G raduate S tudent A ssociation
University at Albany, SUNY • Albany, New York 12222

B YL A W S

Revised May 2014
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>Preamble</td>
<td>3</td>
</tr>
<tr>
<td>Article I: GSA Members</td>
<td>3</td>
</tr>
<tr>
<td>Article II: GSA Assembly</td>
<td>3</td>
</tr>
<tr>
<td>Article III: GSA Executive Board</td>
<td>5</td>
</tr>
<tr>
<td>Article IV: Officers</td>
<td>6</td>
</tr>
<tr>
<td>Article V: Communications</td>
<td>9</td>
</tr>
</tbody>
</table>
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.

April 2014
**Section 2: Rules of Conduct:** The GSA Assembly shall conduct its business in adherence with the latest edition of *Roberts New Rules of Order* (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. The first order of business at any meeting shall be the election of an Assembly Speaker and Judicial Board members, should any such positions be vacant. No other business shall be conducted until such time as these positions are filled.

**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 Executive Board shall arrange for the location of the GSA Assembly meeting at least seven days 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 seven days 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 seven days 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 and arrange for them to be uploaded to the GSA Website within seven days of the meeting. 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. At least three days 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. The motion shall require a two-thirds (2/3) majority vote of the GSA Assembly. 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, Bylaws, or other documents adopted by the GSA Assembly 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 five (5) members of the Executive Board, including the President, and the Assembly Speaker. The Executive Board shall conduct its business in adherence with latest edition of *Roberts New Rules of Order* (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 a month 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 seven (7) 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 seven days 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.

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. The President shall have the power to appoint GSA members as the Grants Chair, Programming Chair, and any remaining seats on the University Senate consistent with the University Senate’s charter. These appointments are subject to approval by the GSA Assembly, but appointees may serve actively until a confirmation vote passes or fails. The President has signature power on all vouchers.

Section 2: The Vice President: Pursuant to the Constitution, Article VI, Section 4, 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 and shall oversee all RGSO Leadership Training events.

The Vice President shall review all RGSO vouchers to ensure they submit all required paperwork.

The Vice President shall work to ensure maintenance of the GSA Website, updating it as necessary with documents and information as well as the date, location, and time of all GSA Assembly Meetings. The Vice President shall also be responsible for ensuring that legitimate announcements are posted to the GSA listserv. This responsibility may be delegated to GSA personnel.

Section 3: The Treasurer: The Treasurer shall be the Chief Financial Officer of the GSA. The Treasurer shall report on the financial status of the GSA to the Assembly at each meeting and officers upon request. The Treasurer has signature power on all vouchers.

Section 4: Multi-Cultural Affirmative Action Officer: The Multi-Cultural Affirmative Action (MCAA) Officer shall form and chair the Multi-Cultural Affirmative Action (MCAA) Committee. The MCAA Committee will be responsible for the reviewing and dispersal of funds related to events promoting multiculturalism, and monitoring and suggesting GSA policies to address concerns regarding affirmative action and discrimination. The MCAA Officer will also be responsible for enforcing that all officers, committees, and programs are in accordance with the anti-discrimination and affirmative action policies. Finally, the MCAA Officer will act as the liaison between the GSA and the University at Albany’s Affirmative Action Officer.

Section 5: Grants Committee Chairperson: The Grants Chairperson shall be presented by the President Elect for appointment by the GSA Assembly at the May GSA Assembly meeting; the

April 2014
Programming Chairperson shall assume office the following term. 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 be presented by the President Elect for appointment by the GSA Assembly at the May GSA Assembly meeting; the Programming Chairperson shall assume office the following term. 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 be responsible for the GSA’s funded events, the fundraising of those events, and helping to build camaraderie and awareness among GSA members. The Programming Chairperson shall ensure that events held by the GSA are widely advertised across the campus community; shall investigate, promote, and organize professional opportunities for GSA members; and shall partner with the MCAA Chairperson, when appropriate, to create community service opportunities for GSA members. As Chair of the Programming Committee, the Programming Chairperson shall delegate tasks for the Committee’s events.

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 and serving as the chief point of contact for other GSA Senators, and submitting an Officer report to the President on the deliberations and actions of the University Senate and the Senate Councils on which the GSA has a representative. The Lead Senator shall attend all meetings of the GSA Assembly in order to report to the GSA Assembly on the deliberations and actions of the University Senate and the Senate Councils on which the GSA has an RGSO 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 seven days 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 and sets the agenda for 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 $3500 for the academic year.
   (c) The Treasurer shall receive $3500 for the academic year.
   (d) The Multi-Cultural Affirmative Action Officer shall receive $3000 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 $200 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 each for the academic year.
   (c) The University Council Representative shall receive $200 for the academic year.

Each semester, each Executive Board member shall attend at least one MCAA event, participate in an approved MCAA program, or participate in an MCAA approved community service program per semester. 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.

All Officer stipends shall be reviewed by the GSA Assembly in the February meeting of even-numbered years in order to reassess their appropriateness. The Assembly shall choose, at this time, whether to adjust any or all stipend amounts by a two-thirds (2/3) majority vote.

April 2014
**Section 12: 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 elected or appointed GSA officer shall be permitted to assume the duties of another elected or appointed GSA 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.

The Executive Board shall have the power to veto any GSA Assembly new policy or rule established by a unanimous vote of all six voting members. The Executive Board shall have two weeks after the GSA Assembly takes action to vote and shall communicate to the GSA Assembly any results prior to the next GSA Assembly meeting. The GSA Assembly shall then have the opportunity at the next GSA Assembly meeting to debate and vote to override the veto by a two-thirds (2/3) majority, this override shall be the final vote.

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

**Section 13: Office Hours and Appointments:** All members of the Executive Board shall schedule regular office hours at least two days 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. The office hours shall be held at least one day per week at the main campus; all office hours must be held at a GSA Office. 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.

**Section 14: Executive Board and Committee Chair Records:** A physical handbook pertainint to their job shall be kept by all Executive Board members and the Chairs of governance related Committees. The binder shall include, but is not be limited to: a complete list of members and their affiliations, attendance for all meetings, all roles taken on for projects and events by each member, and any records of money spent by the chair or their committee members for the fiscal year. Evaluations for both Grants and RGSO Committees shall be kept personally by the chairs, physically or electronically linked to each positions e-mail, to ensure privacy to all parties involved.

**Article V: 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.

April 2014
The Vice President shall be responsible for ensuring that legitimate announcements are disseminated via the GSA Listserv or the GSA Notices Listserv. 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:** The GSA shall maintain a website on the University at Albany’s domain. The Vice President shall be responsible for arranging the continuous updating of the GSA Website with events, announcements and any changes to forms or documents as they occur.

**Section 3: Unofficial forms of communications:** Social media pages, office postings, direct conversations, phone calls, text messaging, and other forms of communication not described in previous sections are not official forms of communication.