



## Bylaws

Ratified on the 2<sup>nd</sup> Day of February 2015  
Take effect on the 3<sup>rd</sup> Day of February 2015

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# Article I. Finances

## Section 1. Budget

- A. A budget for the entire fiscal year is to be completed by the VP of Administration and Finance and approved by the Executive Committee no later than August 31 of the preceding fiscal year (each new fiscal year begins September 1).
- B. All expenditures not outlined in the budget shall require approval by at least three-fourths of the Executive Committee.

## Section 2. Signatory

The President and Vice Presidents each shall have full signature authority on all financial instruments of the Council.

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# Article II. Nominations, Elections and Appointments of Executive Committee

## Section 1. Executive Committee Nominations

- A. All candidates for the Executive Committee shall meet the following qualifications for serving on the GSC Executive Committee:
  - a. Be at least a part time graduate student at UNT in good academic standing (minimum cumulative GPA of 3.0 as per UNT Graduate Catalog).
  - b. Provide proof of good academic standing in the form of an official or unofficial transcript from either the Registrar's office or my.unt.edu
- B. Nominations shall be made by any graduate student at the university via a self-nomination process.
- C. Call for open nominations shall be announced to the graduate student body via mass e-mail no later than the first full week of April, with the exception of the Parliamentarian position, which should follow Section 3 and 4 of this Article.
- D. Members of the Executive Committee include: President, Vice President of Administration and Finance, Vice President of Communications and Marketing, Vice President of Programming and Outreach, and Parliamentarian.

## Section 2. Executive Committee Elections

- A. Nominees shall be elected by their graduate student peers in an open election held the last week of April preceding their term, as per the GSC constitution.
- B. In order to be elected, the candidate must receive a majority of votes
  - a. In cases when only one candidate is running for a position, the candidate must receive a simple majority of votes (50 percent plus 1).
- C. If a candidate is not elected for a particular position, he/she may still be considered for a director position.
- D. In the event that there are no nominations for a given Executive Committee position, or if an unopposed candidate fails to receive a simple majority:
  - a. The sitting Executive Committee shall fill this vacant position by issuing a call for nominees to the entire graduate student body no later than 2 weeks following elections.

- b. Nominees will be interviewed and a majority vote at an Executive Committee meeting shall determine the nominee to fill the position.
- c. The position must be filled by no later than the end of the first month of the new Executive Committee's term.

### **Section 3. Parliamentary Nominations**

All candidates for the Parliamentary position shall meet the following qualifications for serving on the GSC Executive Committee:

- A. Be at least a part time graduate student at UNT in good academic standing (minimum CGPA of 3.0 as per UNT Graduate Catalog).
- B. Provide proof of good academic standing in the form of an official or unofficial transcript from either the Registrar's office or my.unt.edu.
- C. Executive Committee shall identify nominee(s) by issuing a call for applications to the entire graduate student body no later than the first full week of September. Nominees will be interviewed and a majority vote at an Executive Committee meeting shall determine the top nominee(s). In the event that no nominee is selected by the Executive Committee or no qualified applicant is identified, the President reserves the right to nominate a graduate student. After the selection of nominee(s), the process should then follow Section 4.

### **Section 4. Parliamentary Elections**

Parliamentarian shall be confirmed by the Senators at the first Senate meeting of the fall semester.

- A. In order to be confirmed, candidate must receive a majority of votes
- B. In cases where only one candidate is identified for the position, the candidate must receive a simple majority of votes (50 percent plus 1).
- C. In the event that no candidates receive a simple majority of votes, then the Senate shall be empowered to nominate a candidate and the President shall confirm the nominee.

### **Section 5. Director Appointments**

- A. All elected Executive Committee members, except the president, shall appoint a Director or Directors no later than the end of the first month of their term.
  - B. The VP of Administration and Finance shall appoint a Director of Administration, the VP of Communications and Marketing shall appoint a Director of Communications and a Director of Marketing and the VP of Programming and Outreach shall appoint a Director of Programming and a Director of Outreach.
  - C. All Directors shall be confirmed by the President no later than one week following their appointment by their respective VPs.
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# Article III. Duties & Responsibilities of GSC Leadership

## Section 1: Executive Committee

- A. President
  - a. Coordinates all activities of the organization
  - b. Presides over the GSC Senate
  - c. Liaison to the University community
  - d. Appoints GSC Directors
  - e. Calls regular and special meetings
  - f. Appoints GSC representatives to external committees as requested
  - g. Presents annual budget request for Student Service Fee Committee
- B. Vice President, Administration and Finance
  - a. Assumes duties of president, when necessary
  - b. Manages overall organization, including planning, organizing, staffing, directing, coordinating, and budgeting internal affairs
  - c. Manages GSC budget and resource allocation processes, and maintains accurate account of all organizational funds
  - d. Is responsible for preparing an annual budget request for Student Service Fee Committee hearings
  - e. Maintains records of all Executive Committee meetings, including taking minutes, preparing minutes in electronic format, and saving minutes in proper location.
  - f. Reports directly to GSC President
- C. Vice President, Programming and Outreach
  - a. Coordinates professional development and social activities
  - b. Coordinates programming partnerships with other University entities
  - c. Manages and identifies new community outreach and service opportunities for GSC constituents
  - d. Reports directly to GSC President
- D. Vice President, Communications and Marketing
  - a. Is responsible for all GSC print, electronic communications, and website
  - b. Is responsible for marketing GSC initiatives to relevant target audiences
  - c. Reports directly to GSC President
- E. Parliamentarian
  - a. Appointed by the GSC President and confirmed by a majority vote of the Graduate Student Council Senate.
  - b. Assists the GSC President with Senate meetings in accordance with developing the Senate meeting agenda, taking minutes, keeping time, and ensuring that Robert's Rules of Order are followed.
  - c. Assists Senators with the drafting of bills and resolutions.
  - d. Reports directly to GSC President
- F. Ex-Officio
  - a. Immediate past President of GSC serves as non-voting member on the Executive Committee.
  - b. Is responsible for providing guidance and support for the GSC Executive Committee.
  - c. Is responsible for seeking out and staying in contact with past GSC Executive Committee alums.
  - d. Reports directly to GSC President
- G. Director of Administration
  - a. Assists with the management of the organization, including planning, organizing, staffing, directing, coordinating, and budgeting internal affairs
  - b. Reports directly to the Vice President of Administration and Finance
- H. Director of Communications

- a. Assists with designing and maintaining GSC communications and technology
  - b. Reports directly to the Vice President of Communications and Marketing
- I. Director of Marketing
  - a. Assists with designing and implementing GSC marketing initiatives
  - b. Reports directly to the Vice President of Communications and Marketing
- J. Director of Programming
  - a. Assists with organizing and executing GSC social events
  - b. Reports directly to the Vice President of Programming and Outreach
- K. Director of Outreach
  - a. Assists in identifying and maintaining partnerships with organizations within the university and Denton communities
  - b. Reports directly to the Vice President of Programming and Outreach

## **Section 2: Executive Participation in Standing Committees**

- A. Non-Director Executive Committee members are required to serve on one Senate Standing Committee as a non-voting member.
  - B. Directors may request appointment to Senate Standing Committees as a voting member.
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## **Article IV. Term Limits (Effective Fall 2015)**

### **Section 1. Executive Committee Term Limits**

Executive Committee members can only serve on the Board a total of 2 consecutive terms. Term limits do not apply to GSC Directors.

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## **Article V. Rules on the GSC Senate**

### **Section 1. Composition of the Senate & Senator Appointment**

- A. The GSC Senate shall consist of 55 Senators, representing each of the graduate programs at the University of North Texas.
- B. GSC Senators must meet the qualifications outlined in the GSC Constitution.
- C. Call for Senate appointments are to be sent out twice a year.
  - a. The appointment of a Senator representing a graduate program has to be approved via email or in writing by either the Graduate Advisor or the Department Chair.

### **Section 2: Duties and Responsibilities of Senators**

- A. Provide an official channel of communication between the Graduate Student Council and the Department or College represented by the Senator.
- B. Represent graduate students in their academic Department or College by communicating issues relevant to and advocating for those students.
- C. Attend all scheduled meetings of the Graduate Student Council Senate.
- D. Serve on at least one external committee representing the graduate student perspective of university life.
- E. Chair or serve on at least one GSC Standing Committee.

## Section 3: Senate Standing Committees

- A. The Standing Committees of the Senate are Governance, Performance Oversight and Monitoring, External Relations, and Planning & Program Development
- a. Governance Committee
    - i. Chaired by the Parliamentarian and consists of the chairs of the other standing committees and the GSC President. Responsible for the effective functioning of the Senate, including:
    - ii. Coordinating the functioning of the Senate and its standing committees, setting Senator performance standards, and monitoring performance of the Senate as a whole and of individual Senators
    - iii. Recommending revisions to the By-Laws of the GSC
    - iv. Assisting with the recruitment of qualified candidates to fill vacant Senate seats
    - v. Developing and overseeing execution of a formal Senate member capacity building program, including elements such as orientation of new members, continuing education and training, and mentoring program pairing new with senior Senate members.
  - b. Performance Oversight & Monitoring Committee
    - i. Chaired by a Senator and consists of VP of Administration and Finance and Senators assigned to this committee by the Parliamentarian.
    - ii. Responsible for overseeing programmatic and financial performance and the updating of operational policies and systems, including such tasks as:
      - 1. Assisting with the identification of key elements of a GSC programmatic and financial reporting process, including the content, format, and frequency of GSC performance reports to Senate, and overseeing implementation of the process
      - 2. Reviewing performance reports in committee meetings and reporting performance to the Senate at its regular meeting
      - 3. Monitoring performance of university policy and programs in relation to graduate education and the goals and vision of GSC, and making recommendations to the Senate about issues that merit attention
      - 4. Helping prepare an overall assessment of the year's fiscal and program performance report, to be presented to the Student Service Fee Committee and at the last Senate meeting of the year
  - c. External Relations Committee
    - i. Chaired by a Senator and consists of VP of Communications and Marketing and Senators assigned to this committee by the Parliamentarian.
    - ii. Responsible for maintaining effective communication and working relationships with the community in general and key stakeholders such as graduate students, graduate student serving organizations, graduate programs or Departments, university administration, legislative representatives and other critical organizations in the Denton community. Key tasks include:
      - 1. Ensuring that the organization's desired image is regularly updated
      - 2. Overseeing the development and implementation of strategies for image building, marketing, and public relations, and for maintaining close, positive relationships with key stakeholders
      - 3. Recommending to the Senate positions on legislative issues affecting graduate education
      - 4. Coordinating Senator/Executive/Director speaking in appropriate forums on behalf of the organization
      - 5. Fashioning strategies and plans intended to enhance internal and external communication
      - 6. Fashioning strategies and plans to promote non-Senator volunteer involvement in organizational planning, program development, and operations

7. Monitoring volunteer involvement, identifying opportunities for improvement, and ensuring that such opportunities are taken into consideration in the planning process
- d. Planning & Program Development Committee
  - i. Chaired by a Senator and consists of VP of Programming and Outreach and Senators assigned to this committee by the Parliamentarian.
  - ii. Responsible for the effective Senator involvement in the broad functional areas of planning and program development, including:
    1. Identifying issues important to improving graduate education, assisting with the design and implementation of GSC Programming and Outreach efforts to meet these needs, and ensuring that the Senators participate fully and proactively in the process
    2. Overseeing preparation for and hosting any Senator-Executive team strategy work sessions
    3. Recommending to the Senate floor the strategic issues that the organization's detailed strategic planning should focus on
    4. Reviewing and recommending to the Senate such critical planning products as updated values, vision, operational planning activities, and other strategic and policy-level products that merit Senate attention
- B. The assignment of Senators to the Standing Committees shall be made by the Parliamentarian in consultation with the President and members of the Senate.
- C. The President, in consultation with the Parliamentarian, reserves the right to appoint other non-voting graduate students and/or GSC Officers, including Directors, to serve on GSC Standing Committees.
- D. The right to cast votes in Standing Committees is reserved to Senators and appointed Directors only.

## Section 4: Ad Hoc Committees

- A. The Senate shall be empowered to create Ad Hoc Committees to consider specific issues and/or pieces of legislation.
- B. Ad Hoc Committees shall exist until the resolution of their purpose, or the end of the academic year, whichever comes first.
- C. The President, in consultation with the Parliamentarian, reserves the right to appoint other non-voting graduate students and/or GSC Officers, including Directors, to serve on GSC Ad Hoc Committees.
- D. The right to cast votes in Ad Hoc Committees is reserved to Senators and Directors only.

## Article VI: Rules on Legislation

### Section 1: Submission

- A. Legislation in the form of Resolutions or Bills may be submitted to the GSC Senate by the GSC President, any seated Senator, or by any member of the Graduate Student Body, provided a seated Senator sponsors the legislation.
- B. Legislation shall be given a number designation based on the semester in which it is filed and the order in which it is received. For example, Bill F2014-1 would be the first bill submitted in the Fall Semester of 2014, and likewise for Spring (S2014-1).



## Section 2: Deadlines, Readings, and Referral

- A. Legislation must be received by the Parliamentarian at least one week before the Senate meeting at which it is to be read.
- B. Parliamentarian will send final agenda to all Senators and members of the Executive Committee by no later than 72 hours before the meeting via e-mail. Agenda will also be posted on the GSC website by the VP of Communications and Marketing or designee by no later than 72 hours before the Senate meeting.
- C. Legislation shall be read aloud on the Senate Floor at least once in its entirety if such is desired, and shall be referred to the appropriate Senate Standing Committee as determined by the Parliamentarian.
- D. Legislation may be considered by the Senate following the first reading if the Parliamentarian, in consultation with the GSC President, grants Emergency Status.
- E. Emergency Status may be granted by the Parliamentarian in consultation with the GSC President or by a simple two thirds (2/3) majority vote of the Senate quorum.
- F. Senate quorum constitutes simple majority (50 percent plus 1) of Senate membership.
- G. In the event that quorum is not established during the Senate meeting at which a time sensitive piece of legislation is proposed, after consultation with the GSC President and Parliamentarian, legislation may be addressed through absentee voting. Absentee voting will follow the following procedure:
  - a. The exact language of the legislation will be sent to Senators through e-mail.
  - b. The Parliamentarian will design a discussion forum for Senators to debate the item. Debate will open when Senators are given access to the forum and close after five full days.
  - c. After the debate period, the Senate will be invited to vote electronically. The voting period will last for 48 hours.
  - d. Absentee voting does not fulfill attendance requirements nor qualify as a response for non-attendance.

## Section 3: Committee Decisions

- A. A Senate Standing Committee to which legislation is referred may amend the legislation by a two thirds (2/3) majority vote of Senate quorum or with the approval of the author/sponsor.
- B. A Senate Standing Committee may vote to refer the legislation favorably or unfavorably to the whole GSC Senate.
- C. A Senate Standing Committee may unanimously vote to cease consideration of the legislation.
- D. Any committee action shall be duly noted in the minutes of the committee.
- E. Only sitting Senators and appointed Directors have voting power within the committee.

## Section 4: GSC Senate Actions

- A. If a piece of legislation is referred back to the whole GSC Senate by a committee, the Senate may amend, deny, or grant passage of the legislation according to Robert's Rules of Order following a second reading of the legislation, a presentation from the author/sponsor, and a short period of discussion if such is so desired.
- B. Any and all legislation to be considered by the whole GSC Senate shall be decided upon by Roll Call vote. The record of each such vote shall be kept in the minutes of the meeting at which the vote was taken and shall also be kept with the legislation in question.

## Section 5: GSC Executive Actions

- A. Following passage of legislation, the Executive Committee must undertake any actions prescribed by the legislation.

- B. Failure to abide by the provisions of Item A constitutes neglect of duty, which may be grounds for removal of members of the Executive Branch.
  - C. Veto procedure
    - a. President reserves the right to veto legislation.
    - b. President must notify the Senate of the veto at the next Senate meeting.
    - c. At this same meeting, the Senate has the power to override the presidential veto.
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## Article VII. Meetings

### Section 1. Call

The Executive Committee shall convene at the request of the President, two members of the Executive Committee, 3 directors, or the GSC faculty/administrative advisor.

### Section 2. Executive Committee Meeting Provisions

- A. The President, Vice President of Administration and Finance, Vice President of Communications and Marketing, Vice President of Programming and Outreach and Parliamentarian must meet at least once per week.
- B. Directors are required to attend at least one Executive Committee meeting per month.
- C. The President, Vice President of Administration and Finance, Vice President of Communications and Marketing, Vice President of Programming and Outreach and Parliamentarian shall have the right to vote when his/her vote affects the outcome.
- D. Directors shall be nonvoting members of the Executive Committee.
- E. A majority vote at a meeting of the Executive Committee shall determine the outcome of any matter, unless otherwise specified.
- F. A copy of the minutes from each meeting shall be sent or uploaded no later than two days following the meeting by the Vice President of Administration and Finance.
- G. All meetings shall have a corresponding agenda unless otherwise decided upon.
- H. Any party in attendance of the meeting shall be allowed the opportunity to provide items they wish to have on the meeting agenda.
- I. An agenda shall be sent out or uploaded at least one (1) hour prior to any meeting.

### Section 3. Senate Meetings

- A. Meetings of the GSC Senate will be held on the first Monday of every month that the university is open, beginning at 5:30 PM.
- B. Parliamentarian is responsible for set up of GSC monthly Senate meetings, including:
  - a. Drafting and distributing copies of the agenda and other necessary documents to the Senators
  - b. Scheduling Senate meetings
- C. Parliamentarian is to follow the Robert's Rules of Order in Senate meetings.
- D. Parliamentarian is to communicate the schedule of Senate meetings to the Senate and Executive Committee no later than 2 weeks after his/her election and appointment.
- E. All members of the Senate must meet at least once per month during regular academic year.
- F. Senate meetings are public and open to the UNT community.
  - a. Only Senators are allowed to vote on bills, resolutions and other legislation.
  - b. Outside visitors must sign in and have to be recognized by either a Senator or Parliamentarian to speak

- c. Anyone wishing to present at the Senate meeting must contact the Parliamentarian at least two weeks prior to be added to the agenda, unless in cases deemed by GSC Executive Committee and Parliamentarian as emergency.
- G. All members of the Senate shall have the right to vote.
- H. The parliamentarian shall have the right to vote only when his/her vote effects the outcome.
- I. A vote of Senate quorum, as defined in Article V Section 2 Subsection F of these By-Laws, at a meeting of the Senate shall determine the outcome of any matter, unless otherwise specified.
- J. A copy of the minutes from each meeting shall be sent out to Senators for review no later than two weeks following the meeting.
- K. A consent agenda will be prepared for the Senate and sent out no later than a week before the next meeting.
  - a. GSC members are required to read the consent agenda and identify items for discussion prior to the next Senate meeting.
  - b. Items within the consent agenda may include: the minutes from the previous meeting, financial reports, the agenda for the current meeting and other routine items.
  - c. Any member of the Graduate Student Council may remove an item from the consent agenda for discussion.
  - d. After all items for discussion have been removed, the consent agenda may be approved by general consent.
  - e. After approval, the items removed from the consent agenda will be discussed, modified and approved in order.
- L. Senate meeting minutes shall be made public within 2 days after approval.
- M. All meetings shall have a corresponding agenda.
  - a. Senators must submit agenda items by no later than one week before the Senate meeting. These items must be submitted to the Parliamentarian in writing via email.
  - b. Parliamentarian will send final agenda to all Senators and members of the Executive Committee by no later than 72 hours before the meeting via e-mail. Agenda will also be posted on the GSC website by the VP of Communications and Marketing or designee by no later than 72 hours before the Senate meeting.
  - c. In the event of emergent situations, agenda items can be added with exception to the stipulation in subsection J.(a) with the consent of the Parliamentarian and President.

### Section 3: Committee Meetings

- A. Fifty percent plus one of any committee's membership constitutes a quorum.
- B. Committee membership will be activated and count toward establishing quorum once the Senator or Director has attended at least one meeting of the internal committee to which they have been assigned.
- C. The Parliamentarian will facilitate the selection of a time, date and location for the first meeting of Standing and Ad Hoc Committees.
- D. The order of business for the first meeting is as follows:
  - a. The first order of business in the first committee meeting is to select a Committee Chair.
  - b. The second order of business in the first committee meeting is to select a secretary.
  - c. The third order of business is to decide upon a regular meeting time.
- E. The Committee Chair will be responsible for the following:
  - a. reserving a room for committee meetings
  - b. announcing the time, date and location of upcoming meetings to fellow committee members
  - c. making committee reports to the Senate
- F. The committee secretary is to keep a record of all business in the form of minutes on file with the Parliamentarian, as well as the Vice President of Administration and Finance.
- G. The Senate Committees must meet at least once a month to consider legislation and other concerns in committee and as often as is necessary to conduct GSC related business.
- H. The size of Standing and Ad Hoc Committees will be determined by the Parliamentarian in consultation with the GSC President.

## Article VIII. Removal of GSC Leadership

### Section 1. Removal or Resignation of Executive Committee Members

- A. A majority of the electorate shall have the right to remove any member of the Executive Committee for malfeasance, misfeasance or nonfeasance.
- B. Any member of the Executive Committee shall have the right to impeach, with formal allegations, another member of the Executive Committee for malfeasance, misfeasance or nonfeasance.
- C. A two-thirds majority of the Executive Committee shall have the right to remove a member of the Executive Committee within a one-week calendar period from the date of impeachment. The Executive Committee shall immediately make known the outcome of the vote and the allegations to the graduate student body.
- D. Removal or resignation of a member of the Executive Committee or a director shall not entitle said person to financial restitution. All property of GSC shall be returned upon removal or resignation.
- E. The President and/or Executive Committee, on removal of an Executive Committee member, shall nominate within 14 days a qualified person to serve in the position on an interim basis, subject to approval by a majority of the Executive Committee.

### Section 2: Removal or Resignation of Senators

- A. If a Senator has not attended two consecutive meetings of the Senate, the Senator may be removed at the discretion of the GSC President after the Senator is contacted about his/her absences and the result is either 1) non-response within one week from notice of second absence or 2) an indication that the Senator will not be able to fulfill their duties.
  - B. Senators are subject to the same recall procedures outlined in Article IV, Section 3 of the GSC Constitution.
  - C. If a senator is removed from their appointed position, a new appointment for that position will be made.
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## Article IX. Compensation

### Section 1. Executive Committee Compensation

- A. The Executive Committee shall receive a salary as per the Student Service Fee Committee allocations to GSC.
  - B. The president shall be compensated at 0.5 FTE while all other members of the Executive Committee and Parliamentarian shall be compensated at 0.25 FTE.
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## Article X. By-Laws

### Section 1. Changes to the By-Laws

- A. Any proposed changes to the Graduate Student Council By-Laws must be stated in the form of Striking Out, Inserting, or Striking Out and Inserting.
- B. Any and all insertions must be stated verbatim and in quotation marks in the body of any proposal.

C. Any changes to these By-Laws must be approved by a simple two-thirds (2/3) majority vote of the Senate.

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