting. All GSA Assembly minutes, once approved, shall be maintained in perpetuity on the GSA Website and shall be available to any member of the GSA.

**Section 5: Confirmation of Appointments:** The President shall present all appointments to the GSA Assembly for approval at the next scheduled GSA Assembly Meeting. One week prior to the GSA Assembly meeting, the President shall arrange to post to the GSA Website, in the same section as their report, the intention to motion for the approval of the appointee and a biography of the appointee. The GSA Assembly shall raise, debate, and resolve the motion as a matter of new business. Should the motion to approve the appointment pass, the appointee shall assume the position of their appointment in full capacity, effective immediately. Should a motion to approve the appointment fail, the appointee shall vacate the acting position, effective immediately, and the President shall be charged with finding a new appointee.

**Section 6: Policy:** Pursuant to the Constitution, Article VI, Section 1, the GSA Assembly has the power to determine GSA policy. The GSA Assembly may adopt resolutions which set an official opinion of the GSA on an issue, establish rules or otherwise restrict the activity of the GSA and its agents, or authorize the use of GSA resources to an irregular task. Such resolutions, so long as they do not contradict the Constitution or Bylaws, shall be considered official policy for the GSA, and all agents and officers of the GSA are expected to act accordingly. All policy enacted by the GSA Assembly shall be subject to renewal at the first GSA Assembly meeting of the year.
Article III: GSA Executive Board

Section 1: Members of the Executive Board: Pursuant to the Constitution, Article VII, Section 1, the Executive Board shall consist of six executive officers - the President, the Vice President, the Treasurer, the Multi-Cultural Affirmative Action Officer, the Grants Chairperson, and the Programming Chairperson - and the Assembly Speaker. The Assembly Speaker shall attend all Executive Board meetings as a nonvoting member and shall represent the GSA Assembly in a non-biased manner pursuant to the Constitution, Article VII, Section 2.

Section 2: Rules of Conduct: The President shall act as the Chair for Executive Board meetings. Persons other than the six (6) Executive Board members and Assembly Speaker may be invited to attend these meetings at the discretion of the Chair; such persons shall have no authority to make motions or vote at such meetings.

A quorum shall consist of at least four (4) members of the Executive Board, including the President, and the Assembly Speaker. The Executive Board shall conduct its business in adherence with Roberts New Rules of Order Newly Revised 11th Edition (RONR). In such cases where RONR is contradicted by the GSA Constitution, Bylaws, or the resolutions of the GSA Assembly, the Constitution, Bylaws, or resolutions shall take precedence.

Section 3: Meeting scheduling and notification: Pursuant to the Constitution, Article VII, Section 2, the Executive Board shall meet regularly. These meetings shall occur no less than once every two weeks at dates, times, and locations selected by the members of the Executive Board. All Executive Board members shall be notified of the date, time, and location of a meeting no less than three (3) days prior to that meeting’s occurrence.

Section 4: Formal Log: The Executive Board shall appoint one of its members to keep a formal log of these meetings which shall be kept securely. These records shall be made available to all current and future members of the Executive Board and shall be released to the GSA Assembly or any agents of the GSA Assembly as necessary for an investigation sanctioned by the GSA Assembly.

Section 5: Strategic Planning: Prior to the first Assembly Meeting of the academic year, the Executive Board shall convene to develop a year-long strategic plan for the operations of the GSA. The strategic plan shall include overall goals for both advocacy, including legislative, programmatic, and organizational; and professional development, including the effective use of GSA resources for RGSO funding, grants, programming, and MCAA funding. In addition, each Executive Board member shall submit an agenda for the year with goals specific to their position to be included in the strategic plan. At least one week prior to the first Assembly Meeting of the academic year, the strategic plan shall be sent out through the GSA Listserv and posted onto the GSA Website. The President shall present the strategic plan to the Assembly at the first Assembly Meeting of the academic year for Assembly approval. Once approved, the strategic plan shall be adopted as the overall policy for the GSA for the following year, pursuant to the Constitution, Section VI, Article 1.

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Article IV: Officers

Section 1: The President: Pursuant to the Constitution, Article VII, Section 1, Subsection a, the President shall act as Chief Executive Officer of the GSA, and as its chief spokesperson and representative.

As Chief Executive Officer, the President shall appoint GSA members as the Grants Chairperson and the Programming Chairperson. Under the advisement of the Lead Senator, the President shall also appoint GSA members as Senators to vacant seats on the University Senate and GSA members as Senate Council Representatives. The President shall have the authority to appoint an acting replacement to any vacant elected or appointed officer position, with the exception of the Assembly Speaker and Judicial Board members. All appointments are subject to approval by the GSA Assembly and shall be presented to the GSA Assembly at the next meeting for approval; appointees may serve actively until the GSA Assembly confirmation vote passes or fails.

As Chief Executive Officer, the President has signature power on all vouchers and payments. All disbursement forms shall be cleared and signed by the President. As a signing party, the President shall be responsible for confirming that the expenditure is within the budget approved by the GSA Assembly and the policies governing the GSA. Criminal activity may be subject to legal action.

As Chief Executive Officer, the President shall hold an ex-officio seat on each executive committee.

As chief spokesperson and representative the President shall have a seat on the University Senate. The President shall attend all University Senate Meetings and shall serve on the University Senate’s Executive Committee. The President may also serve on other Senate committees as is desirable and/or necessary. The President shall provide a report on all University Senate and committee meetings to the Lead Senator for incorporation into the Lead Senator’s official report to the GSA Assembly.

As chief spokesperson and representative of the GSA, the President shall advocate and promote the image and official policy(s) of the GSA. The President shall be informed of all Public Relations and Advocacy events and activities and shall be held responsible for ensuring that they reflect positively on the image of the GSA and do not conflict with official policy(s). The President shall not approve, organize, sponsor, or in any way represent the GSA in an activity or event in which any person is discriminated against based on age, race, ethnicity, color, religion, creed, gender, sexual orientation, marital status, economic status, veteran status, physical ability, or national origin. The President shall also personally represent the GSA and advocate its interests to the University and its affiliates.

Section 2: The Vice President: The Vice President shall be responsible for calling and chairing the first GSA Assembly meeting of the academic year, and facilitating the election of an Assembly Speaker at that meeting. Pursuant to the Constitution, Article VI, Section 3, in the absence of an Assembly Speaker, the Vice President shall act as chairperson of a GSA Assembly meeting.
The Vice President shall form and chair the RGSO Committee.

The Vice President shall manage the GSA website and GSA Calendar. The Vice President shall maintain the GSA Website and Calendar on a weekly basis, updating it as necessary with updated documents, information, the date, location, and time of all GSA events, as well as the date, location, and time of University meetings for which GSA members represent GSA interests. The Vice President shall be responsible for ensuring that legitimate announcements are posted to the GSA Listserv.

Section 3: The Treasurer: Pursuant to the Constitution, Article VII, Section 1, Subsection c, the Treasurer shall be the Chief Financial Officer of the GSA. As Chief Financial Officer, the Treasurer shall be responsible for keeping the GSA financial records and shall be responsible for the accuracy of the GSA financial records. Criminal activity may be subject to legal action.

The Treasurer shall maintain the GSA’s financial records. At each GSA Assembly meeting, the Treasurer shall submit an Income and Expense Report to the GSA Assembly for review and approval. All Income and Expense Reports shall be posted securely online, and shall be maintained in perpetuity and available for review by any GSA member.

The Treasurer has signature power on all deposits and expenditures. All deposit and expenditure forms shall be cleared and signed by the Treasurer. As a signing party, the Treasurer is responsible for confirming that the expenditure is within the budget approved by the GSA Assembly and the policies governing the GSA. Criminal activity may be subject to legal action.

It is the Treasurer’s responsibility to see that no committee or RGSO overspends its allocated budget and may request any necessary documentation from other GSA groups (such as the RGSO, MCAA, Grants, or Programming Committees) in order to carry out this oversight. Additionally, the Treasurer is charged with verifying that all expenditures are legitimate and in accordance with the guidelines approved by the GSA Assembly, the contracted financial agent of the GSA, and the University; especially for reimbursement of monies to individual members of the GSA. Any agreement between two or more groups which involves commitments of funding shall be attested to by the GSA Treasurer.

The Treasurer shall submit for the approval of the GSA Assembly at the last GSA Assembly meeting of the Spring semester an annual budget for the next fiscal year (July 1st –June 30th). The Treasurer shall itemize all groups’ unpaid bills as of May 15th to insure that vendor bills shall be paid over the summer. In the absence of an RGSO’s officer or leader for a period of more than one (1) week, the GSA Treasurer may authorize any legitimate expense of that RGSO.

Section 4: Multi-Cultural Affirmative Action Officer: The MCAA Officer shall be required to monitor the GSA’s affirmative action policies and suggest revisions to such policies when appropriate. The MCAA Officer shall act as the liaison between the GSA and the University at Albany’s Office of Diversity and Inclusion, and shall ensure that the GSA’s commitment to diversity is consistent with that of the University at Albany at all times. In particular, the MCAA Officer shall work alongside the University to support and promote University wide community outreach events and activities. The MCAA Officer shall attend the President’s Council on
Diversity meetings. Additionally, the MCAA Officer shall form and chair the MCAA Committee which shall oversee the assessment, approval, and any funding of all MCAA events and programs. The MCAA Officer shall ensure that MCAA event and program application information is posted online; shall oversee the process of accepting applications, reviewing them, and disbursing the approved funding; and shall ensure that all relevant MCAA information including application deadlines is disseminated to the GSA.

The MCAA Officer shall maintain a record of all RGSOs who have fulfilled their MCAA requirement. The MCAA Officer shall make available this record available to the Vice President for RGSO recognition status purposes. The MCAA Officer shall collaborate, as necessary, with the Vice President in order to ensure the smooth management of RGSO recognition.

Section 5: Grants Committee Chairperson: The Grants Chairperson shall form and chair the Grants Committee which shall be responsible for supporting the tradition of academic accomplishment and encouraging professional development among the GSA. The Grants Chairperson shall ensure that grant application information is posted online; shall oversee the process of accepting applications, reviewing them, and disbursing the approved funding; and shall ensure that all relevant grant information including application deadlines is disseminated to the GSA. The Grants Chairperson shall also be responsible for researching and reporting graduate funding opportunities available through the University or its affiliates which would help to support graduate funding.

Section 6: Programming Chairperson: The Programming Chairperson shall form and chair the Programming Committee which shall be responsible for promoting the GSA to the graduate student body by both planning and organizing social, cultural, professional, and recreational activities for GSA members. The Programming Chairperson shall also be responsible for researching and reporting on opportunities for the GSA to participate in initiatives to increase and promote the public GSA image.

Section 7: Lead Senator, Appointed Senators, and Senate Council Representatives: The Lead Senator shall hold a seat on the University Senate in accordance with the University Senate’s charter and shall be responsible for remaining in compliance with the University Senate requirements as dictated by the Faculty Bylaws, serving as the chief point of contact for other GSA Senators, and reporting to the GSA Assembly on the deliberations and actions of the University Senate and the Senate Councils on which the GSA has a representative. The Lead Senator shall act as advisor to the President for the appointment of any additional GSA Senators and any Senate Council Representatives. Senators and Senate Council Representatives shall be responsible for attending the meetings of their assigned Senate Council and for attending any required sub-committee meetings; as well as submitting regular reports on the deliberations and actions of their assigned Senate Council to the Lead Senator.

Section 8: University Council Representative: The University Council Representative shall hold a seat on the University Council in accordance with the University Council’s Bylaws and shall be responsible for attending all meetings of the University Council and reporting to the GSA Assembly on the deliberations and actions of the University Council. The University Council
Representative shall make available a copy of any University Council meeting report available on the GSA Website at least one week prior to the next GSA Assembly meeting.

**Section 9: Assembly Speaker:** The Assembly Speaker shall be elected from the GSA Assembly voting membership to serve for that academic year. The Assembly Speaker chairs GSA Assembly meetings, shall be responsible for attending all GSA Assembly meetings, and shall represent the GSA Assembly as a non-voting member at Executive Board meetings. Emergency GSA Assembly meetings may be called at the discretion of the Assembly Speaker pursuant to the Constitution, Article VI, Section 3. Additionally, the Assembly Speaker shall hold an ex-officio seat on each legislative committee.

**Section 10: Judicial Board Members:** The Judicial Board shall be composed of three voting members of the GSA Assembly and shall resolve internal conflicts within either the GSA Constitution or the GSA Bylaws; resolve conflicts between the GSA Constitution and the GSA Bylaws; mediate conflicts between recognized GSA groups; and chair impeachment proceedings.

**Section 11: Officer Stipends:** The Executive Board shall receive stipends of an annualized amount, to be paid in eight (8) equal installments over the course of the academic year (during the months of September, October, November, December, February, March, April and May). Those stipends are as follows:

(a) The President shall receive $4500 for the academic year.
(b) The Vice President shall receive $4000 for the academic year.
(c) The Treasurer shall receive $3500 for the academic year.
(d) The Multi-Cultural Affirmative Action Officer shall receive $3500 for the academic year.
(e) The Grants Chairperson shall receive $3000 for the academic year.
(f) The Programming Chairperson shall receive $3000 for the academic year.
(g) The Assembly Speaker shall receive $500 for the academic year.

The Lead Senator, Senators, and University Council Representative shall receive stipends of an annualized amount, to be paid in two (2) equal installments on December 15th and May 15th. Those stipends are as follows:

(a) The Lead Senator shall receive $1000 for the academic year.
(b) Other Senators shall receive $500 for the academic year.
(c) The University Council Representative shall receive $500 for the academic year.

Each semester, each Executive Board member shall be required to attend at least one MCAA Event as defined in the Bylaws, Article VII, Section 3. The deadline for participation in an MCAA Event shall be November 30th in the Fall semester and April 30th in the Spring semester. Failure of an Executive Board member to attend an MCAA Event in the Fall semester prior to the November 30th deadline shall result in forfeiture of their December stipend installment. Failure of an Executive Board member to attend an MCAA Event in the Spring semester prior to the April 30th deadline shall result in forfeiture of their May stipend installment.

**Section 12: Executive Board Contracts:** Officers may be required to sign a contract with the University and the contracted financial agent of the GSA.
**Section 13: Separation of Powers:** Pursuant to the Constitution, Article VII, Section 1, no member of the Executive Board shall be permitted to hold a second office within the GSA, or to act as an officer or Assembly Representative of a RGSO.

Furthermore, no officer shall be permitted to assume the duties of another officer, except as explicitly provided for in the GSA Constitution and Bylaws. This prohibition explicitly includes vacancies, which shall be filled by the appointment of an acting officer by the President.

Finally, no voting Executive Board member shall serve as a voting member of a GSA legislative committee.

**Section 14: Office Hours and Appointments:** All members of the Executive Board shall schedule regular office hours at least one day per week in order to process disbursement signature requests and to help GSA members and RGSO officers with questions and problems related to that Executive Board member’s duties. These hours shall be scheduled at the convenience of that Executive Board member and shall be posted along with that Executive Board member’s contact information on the GSA Website and outside the GSA office. Should a GSA member require an appointment with any Executive Board member or other officer but be unable to attend regular office hours, that officer shall arrange with them an alternative appointment time.

**Article V: Judicial Board**

**Section 1: Role of Judicial Board:** The Judicial Board shall resolve internal conflicts within either the GSA Constitution or the GSA Bylaws; resolve conflicts between the GSA Constitution and the GSA Bylaws; mediate conflicts between recognized GSA groups; and chair impeachment proceedings.

**Section 2: Membership:** The Judicial Board shall be composed of three voting members from the GSA Assembly. Judicial Board members shall be elected from the GSA Assembly at the first meeting of each academic year and shall serve until the election of a new Judicial Board at the first meeting of the following academic year. Any member of the GSA Assembly may announce their candidacy. If there are more than three candidates, a poll shall be conducted to select the three most favored candidates. Approval of the three most favored candidates shall then be voted on. Approval of a candidate for the Judicial Board shall require a simple majority of the GSA Assembly. Should a Judicial Board member resign, a new member shall be elected by the GSA Assembly at the following GSA Assembly meeting.

**Section 3: Judicial Review:** Any GSA member may raise an issue of internal conflict within the GSA Constitution or the GSA Bylaws, or conflict between the GSA Constitution and the GSA Bylaws, to the Judicial Board. The Judicial Board shall review the issue within two weeks of its being raised. The Judicial Board shall present its ruling at the GSA Assembly meeting following their two week deliberation period.

**Section 4:** Mediation between GSA Groups: Any GSA group leader or group designee may raise an issue of conflict between recognized GSA groups. The Judicial Board shall review the issue
within two weeks of it being raised and offer its resolution to the disputing parties. Disputing parties shall adhere to the resolution as directed by the Judicial Board. Failure to comply with Judicial Board resolutions may result in the loss of funding or impeachment proceedings. Either party may present the case to the GSA Assembly for overruling pursuant to the Constitution, Article VIII, Section 4.

Section 5: RGSO Funding and Officer Stipend Freezes: The Judicial Board shall have the power to mediate disputes, pursuant to the Constitution, Article VIII, Section 4. As part of these powers, the Judicial Board shall have the authority to order a freeze of an RGSO’s funding. The Vice President shall present the Judicial Board with a written petition indicating the accused RGSO, the alleged noncompliance or other cause, and any evidence. The Judicial Board shall immediately notify the accused RGSO and shall investigate the petition within the timeframe provided for Mediation in the Bylaws, Article V, Section 4. Upon conclusion of the investigation, the Judicial Board shall notify the accused of the resolution. If the Judicial Board orders a funding freeze of RGSO funding, no disbursements or reimbursements will be issued to the RGSO for the duration recommended by the Judicial Board, but not extending beyond the beginning of the next semester.

The Judicial Board shall have the authority to order a freeze of an officer’s stipend. A member of the GSA shall present to the Judicial Board a written petition indicating the accused officer, the alleged dereliction of duty or other cause, and any evidence. The Judicial Board shall immediately notify the accused officer. The Judicial Board shall investigate the petition within the timeframe provided for Mediation in the Bylaws, Article V, Section 4. Upon conclusion of the investigation, the Judicial Board shall notify the accused of the resolution. If the Judicial Board orders a freeze in the officer’s stipend, no pay or other compensation will be issued to the RGSO for a duration recommended by the Judicial Board, but not extending beyond the beginning of the next semester.

RGSO funding freezes and officer stipend freezes may be appealed to the GSA Assembly. Overrule of a funding freeze shall require a two-thirds (2/3) majority vote of the GSA Assembly.

Section 6: Impeachment: The Judicial Board shall preside over impeachment hearings, pursuant to the Constitution, Article VIII, Section 5. A signature of a Judicial Board member is necessary in order to petition for the initiation of Impeachment proceedings. A Judicial Board member shall chair the Investigation Committee pursuant to the Constitution, Article VI, Section 8, Subsection b.

Section 7: Internal Procedures: The Judicial Board shall adhere to the following rules and procedures:

(a) All Judicial Board rulings shall be determined by a simple majority. The Judicial Board shall internally resolve any ties to arrive at a majority ruling.
(b) Judicial Board members are expected to recuse themselves from mediation proceedings where they have a conflict of interest. If the majority of the Judicial Board should recuse themselves, the Judicial Board shall present the case to the GSA Assembly for resolution. In this event, disputing parties shall adhere to the resolution as directed by the GSA Assembly.

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(c) The MCAA officer shall have access to all Judicial Board proceedings in order to facilitate oversight duties in accordance with the Constitution, Article VII, Section 1, Subsection d.

Article VI: Recognized Graduate Student Organizations

Section 1: Definition: A Recognized Graduate Student Organization (RGSO) is a graduate-level student group/club with membership consisting entirely of GSA members which is recognized by the GSA as a legitimate organization and eligible for funding and participation in GSA governance and activities.

Section 2: RGSO Recognition: Groups seeking to become an RGSO may apply for recognition and funding at the beginning of each semester.

In order to acquire and maintain RGSO recognition, all RGSOs shall:
   (a) Register their group on the UAlbany MyInvolvement Website
   (b) Designate a GSA Assembly Representative and Alternate to attend all GSA Assembly meetings
   (c) Designate a member(s) to serve on at least two GSA committees or University committees as GSA representatives in both the Fall and Spring semesters
   (d) Designate a member(s) to attend the RGSO Leadership Training event annually;
   (e) Comply with all MCAA requirements, as defined in the Bylaws, Article VI, Section 5.
   (f) Maintain a constitution on file with the Vice President
   (g) File the following forms with the Vice President within two weeks of the start of each Fall and Spring Semester
      a. The RGSO Statement of Non-Discrimination Form
      b. The RGSO Funding Application Coversheet Form for the upcoming funding period
      c. The RGSO Planned Events Form for the upcoming funding period
      d. The GSA Assembly Representative/Alternate Registration Form for the semester
      e. The RGSO Completed Events Form for the previous funding period
      f. An itemized budget for the upcoming funding period

Section 3: RGSO Constitution: All RGSOs shall be required to maintain a constitution on file with the Vice President, to produce such a constitution on request of the Vice President or GSA Assembly, and to notify the Vice President of any amendment(s) to their constitution. An RGSO constitution shall contain provisions for the following:
   (a) The name of the RGSO and the RGSO’s mission statement or purpose.
   (b) The policy by which an RGSO shall accept members and the requirements for such members to maintain membership. No RGSO shall be able to claim the membership of non-GSA members, nor that of any GSA member who does not actively consent to RGSO membership and maintain active participation in that RGSO.
   (c) A description of the RGSO’s leadership positions, their responsibilities, and their term lengths.
   (d) The election process for all RGSO leadership positions.
   (e) The impeachment process for all RGSO leadership positions.

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(f) A description of the selection process for the RGSO’s GSA Representative and Alternate and of their responsibilities.

(g) The amendment process for the RGSO’s Constitution.

Section 4: GSA Assembly Representative and Alternate: Pursuant to the Constitution, Article VI, Section 2, each RGSO shall designate a GSA Assembly Representative and Alternate to represent the RGSO’s interests at each GSA Assembly meeting, and to serve as a liaison between the GSA and their RGSO. The RGSO Representative is responsible for keeping their RGSO informed of all pertinent issues and announcements discussed at each GSA Assembly meeting. In the event that an RGSO Representative cannot attend a meeting, their Alternate shall attend in their place for that meeting. The Representative or Alternate shall attend all GSA Assembly meetings in order to maintain RGSO recognition and funding. RGSOs shall be excused from one GSA Assembly meeting per academic year in which they are not represented by any Representative or Alternate. RGSO’s with more than 40 members may elect to designate two GSA Assembly Representatives.

Pursuant to the Constitution, Article VI, Sections 2 and 4, RGSO designated GSA Assembly Representatives and Alternates shall have the right to vote, propose legislations, speak or make announcements on behalf of their RGSO at GSA Assembly meetings.

Section 5: MCAA Requirements for RGSOs: All RGSOs requesting GSA funding for RGSO business and activities shall organize and run one endorsed MCAA event or initiative per academic year as defined in the Bylaws, Article VII, Section 3. All RGSOs applying for continued recognition without requesting funding for RGSO business and activities shall attend at least one MCAA event, participate in an approved MCAA program, or participate in an MCAA approved community service program per semester. Any RGSO that fails to meet its MCAA requirement shall forfeit its RGSO recognition and funding for the subsequent semester.

Section 6: RGSO Benefits: RGSO’s are able to access the following benefits from the GSA. These benefits are subject to availability.

(a) RGSOs are eligible for GSA funding which provides financial resources for RGSOs to conduct business and activities. The GSA offers funding through the RGSO, the Programming Committee, and the MCAA Committee. Additionally, RGSOs have the right to accept donations and to fundraise for their RGSO provided that GSA sponsored events do not charge admission to graduate students.

(b) RGSOs shall have access to all GSA Office, Printing, and Room Rental benefits.

(c) RGSOs shall be able to publicize their events through the GSA Listserv, on GSA social media accounts, through fliers in the GSA Office, and on the GSA calendar.

Section 7: RGSO Committee: Pursuant to the Constitution, Article VII, Section 1, Subsection b, the Vice President shall form and chair the RGSO Committee. The RGSO Committee shall be responsible for the reviewing and dispersal of funds related to RGSOs, determining whether RGSOs have met the requirements for continued GSA recognition, and determining whether new RGSO applicants have met the requirements to be recognized.

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The RGSO Committee shall consist of no less than three individuals from at least three separate departments. RGSO Committee members are expected to recuse themselves from proceedings where they find that they have a conflict of interest.

Section 8: RGSO Funding: The maximum funding to any RGSO is $2,500 a year; however, each RGSO applying may get all of that money, a fraction thereof, or nothing at all. The RGSO Committee shall distribute funds according to merit and need. An application process shall be managed by the RGSO committee and RGSOs shall be given due notice. The RGSO Committee shall adhere to the following regulations:

(a) The RGSO Committee shall collect applications at the start of each semester according to the process established by the previous semester’s RGSO’s Committee. The deadline for applications is two weeks from the first day of classes in a semester.

(b) The RGSO Committee shall complete the review process of all applications and notify the applicants of the results within four weeks of the application deadline.

(c) The RGSO Committee shall allocate funding based on the following criteria: the number of graduate students who shall benefit from the RGSO activity; the relevance of the proposed activities to the GSA mission statement; and the appropriateness of the funds requested for the activity.

(d) The payment of allocated funds shall be issued as reimbursements provided that the expense was compliant with all GSA rules and policies.

(e) Ten percent (10%) of the RGSO Committee budget shall be set aside for appeals. Appeals shall be presented to the Judicial Board for resolution within two weeks after the RGSO has been notified of the result of their application for funding. The Judicial Board shall resolve all appeals within two weeks of their submission.

(f) Once all funding has been awarded and all appeals have been processed, the RGSO Committee shall report to the GSA Assembly any remaining funds. The GSA Assembly shall choose how to reallocate these funds.

Each RGSO shall be required to turn in to the RGSO Committee an itemized financial statement by May 1st of all GSA sourced funding, including any approved funding for future events. The financial statement shall be formatted according to current accounting practices.

Section 9: RGSO Procedures: All procedures of the RGSO Committee and any forms or instructions necessary for the application process shall be made available on the GSA Website.

The RGSO Committee shall accept and review applications by the process established by the previous semester’s RGSO Committee. The RGSO Committee may, by majority vote, amend the application process, its procedures, its evaluation procedures, and any forms or instructions to applicants. Any amendment by the RGSO Committee shall be documented, reported to the GSA Assembly, and shall not take effect until the following semester. Such amendments may not conflict with legal statutes, the GSA Constitution, or these Bylaws.

Section 10: Reimbursement and Voucher Process: In order to receive funding, RGSOs shall have completed all requirements to acquire and maintain recognition. Additionally, RGSOs shall
adhere to the following procedures in order to be reimbursed for events approved and funded by the RGSO Committee:

(a) At least one week prior to the sponsored event, RGSOs shall promote their sponsored event by submitting an announcement to the GSA Listserv, and by requesting the Vice President to add the event to the online GSA calendar.

(b) RGSOs shall submit all requests for reimbursement according to the current Reimbursement and Voucher procedures. Procedures for reimbursement shall be provided to RGSOs at the RGSO Leadership Training Event which shall be held within the first month of the Fall and Spring semester. Reimbursement requests shall be reviewed and completed within three weeks of the RGSOs submission of the online request.

Section 11: Tax Exemption: RGSOs funded by the GSA are exempt from New York state taxes, including sales taxes, for New York state purchases. Only officers or leaders of an RGSO may obtain a Certificate of Tax Exemption, which is available from the GSA office. The Certificate of Tax Exemption shall be presented to every vendor as proof of tax-exempt status. The GSA shall not reimburse the cost of the tax for any GSA funded expenditure.

Article VII: Multi-Cultural Affirmative Action Activities

Section 1: Purpose of Multi-Cultural Affirmative-Action (MCAA) Activities: The GSA shall allocate MCAA funding in order to plan and execute events that promote multiculturalism and diversity; shall approve of proposed multi-cultural events and programs by RGSOs, the GSA, Programming Committee, and affiliated groups; and shall advertise all GSA multi-cultural events and programs to GSA members.

Section 2: MCAA Committee: The MCAA Chairperson shall form and chair the MCAA Committee. The MCAA Committee shall consist of the MCAA Officer and a minimum of two (2) additional GSA members. MCAA Committee membership shall be open to all GSA members.

Section 3: Events and Initiatives: The MCAA Committee may, by majority vote, plan and execute events and initiatives which advance MCAA Activities. Such events and initiatives may be completely independent from other GSA events and initiatives. Additionally, the MCAA Committee may endorse any University event or initiative that advances MCAA Activities by a majority vote. Any event or initiative planned and executed or endorsed by the MCAA Committee shall be considered to be an MCAA Event.

Section 4: Approval and Supplemental Funding: Any RGSO or other GSA group conducting an event or program which promotes diversity, and/or multiculturalism; advances MCAA Activities; or engages in community service may apply to the MCAA Committee for approval and/or supplemental funding for the event. The MCAA Committee shall, by majority vote, establish an application process and procedures for review of such applications and make such processes and procedures available on the GSA Website. Applications shall be due no more than one month after RGSO application deadlines. The MCAA Committee may amend such rules by majority vote.

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The MCAA Committee shall review all applications for approval and/or supplemental funding within three weeks of submission. If the MCAA Committee approves an application for approval and/or supplemental funding, it may appoint one of its members as an advisor and liaison to the group conducting the event or initiative. Any event or initiative given approval and/or supplemental funding by the MCAA Committee shall also be considered to be endorsed by the MCAA.

**Article VIII: Grants Committee**

**Section 1: Purpose of Grants:** The GSA shall allocate grant funding in order to support select opportunities for academic accomplishment and encourage professional development.

**Section 2: Grants Committee:** The Grants Chairperson shall form and chair the Grants Committee. The Grants Committee shall consist of the Grants Chairperson and a minimum of three (3) additional GSA members. Grants Committee membership shall be open to all GSA members.

**Section 3: Grant Funding:** The maximum funding to any GSA member is $1,000 per academic year; however, each individual applying may get all of that money, a fraction thereof, or nothing at all. The Grants Committee shall distribute funds according to merit and need. Funding applications and review shall adhere to the following regulations:

(a) The Grants Committee shall collect applications at the start of each semester according to the process established by the previous semester’s Grant’s Committee. The deadline for applications is two weeks from the first day of classes in a semester.

(b) The Grants Committee shall complete the review process of all applications and notify the applicants of the results within eight weeks of the application deadline.

(c) All Grants allocations shall be paid as reimbursements. All reimbursement documentation shall be turned into the Grants Committee no later than three weeks from the date of expense.

**Section 4: Grants Procedures:** All procedures of the Grants Committee and any forms or instructions necessary for the application process shall be made available on the GSA Website.

The Grants Committee shall accept and review applications by the process established by the previous semester’s Grants Committee. The Grants Committee may, by majority vote, amend the application process, its internal procedures, and any forms or instructions to applicants. Any amendment by the Grants Committee shall be documented, reported to the GSA Assembly, and shall not take effect until the following semester. Such amendments may not conflict with legal statutes, the GSA Constitution, or these Bylaws.

**Article IX: Programming Committee**

**Section 1: Purpose of Programming:** The GSA shall allocate funds for Programming in order to promote the GSA to the graduate student body by both planning and organizing social, cultural,
professional, and recreational activities for GSA members; and participating in initiatives to increase and promote the GSA public image.

Section 2: Programming Committee: The Programming Chairperson shall form and chair the Programming Committee. The Programming Committee shall consist of the Programming Chairperson and a minimum of two (2) additional GSA members. Programming Committee membership shall be open to all GSA members.

Section 3: Events and Initiatives: The Programming Committee may, by majority vote, plan and execute events and initiatives which advance Programming. Such events may be completely independent from other GSA events and initiatives.

Section 4: Supplemental Funding: Any RGSO or other group conducting an event which may appeal to large portions of the GSA membership or otherwise advances Programming may apply to the Programming Committee for supplemental funding for the event. The Programming Committee shall, by majority vote, establish an application process and procedures for review of such applications and make such processes and procedures available on the GSA Website. They may amend such rules by majority vote.

The Programming Committee shall review all applications for supplemental funding within two weeks of submission. If the Programming Committee approves an application for supplemental funding, it may appoint one of its members as an advisor and liaison to the group conducting the event.

Article X: General and Special Elections

Section 1: General Elections: Pursuant to the Constitution, Article IX, Section 1, there shall be an annual, membership-wide election of the GSA, known as a General Election.

Section 2: Events of a General Election: The events of a general election shall follow a prescribed timeline as follows:

(a) The Election Committee shall be formed and immediately contact the Campus Designee in the Office of Student Involvement and Leadership to schedule an election date (preferably before the regular April GSA Assembly meeting).
(b) Within a week of formation, the Election Committee shall announce a call for nominations, information on the nomination process, and the closing date for nominations (preferably before the regular March GSA Assembly meeting).
(c) The Election Committee shall schedule a candidate forum between 5 and 14 days before the scheduled election.
(d) The Election Committee shall announce candidates, the date and time of the candidate forum, and the date and time of the election nominations (preferably before the regular March GSA Assembly meeting).
(e) The candidate forum will be held.
(f) The election will be held.

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The election results will be tabulated by the Campus Designee in the Office of Student Involvement and Leadership. At least one member of the election committee shall be present with the campus designee to count the votes.

Section 3: Formation of the Election Committee: Pursuant to the Constitution, Article IX, Section 3, the GSA Assembly shall form an Election Committee. This shall occur during the regular February meeting. This shall be the first order of business, after the appointment of an Assembly Speaker, if required. No further business shall be conducted and the meeting may not be adjourned until at least two members of the GSA Assembly from differing RGSOs or Departments have volunteered for the Election Committee.

The Election Committee shall be responsible for accepting and reviewing candidate nominations, obtaining referenda for the ballot, drafting all relevant communications, communicating with relevant University agencies to facilitate the election, arranging for a Candidates’ Forum, and verifying and reporting election results.

The newly formed Election Committee shall immediately determine their chairperson, who shall remain the durable point of contact for the Election Committee.

The Election Committee shall have a minimum of two members from differing RGSOs or departments. Any GSA member considering standing for a GSA office or accepting a nomination for a GSA office shall be recused from serving on the Election Committee. The Election Committee Chair shall appoint any GSA member not standing for a GSA office to fill any necessary vacancies, provided the appointed individual is from a RGSO or University Department not already represented on the Election Committee.

Section 4: Announcements: Announcements including but not limited to the call for nominations, the roll of candidates, the details of the candidates’ forum, and the election results shall be communicated using the GSA Notices listserv.

Section 5: Nominations: The Election Committee shall announce a call for nominations not more than one week after the formation of the Election Committee. This announcement shall contain a list of each office and their respective responsibilities, instructions on how to contact the Election Committee with nominations, what information is required for nomination, and the deadline for nominations.

All nominations shall be sent to the point of contact and the Chair for the Election Committee. Nominations shall include the nominee’s name, email address, departmental affiliation (if any), RGSO affiliation (if any), and the position for which they are being nominated. After the close of nominations, the Election Committee shall request acceptance of the nomination and the submission of nomination documents from the nominee. They shall also specify a deadline (preferably about 1 week). Nomination documents shall include but not be limited to a one-page biography, a one-page platform, and a photograph. Nominees that do not accept their nomination and submit all of the nomination documents within the specified time period shall be considered as to have withdrawn their candidacy.
After performing due diligence and confirming the nomination documents for the GSA officer position to which they have been nominated, the Election Committee shall notify nominees that have been advanced to candidacy. The Election Committee shall announce the candidates and transfer nomination documents to the Vice President. The Vice President is responsible for uploading all nomination documents to the GSA Website.

**Section 6: Candidates’ Forum:** The Elections Committee shall arrange for a Candidates’ Forum at which each candidate standing for an office shall be allowed to present his or her platform. This forum shall occur between five and fourteen days prior to the election. The Elections Committee shall determine both the agenda and the format of the Candidates’ Forum and provide notification to all GSA members of the format, date, time, and location not less than one week prior.

**Section 7: Elections:** The Election Committee shall contact the Campus Designee in the Office of Student Involvement and Leadership to schedule an election date (preferably before the regular April GSA Assembly meeting). The Elections Committee shall provide to candidate and referenda information to the Campus Designee as it becomes available. Elections shall take place electronically through the University at Albany’s online system in accordance with the University at Albany’s regulations governing online transmissions and communications.

The Elections Committee shall announce the date of the Election and any relevant details to the GSA.

The Election Committee shall arrange so as to have a member present during result tabulation for validation of results. The Election Committee shall be responsible for announcing the election results.

**Section 8: Referenda:** In the event any referenda are approved by the GSA Assembly to be placed on the ballot, the Election Committee shall announce these referenda and relay their details to the Vice President. The Vice President is responsible for uploading all referenda documents to the GSA Website.

**Section 9: Special Elections:** Pursuant to the Constitution, Article IX, Section 2, a membership-wide election of the GSA may be called by a two-thirds (2/3) majority of the GSA Assembly. This shall be called a Special Election and shall allow for the immediate filling of vacant elected offices during the current term, and for the voting of any referendums by the GSA membership, including GSA Assembly-approved Constitutional amendments.

A Special Election shall be scheduled not less than one (1) month from the date on which the GSA Assembly has called for the Special Election. Pursuant to the Constitution, Article IX, Section 3, and the Bylaws, Article X, Section 3, the GSA Assembly shall immediately form an Election Committee, with the sole exception to the procedure being that an Elections Committee may be formed at a time other than the regular February GSA Assembly meeting.

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All candidates who win an Election shall assume their office, effective immediately. Any officer elected in a Special Election shall serve until May 31st, at which time they shall yield their office to the winner of the General Election.

**Article XI: Fees and Finances**

**Section 1: Fiscal Year:** The GSA fiscal year ends on June 30th. No financial commitments shall be made beyond the end of the fiscal year without approval of the GSA Assembly. The GSA Assembly shall approve such motions by a simple majority.

**Section 2: Contracts and Personal Liability:** No individual has the right to indebt or commit either the GSA or the University at Albany in any way, written or verbal, to a financial obligation. All disbursement forms shall be cleared and signed by the GSA Treasurer and President, an appropriate committee chair, or their designated agents. Any agreement between two or more groups which involves commitments of funding shall be made in writing, signed by the responsible budgetary officers of all RGSO’s involved and attested to by the GSA Treasurer.

**Section 3: Misuse or Abuse of Funds:** The misuse or abuse of funds shall be handled in the following manner:

(a) RGSO officers, GSA officers, and/or committee chairs shall be held legally responsible for careless or wrongful acts. RGSO officers, GSA officers and committee chairpersons are expected to understand and abide by the GSA Constitution and Bylaws. Any questions regarding the GSA financial system shall be directed to the GSA Treasurer.

(b) Misuse or abuse of monies shall be severely dealt with. Any suspected abuse or misuse shall be referred to the GSA Assembly for potential audit.

**Section 4: Budget and Reporting Requirements:** The Treasurer shall manage the budget and adhere to the following reporting requirements:

(a) The Treasurer shall propose for the approval of the GSA Assembly at the last GSA Assembly meeting of the Spring semester an annual budget for the next fiscal year (July 1st – June 30th). The proposed budget shall be posted online and GSA Assembly members notified that the budget has been posted online at least a week prior to the last GSA Assembly of the Spring semester. The notification shall include an email address to which comments regarding the proposed budget shall be directed. All emailed comments as well as comments from the GSA Assembly floor during the budget approval process regarding the budget shall be addressed during the last GSA Assembly meeting of the Spring semester.

(b) Any funds not disbursed as of the last day of the fiscal year shall be rolled over into the next fiscal year July 1st – June 30th. The Treasurer shall include any anticipated undisbursed funds as a separate line in the proposed annual budget for the next fiscal year.

(c) The Treasurer shall submit an Income and Expense Report at each GSA Assembly meeting. The monthly Income and Expense Report shall be in the format standardized under generally accepted accounting practices. Additionally, the monthly Income and Expense Report shall be posted securely online.

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Section 5: Use of Activity Fee Monies: The GSA collects a mandatory activity fee from all graduate students for use. All money budgeted to the GSA’s chartered committees or recognized student groups are considered student activity fee money.

New York State Law requires that mandatory activity fee monies shall always be used in a manner that complies with the guidelines developed by the Board of Trustees of the State University of New York. In general, the State University of New York Trustees have indicated that activity fee monies may only be used to finance events, organizations, committees, etc. that promote educational, cultural, recreational and social activities that enhance the quality of the University experience. These are detailed in University-wide Policies & Procedures, documents 3900 (SUNY Procedure Documents, “Student Activity Fee Programs- Mandatory, Fiscal and Accounting Procedures for,” #3900) and 3901 (SUNY Policy Documents, “Student Activity Fees- Mandatory,” #3901). Information on the use of an exemption certificate is detailed on The New York State Department of Taxation and Finance webpage.

In addition to mandating compliance with legal statues and University policies, the GSA shall forbid the use of activity fee monies for the following:

(a) Purchase or support of property not available and accessible upon demand to all members of the GSA
(b) Events not open to all GSA members
(c) Telephone calls or other communications not expressly documented as to fulfill the mission and responsibilities of the GSA
(d) Donations to any organization without the express approval of the GSA Assembly
(e) Supporting or conducting activities in which GSA members are charged an additional fee for admission or participation
(f) Supporting or conducting activities which would result in discrimination against anyone based on age, race, ethnicity, color, religion or creed, gender, sexual orientation, marital status, economic status, veteran status, physical ability or national origin

Section 6: GSA Committee Finances: Any GSA committee income shall be deposited into the GSA account, and the Treasurer shall credit the monies to that committee’s budget line. To do so, the committee chair shall give the money to the Treasurer; the money shall be counted and a receipt issued. The committee chair shall submit all financial records to the Treasurer at least two weeks prior to each GSA Assembly meeting. The Treasurer shall include all committee financial records in their monthly Income and Expense Report to the GSA Assembly.

Section 7: Audit Requirements: By accepting GSA funding, an organization or individual explicitly agrees to be audited at any time at the request of the GSA Assembly. Any RGSO or committee found to have improper, inadequate, or inaccurate financial records shall have its GSA privileges automatically frozen. Upon rectifying the conditions that brought about the suspension and then gaining the approval of the GSA Assembly, GSA privileges shall be reinstated. Criminal activity may be subject to legal action.

Section 8: Tax Exemption: The GSA is exempt from New York state taxes, including sales taxes, for New York State purchases. Only officers or leaders of an RGSO may obtain a Certificate of Tax Exemption, which is available from the GSA office. The Certificate of Tax Exemption shall

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be presented to every vendor as proof of tax-exempt status. The GSA shall not reimburse the cost of the tax for any GSA funded expenditure.

**Section 9: Hiring and Employment:** The GSA Assembly may choose to create positions and budget for additional personal as is necessary to further the mission of the GSA. Examples of such personnel include office managers. The establishment of such positions, their duration, compensation, and the source budget shall be determined by simple majority of the GSA Assembly. No created position shall automatically extend beyond the academic year of its creation. Each academic year, the GSA Assembly may choose to extend the created positions of previous years for an additional year.

Any created position available shall be advertised to all GSA members using the GSA Listserv and/or GSA Notices Listserv. The President, Vice President, and MCAA Chairperson shall form an Executive Committee charged with both the selection and discharge of GSA personal. Preference shall be given to members of the GSA which who can demonstrate competency at the skills required for the position. The President and Vice President are charged with the management of all GSA personal.

**Article XII: GSA Advocacy and Public Relations**

**Section 1: Executive Board Advocacy:** The President shall advocate and promote the official policy(s) of the GSA as set by the GSA Assembly pursuant to the Constitution, Article VI, Section 1. The GSA Executive Board shall promote unity and solidarity among GSA members in the organization of events or activities. No GSA Executive Board member shall approve, organize, sponsor, or in any way represent the GSA in an activity or event in which any person is discriminated against based on age, race, ethnicity, color, religion, creed, gender, sexual orientation, marital status, economic status, veteran status, physical ability, or national origin.

**Section 2: MCAA Officer:** All Public Relations and Advocacy events and activities require notification of the MCAA Officer and President prior to their organization and/or sponsorship.

**Section 3: Finances:** For any monetary expenditures relating to GSA Advocacy and Public Relations endorsed by the GSA Assembly, the appropriate signatories for vouchers shall be the President and the Treasurer.

**Article XIII: Audits**

**Section 1: Calling for an Audit:** Pursuant to the Constitution Article VI, Section 7, the GSA Assembly has the power to call for an audit of GSA records including those of any organization accepting GSA funding.

The GSA Assembly shall exercise this power by a two-thirds (2/3) majority vote of the Assembly Representatives present, specifying the subject(s) of the audit. The Judicial Board shall conduct the audit and report to the GSA Assembly.

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Section 2: Conduct of the Audit: The Judicial Board shall be charged with the investigation of all Audit charges. The Judicial Board shall have the power to demand documentation from the GSA or any groups or individuals funded by the GSA related to the subject of their investigation. They may also take testimony from witnesses of the subject of their investigation.

Obstruction of the audit shall be reported to the GSA Assembly and may be subject to remedial action as well, at the discretion of the GSA Assembly.

All funding, reimbursement, or pay to any individual or organization subject to audit shall be withheld for the duration of the audit, pending resolution to the satisfaction of the GSA Assembly. Upon resolution, the GSA Assembly may choose to release all, some, or none of the withheld funds, depending on the findings of the audit and any remedial actions taken.

Section 3: Resolution of an Audit: Upon conclusion of their investigation, the Judicial Board shall present a report to the GSA Assembly detailing their investigation (including compliance with or obstruction of their efforts), their findings, and recommendations for remedial action both for the event that is under investigation and to prevent future recurrence.

The GSA Assembly shall have the right to impose appropriate remedial action. Depending on the result of the investigation, measures may include funding penalties to individuals or affiliates of the GSA, commencement of impeachment hearings, legal action proceedings, or referral to agents of the University and/or law enforcement agencies. The GSA Assembly may undertake any remedial actions, recommended by the Judicial Board or otherwise, by a two-thirds majority vote of the Assembly Representatives present; with the sole exception of cases where the rules of the GSA explicitly include an alternate requirement for passage.

Article XIV: Communications

Section 1: Email: The GSA shall utilize University email accounts as its primary official means of communication. Officers granted a second officer University email account shall use this account for the purposes of their duties. Emails originating from or directed to non-sanctioned email addresses shall not be considered official communications within the GSA.

The Vice President shall be responsible for ensuring that legitimate announcements are disseminated via the GSA Listserv or the GSA Notices Listserv. The Vice President shall have the right to compile routine announcements into single, weekly GSA Listserv announcements. Messages composed at the direction of the GSA Assembly, Judicial Board, or Election Committee may not be delayed or compiled into a combined announcement.

Section 2: GSA Website and Calendar: The GSA shall maintain a website and calendar on the University at Albany’s domain. The Vice President shall be responsible for arranging the continuous updating of the GSA Website and Calendar with events, announcements and any changes to forms or documents as they occur.
The GSA Website is an official means of communication. However, any communication involving a deadline or event in less than one week shall also be announced via email in addition to being posted to the GSA Website or Calendar.

**Section 3: Unofficial forms of communications:** Social media pages, office postings, direct conversations, phone calls, text messaging, telegraph, smoke signals, horse relays, semaphore lines, pigeon post, and other forms of communication not described in previous sections are not official forms of communication.