

BY-LAWS FOR THE UCSB GRADUATE STUDENTS ASSOCIATION

June 2, 2009

- I. Implementation of the GSA Constitution
 - A. All provisions of the GSA Constitution hereby are implemented.
 - B. The GSA Assembly, by a two-thirds (2/3) vote, may establish, amend, or repeal By-laws implementing the provisions of the GSA Constitution (GSA Const. art. VII, § A) under the following guidelines:
 1. Enacted By-laws shall be valid indefinitely (GSA Const. art. VII, § B).
 2. Any By-law found to conflict with the GSA Constitution shall immediately and thereafter cease to be valid, and it shall be stricken from the By-laws (GSA Const. art. VII, § C).
 3. All new By-laws shall be published within five (5) business days of enactment (GSA Const. art. VII, § D).
 - C. The parliamentary authority for all GSA meetings shall be *Robert's Rules of Order, Newly Revised*, except as otherwise provided in the GSA Constitution and in these By-laws.
 - D. The provisions of these By-laws and other acts of the GSA Assembly may be interpreted, as allowed by the GSA Constitution (GSA Const. art. VII, § E), according to the following guidelines:
 1. During meetings of the GSA Assembly, the GSA President may render interpretations on behalf of the Executive Committee. The Assembly may override any such interpretation by a two-thirds (2/3) vote.
 2. Between meetings of the GSA Assembly, the Executive Committee, by a two-thirds (2/3) vote of its members, may render interpretations. Any such interpretation shall be announced at the next Assembly meeting. The GSA Assembly may override any such interpretation by a two-thirds (2/3) vote at a later meeting.
 3. During meetings of a GSA committee, the chairperson of that committee may render interpretations of procedural matters within the scope of that committee. Any such interpretation shall be announced at the next Assembly meeting. The GSA Executive Committee and/or the GSA Assembly may override any such interpretation by a two-thirds (2/3) vote.
- II. Open and Closed Meetings
 - A. Meetings of the GSA Assembly and its standing and ad hoc committees, including the Executive Committee, shall be open to the public. The GSA Assembly and its committees may conduct closed sessions only when they meet to consider or discuss:
 1. The conferring of awards, honors, or other commemorations.
 2. Matters involving gifts, devises, and bequests to the GSA.
 3. Matters involving litigation, when discussion in an open session would adversely affect, or be detrimental to, graduate student interests.
 4. Matters concerning the appointment, employment, performance, compensation, or dismissal of GSA employees. Matters concerning

complaints or charges against a GSA employee unless the employee requests an open meeting.

5. Matters involving proprietary and/or confidential information in regards to negotiation of the Graduate Student Health Insurance Plan contract.

6. Matters concerning the appointment or removal of GSA Committee Representatives.

- B. The GSA Assembly or one of its committees may declare a closed session by a two-thirds (2/3) vote.
- C. The GSA shall not be required to give public notice of meetings except where stated in the GSA Constitution or in these By-laws.
- D. Discussions during closed sessions shall remain confidential and only final decisions may be released to the public.

III. GSA Assembly Members Selected by a Graduate Degree Program

- A. A Graduate Degree Program shall be any academic unit that grants one or more graduate degrees. A GSA member shall be a member of such a Graduate Degree Program if he or she is pursuing a graduate degree offered by that unit. Units offering emphases and certificates granted in addition to graduate degrees shall not be considered Graduate Degree Programs. For the purposes of representation in the GSA Assembly, no GSA member may be a member of more than one Graduate Degree Program. For the purposes of identification and representation in the GSA Assembly, the "Interdisciplinary Program" shall comprise all GSA members pursuing an interdisciplinary degree approved by the Graduate Council of the UCSB Academic Senate.
- B. Each Graduate Degree Program, as defined by the UCSB Graduate Division, may select Assembly Members, up to the number allowed by the GSA Constitution (GSA Const. art. II, § C), by the following procedure:
 - 1. Programs are entitled to one assembly member for each fifty (50) students or fraction thereof. Each Assembly Member shall submit to the GSA Vice President-Communications and Records a document signed by the smaller of twenty-six (26) of the GSA members enrolled in the Graduate Degree Program or the majority of the GSA members enrolled in their graduate program.
- C. Assembly Members shall serve from November 1 to October 31. Vacancies may be filled at any time.
- D. Assembly Members may appoint alternates for GSA Assembly meetings. The GSA Assembly shall assume that this alternate has been duly appointed if he or she has presented to the GSA Vice President Communications and Records a Letter of Temporary Appointment signed by the Assembly Member he or she is replacing. GSA Assembly Members may not serve as an alternate for another Assembly Member.
- E. An Assembly Member may be removed, as allowed by the GSA Constitution (GSA Const. art. II, § G), by either of the following methods:
 - 1. The GSA Assembly
 - a. Any GSA member may petition the GSA Assembly to remove a GSA Assembly member for cause. Such a petition must be

submitted to the President with a copy to the Vice President – Communications and Records.

- b. The GSA Assembly shall discuss the matter at its next regularly scheduled meeting and shall not decide whether or not to remove the Assembly Member until the matter has been discussed at two (2) Assembly meetings. A two-thirds (2/3) vote shall be required to remove an Assembly Member.
2. The GSA members of the Graduate Degree Program the Assembly Member represents:
 - a. A Graduate Degree Program may petition the GSA to remove an assembly member by submitting to the GSA Vice President- Communications and Records a document to remove the Assembly Member that is signed the smaller of twenty-six (26) of the GSA members enrolled in the Graduate Degree Program or the majority of the GSA members enrolled in the Graduate Degree Program.

IV. Assembly Meetings

- A. Regular meetings of the GSA Assembly shall be held, starting at 6:00 P.M., in the GSA Lounge on the first Tuesday of each month from October to June, provided that the day falls within an academic quarter. If the first Tuesday of the month does not fall within an academic quarter, then the GSA meeting for that month shall take place on the first Tuesday of the academic quarter. The GSA Assembly may change the date, time, and location of an upcoming regular meeting if there is a conflict due to, for example, final exams or holidays or in order to hold a special meeting. The amended meeting date must be determined no later than the GSA Assembly meeting immediately prior to that date, or twenty-one (21) calendar days, whichever is earlier.
- B. The order of business at GSA Assembly meetings shall include:
 1. Approval of the Agenda
 2. Approval of Minutes of previous meeting
 3. Announcements from Graduate Division
 4. Statements, announcements, and inquiries from attendees, to be known as “Vox Populi” (GSA Const. art. II, § J)
 5. Information Items, including, but not limited to, presentations about campus resources and reports by GSA Committee Representatives
 6. Discussion Items
 7. Action Items
 8. Officer Reports and discussion, including a financial report
- C. The President, or other officially designated Officer presiding at a GSA Assembly meeting, shall furnish a preliminary agenda and all available supporting documents to be considered or voted on at an Assembly meeting to each Assembly member at least five (5) business days before the meeting.
- D. Once the meeting agenda has been approved, the GSA Assembly may, by a two-thirds (2/3) vote, amend the agenda during an Assembly meeting. Motions to remove GSA Officers or Assembly Members from Graduate Degree Programs or motions to change the By-laws may not be added to the agenda in this fashion.

- E. The GSA Assembly, by majority vote, may specify agenda items for the next meeting.
 - F. Assembly meeting minutes shall include the date and time of the meeting, a listing of Assembly Members in attendance, a summary of discussion and actions taken, and a record of motions made and votes. Assembly meeting minutes shall be posted within five (5) days of assembly meetings.
- V. Executive Committee
- A. The Executive Committee shall consist of the GSA Officers (GSA Const. art. III, § A). The Immediate Past President, if a GSA member, shall be a non-voting member of the Executive Committee.
 - B. The Executive Committee shall meet at least twice per month during regular academic quarters, and as often as necessary to conduct official GSA business between Assembly meetings. All meetings of the Executive Committee shall take place in the GSA Lounge or at some location previously agreed to by all the GSA Officers prior to the meeting. A quorum shall be a majority of the serving GSA Officers.
 - C. The Executive Committee may conduct business by means of electronic communication, provided that all Executive Committee communications are distributed simultaneously to all members of the Executive Committee.
 - D. The chairperson of the Executive Committee shall be the Vice President-Internal Affairs, and the alternate chairperson shall be the Vice President-Academic Affairs. In their absence, a majority vote of the GSA Officers present shall be used to select an acting chairperson.
 - E. Decisions of the Executive Committee shall be made by majority vote unless otherwise stipulated in these By-laws. The Executive Committee shall establish its own procedural rules.
 - F. Decisions of individual GSA Officers may be vetoed by a two-thirds (2/3) vote of the Executive Committee.
 - G. At the end of Spring Quarter of each academic year, the GSA Officers-elect should request input from the GSA Assembly about high priority issues for the next academic year. At the first GSA Assembly meeting of Fall Quarter, the Executive Committee shall submit an Issues Agenda for consideration by the GSA Assembly.
- VI. GSA Officers
- A. Before taking office, all GSA Officers-elect shall make the following declaration: “I have read and I understand the GSA Constitution and By-laws. I will fulfill, to the best of my ability, the duties of the GSA Officer position to which I have been elected.”
 - B. The President shall be the chief executive officer of the GSA and presiding officer of the GSA Assembly. The President may give presiding responsibilities to other GSA Officers upon agreement of the Executive Committee. The President shall be the official representative and spokesperson for the GSA (GSA Const. art. III, § D.1).
 - 1. The President shall make regular reports to the Executive Committee and to the Assembly.

2. The President shall be the lead official GSA representative to the UCSB Faculty Legislature. The President shall be the official GSA representative to the UCSB Campus Planning Committee, the Chancellor's Advisory Council, the UCSB Foundation Board of Trustees, the UCSB Alumni Association Board of Directors, and the University of California Students Association (UCSA) Council of Presidents. If necessary, and after being approved by the Executive Committee, the President may appoint designees to attend meetings of these bodies.

3. The President, at his/her discretion, may delegate the authority to speak on behalf of the GSA on an issue by issue basis.

4. The President shall be responsible for encouraging the GSA members of each Graduate Degree Program to select GSA Assembly Members.

5. The President shall oversee and shall have primary responsibility for ensuring the integrity and timeliness of the GSA Committee Representative nomination and appointment process.

6. The President shall be a signatory for the GSA account(s).

7. The President shall facilitate GSA activities.

C. The Vice President Internal Affairs (VPIA) shall be the chief operating officer of the GSA and shall assist the President in the administration of the internal operations of the GSA. The Vice President-Internal Affairs shall also assist the President in representing GSA interests in matters of campus infrastructure and capital planning (GSA Const. art. III, § D.2).

1. The VPIA shall make regular reports to the Executive Committee and to the Assembly.

2. The VPIA shall be the official alternate GSA representative to the Campus Planning Committee. If necessary, and after being approved by the Executive Committee, the VPIA may appoint designees to attend meetings of these bodies.

3. The VPIA shall be the lead officer on issues of parking and transportation including, but not limited to, automobile access and parking, bicycle access and parking, and mass transit and other forms of alternative transportation.

4. The VPIA shall be responsible for hiring, training, and supervising GSA employees

5. The VPIA shall oversee GSA Lounge reservations and maintenance.

6. The VPIA shall be a signatory for the GSA account(s).

7. The VPIA shall help facilitate GSA activities.

8. The VPIA shall serve as Chairperson of Executive Officer Meetings.

D. The Vice President-Budget and Finance (VPBF) shall be the chief financial officer of the GSA and assist the President in representing GSA interests in the area of campus budget and financial planning. The Vice President – Budget and Finance shall prepare an annual budget, present monthly financial reports to the

GSA Assembly, keep financial records, and maintain an inventory of GSA assets (GSA Const. art. III, § D.3).

1. The VPBF shall make regular reports to the Executive Committee and to the Assembly.

2. The VPBF shall ensure the timely payment of GSA bills, reimbursements, stipends and honoraria.

3. The VPBF shall deposit income (donations, lounge fees, etc.) into GSA accounts in a timely fashion.

4. The VPBF shall be a signatory for the GSA account(s).

5. The VPBF shall handle correspondence regarding funding requests.

6. The VPBF shall prepare and distribute, on a quarterly basis, reports to the GSA Assembly of all stipends, honoraria, and rebates paid.

7. The VPBF shall prepare and distribute, at the end of the academic year, a report to the GSA Assembly of funds given out to student organizations during the academic year.

8. The VPBF shall help facilitate GSA activities.

E. The Vice President-Communication and Records (VPCR) shall be the chief information officer of the GSA and shall serve as public relations officer and archivist. The Vice President – Communications and Records shall ensure that GSA Assembly meeting minutes are recorded and published and that copies of the Constitution, By-laws, and enacted resolutions are available to all GSA members (GSA Const. art.III, § D.4).

1. The VPCR shall make regular reports to the Executive Committee and to the Assembly.

2. The VPCR shall maintain a list of administrative contacts with bodies to which the GSA appoints GSA Committee Representatives. The VPCR shall handle correspondence in regards to the application process for GSA Committee Representative positions. The VPCR shall receive and record all reports from GSA Committee Representatives and shall regularly distribute such reports to the GSA Executive Committee and place copies of the reports in the GSA archives.

3. The VPCR shall handle correspondence with the Members of the GSA Assembly. The VPCR shall keep a roster of GSA Assembly Members and shall distribute copies to Assembly Members at least once each quarter.

4. The VPCR shall ensure that all GSA Officer reports are made available to the GSA Assembly and the GSA members at large.

5. The VPCR shall handle normal correspondence with GSA members and shall publish a bi-annual newsletter and distribute it to all GSA members and administrative offices.

6. The VPCR shall ensure that the GSA web site is maintained and updated.

7. The VPCR shall publicize all GSA events and programs.

8. The VPCR shall keep a publicity file for the GSA.

9. The VPCR shall help facilitate GSA activities.

- F. The Vice President-Academic Affairs (VPAA) shall assist the President in representing GSA interests in academic affairs and shall serve as the primary liaison with the Academic Senate (GSA Const. art. III, § D.5).
1. The VPAA shall make regular reports to the Executive Committee and to the Assembly.
 2. The VPAA shall be an official GSA representative to the UCSB Faculty Legislature. The VPAA shall be the official GSA representative to the Academic Senate Graduate Council and shall serve, as appropriate, on its Committee on Program Review and Committee on Graduate Funding and Fellowships. The VPAA shall be the official GSA representative to the Academic Senate Council on Research and Instructional Resources and its Committee on Library, Information, and Instructional Resources. If necessary, and after being approved by the Executive Committee, the VPAA may appoint designees to attend meetings of these bodies.
 3. The VPAA shall manage the annual nomination and selection process for GSA Excellence in Teaching Awards.
 4. The VPAA shall serve as alternate to VPIA for Chairperson of Executive Officer meetings.
 5. The VPAA shall help facilitate GSA activities.
- G. The Vice President-Graduate Student Affairs (VPGSA) shall assist the President in representing GSA interests in matters of UCSB student affairs (GSA Const. art. III, § D.6).
1. The VPGSA shall make regular reports to the Executive Committee and to the Assembly.
 2. The VPGSA shall be the official GSA representative to the Academic Senate Graduate Council Committee on Graduate Student Affairs, the Academic Senate Undergraduate Council, and the Wellness Committee. If necessary, and after being approved by the Executive Committee, the VPGSA may appoint designees to attend meetings of these bodies.
 3. The VPGSA shall be the lead GSA member on the GSA GSHIP Committee, and shall work with the Student Health Service Director to coordinate GSHIP negotiations.
 4. The VPGSA shall be the lead GSA Officer on housing issues.
 5. The VPGSA shall oversee the selection process for the Dixon-Levy GSA Service Award
 6. The VPGSA shall help facilitate GSA activities.
- H. Vice President-External Affairs (VPEA) shall assist the President in representing UCSB Graduate Student interests beyond the UCSB campus and shall serve as the chief delegate of the GSA in external matters (GSA Const. art. III, § D.7).
1. The VPEA shall make regular reports to the Executive Committee and to the Assembly.
 2. The VPEA shall be the official GSA representative to the Academic Senate Council on Planning and Budget Committee on Development and Community Relations. If necessary, and after being

approved by the Executive Committee, the VPEA may appoint a designee to attend meetings of this committee.

3. The VPEA shall attend all UCSA meetings or provide a proxy pursuant to UCSA guidelines.

4. The VPEA shall prepare for and advocate on behalf of the GSA during UC and UCSA lobbying activities.

5. The VPEA shall attend or provide a proxy for the UCSA Congress.

6. The VPEA shall help facilitate GSA activities.

- I. If an Officer wishes to resign, he or she shall submit a signed statement to that effect to the President, with a copy to the Vice President - Communication and Records. If no effective date is specified in the statement, the resignation shall take effect upon receipt of the statement by the President or the Vice President-Communications and Records, whichever is earlier.
- J. The GSA Assembly provides stipends each quarter to the elected GSA Officers in recognition of and appreciation for their volunteer service to the GSA.
1. Elected GSA Officers shall receive stipends in the following quarterly amounts:
 - a. President: \$2000 during fall, winter, and spring quarters, \$1000 during Summer quarter
 - b. Vice President-Internal Affairs: \$1500 during fall, winter, and spring quarters, \$500 during Summer quarter
 - c. Vice President-Budget and Finance: \$1000 during fall, winter, and spring quarters, \$500 during Summer quarter
 - d. Vice President-Communication and Records: \$1000 during fall, winter, and spring quarters, \$500 during Summer quarter
 - e. Vice President-Academic Affairs: \$1000 during fall, winter, and spring quarters, \$500 during Summer quarter
 - f. Vice President-Graduate Student Affairs: \$1000 during fall, winter, and spring quarters, \$500 during Summer quarter
 - g. Vice President-External Affairs: \$1500 during fall, winter, and spring quarters, \$500 during summer quarter.
 2. Half of Officer stipends shall be paid to Officers no later than the end of the second week of each academic quarter and the remaining half shall be paid to Officers the ninth week of each academic quarter.
 3. An Officer who, for any reason, serves for only part of an academic quarter shall return to the GSA, by the end of the academic quarter in question, a portion of the stipend prorated by the number of days of the academic quarter that the Officer did not serve. The GSA Assembly, by two-thirds (2/3) vote, may reduce the sum to be returned. The percentage of the stipend to be returned shall equal the ratio of days not served to days in the academic quarter in question.
 4. The stipend of an Officer may be removed or reduced by either of the following methods:
 - i. Any GSA member may petition the GSA Assembly to remove or reduce an Officer stipend. Such a petition must

be submitted to the President with a copy to the Vice President – Communications and Records.

- ii. The GSA Assembly shall discuss the matter at its next regularly scheduled meeting and shall not make a decision regarding amending the stipend until the matter has been discussed at two (2) Assembly meetings. A two-thirds (2/3) vote shall be required to amend the stipend.

5. If an elected GSA Officer is unable to fulfill his or her duties during Summer Quarter, and the Executive Committee approves, another GSA Officer or the Immediate Past President may fulfill those duties and receive the stipend. If a GSA Officer or the Immediate Past President fulfills the duties of more than one office he or she may receive multiple summer stipends if the Executive Committee, by a two-thirds (2/3) vote, so approves.

K. The GSA Assembly shall provide funds to reimburse GSA Officers for travel expenses while on official GSA business as consistent with University of California travel policy.

- 1. Travel expense guidelines shall be developed by the VP – Budget & Finance in cooperation with the VP -- External Affairs.
- 2. The guidelines must be approved by the Executive Officers no later than October 1 of the Academic year.

L. The outgoing GSA Officers shall organize a “new officer training” to familiarize the GSA Officers-elect with their duties.

VII. GSA Elections

A. For any GSA election, the GSA Assembly shall select up to four (4) GSA members to serve on an ad hoc GSA Election Committee. The Election Committee membership shall include up to three GSA members and one GSA Officer who do not intend to run for office. The GSA Assembly shall designate one of the Election Committee members to serve as Election Committee Chairperson. A member of the Election Committee may be removed for cause by a two-thirds (2/3) vote of the Assembly. As required by the Constitution, the GSA President shall also be a member of the Election Committee (GSA Const. art. II, § L).

B. Regular Officer Elections

1. The GSA Assembly shall announce by the first day of Winter Quarter the time line for the regular Officer election including date on which the election will begin and the duration of the election (GSA Const. art. III, § E.2).

2. Nominations and Candidacy

- a. The GSA VP – Communications & Records shall open nominations and the GSA Assembly shall select the Election Committee members no later than the first meeting of Spring Quarter. The Election Committee Chairperson shall close nominations at a public meeting, which has been announced at least three (3) business days in advance, after a final opportunity to

submit nominations is offered. Nominations shall be open for at least seven (7) calendar days and shall be well publicized.

- b. All GSA members shall have the right to nominate candidates for GSA Officer positions. GSA members may nominate themselves as candidates for office.
 - c. All nominations shall take effect upon the submission of the completed nomination form to the Election Committee Chairperson. The nomination form shall include the following information:
 - i. Name, perm number, and home department of the person making the nomination. The perm number of the person making the nomination shall not be made public.
 - ii. Name and home department of the nominee.
 - iii. Position for which the GSA member is nominated.
 - d. All nomination forms are due to the VP – Communication & Records by the first day of instruction of the Spring Quarter.
 - e. Nominees shall be informed of their nomination within three (3) business days of the nomination.
 - f. Nominees shall accept a nomination by completing a Candidacy Statement. The Candidacy Statement must be submitted to the Election Committee Chairperson, by the first GSA Assembly meeting of the Spring Quarter. If a GSA member is nominated for multiple positions, the nominee must choose one GSA Officer position for which he/she would like to be a candidate. All Candidacy Statements shall include the following information:
 - i. Name, perm number, home department, and degree objective of the nominee. The candidate's perm number shall not be made public.
 - ii. Complete contact information for the nominee.
 - iii. Position for which the nominee is to be a candidate.
 - iv. A publishable statement, of no more than 500 words, describing the candidate's reasons for running, qualifications for office, and goals if elected.
 - g. Candidacy Statements shall be posted on the GSA web site no less than three (3) business days prior to the first day of the election.
3. Election
- a. The Election Committee shall be responsible for conducting the regular Officer election.
 - b. Immediately following the close of nominations, the GSA shall hold a Candidates' Forum. The Election Committee Chairperson shall preside over the Candidates' Forum at which all candidates shall be given equal opportunity to speak and answer questions. The candidates' remarks, as well as the questions posed to them and their answers, may be posted to the GSA web site and distributed to the public. Prior to making their remarks public, candidates shall be given the opportunity to review the text of their

comments, and they may request corrections to the text. In the event of a dispute over whether a correction is to be made, the Election Committee shall make a final determination.

- c. The Election Committee Chairperson shall announce the election to the GSA members no less than three (3) business days before the first day of the election. The announcement shall include instructions on how to cast a ballot in the election and publicize the availability of the Candidacy Statements.
- d. The election shall extend no less than four (4) and no more than twelve (12) calendar days after the chosen start date of the election.
 - i. Access to the ballot shall be restricted to GSA members. All reasonable steps shall be taken to ensure the security and integrity of the balloting process. If, in the opinion of the Election Committee, the security and integrity of the balloting process has been compromised, the Election Committee may void the election.
 - ii. GSA members shall have the right to vote during the election by an online voting process or through a paper ballot that shall be available at the GSA office during normal GSA office hours.
- e. The winner of an election shall be determined by a plurality of votes. Should the margin of victory in an officer election be below 2%, the ballots shall be recounted.
- f. The Election Committee Chair shall compile the final results of the voting process and report them to the candidates no later than twenty four (24) hours following the closing of elections. The Election Committee shall certify and announce the election results within three (3) calendar days following the end of the election.
- g. If an election is disputed, the Election Committee shall resolve the dispute and make a full report to the GSA Assembly. The GSA Assembly may overturn an Election Committee decision by a two-thirds (2/3) vote.

C. Special Officer Elections

1. If an elected GSA Officer position is not filled by the regular GSA Officer elections process (e.g. no one is nominated for a position) or if a GSA Officer position becomes vacant, the GSA Assembly shall hold a special election, as defined in the GSA Constitution (GSA Const. art. III, § E.3).
2. The special election for a position not filled in a regular election shall occur at the next regularly scheduled GSA Assembly meeting following the election and, if necessary, at each subsequent GSA Assembly meeting until the position is filled.
3. Special Elections Procedure
 - a. A special election shall take place at a GSA Assembly meeting and shall be publicized at least three (3) business days in advance of the election (GSA Const. art. III, § E.3).

- b. Nominations for an Officer position shall be taken from the floor. To become a candidate for office, a nominee must be present to accept the nomination.
- c. Each candidate shall be given an opportunity to make a presentation discussing why he or she is running for office, qualifications for office, and goals if elected. GSA members shall have the opportunity to ask questions of the candidates.
- d. The GSA Assembly shall fill the Officer position by secret ballot. The Election Committee shall count the ballots. The winner of the election shall be determined by a plurality of votes.
- e. If more than one special election is to be held at a GSA Assembly meeting, the nomination and election process shall be completed for each position, one at a time.

D. Ballot Measures

1. A ballot measure is any fee measure, constitutional amendment, or plebiscite that the GSA Assembly puts on a ballot for an election of the GSA members at large. Any GSA member may bring a proposal for ballot measure to the GSA Assembly at any regular or special GSA Assembly meeting.
2. Fee Measures and Constitutional Amendments
 - a. A fee measure is a ballot measure that, if approved, would allow the GSA members at large to pay a fee, usually on a quarterly basis. Mandatory fees are paid by all GSA members while voluntary fees are only paid by those GSA members who choose to pay the fee via a “positive check-off” method.
 - b. In order for voluntary fee measure to be submitted to the GSA members at large, a two-thirds (2/3) vote of the GSA Assembly is required.
 - c. As required by the GSA Constitution, proposed constitutional amendments and mandatory fees must be discussed at two (2) GSA Assembly meetings and approved by two-thirds (2/3) of the entire GSA Assembly and the GSA members at large (GSA Const. art. IV, § A.2; GSA Const. art. VIII, § A).
 - d. Graduate Division and the Academic Senate Graduate Council shall be given the opportunity to review and comment on a proposed GSA fee measure so that any comments received may be presented to the GSA Assembly before approval of the fee measure and submission to the GSA members at large.
 - e. The Assembly shall set the dates on which voting on the fee measure or constitutional amendment shall occur.
 - f. The GSA Assembly shall approve the wording for fee measures and constitutional amendments at the first meeting of the Spring quarter.
 - g. The GSA Assembly shall compose a Voter’s Guide with the election dates, voting method, ballot wording, and an unbiased factual analysis of each fee measure or constitutional amendment.

The GSA Assembly shall distribute the Voter's Guide to the GSA members no less than seven (7) business days before the first day of the election.

- h. The GSA Assembly shall solicit pro and con statements for each fee measure or constitutional amendment. Pro and con statements shall be released to the public no less than three (3) business days before the start of the election.
 - i. As stated in Campus Regulations and in the GSA Constitution, in order for a fee measure or constitutional amendment to be approved, 20% of all GSA members must cast valid votes in the election in which the measure appears. A majority of those who vote on a particular measure must vote in favor of the measure for it to pass. For mandatory fee measures and constitutional amendments, there is an additional GSA requirement that at least 10% of all GSA members must cast valid votes in favor of the fee measure or constitutional amendment (GSA Const. art. IV, § A.2.b.ii; GSA Const. art. VIII, § A.2.b) in order for it to pass.
 - j. Should the margin of victory or defeat for a fee measure or constitutional amendment be below 2%, the ballots shall be recounted.
3. Plebiscites
- a. The GSA Assembly may sponsor a Plebiscite if it wishes to know the opinion of the GSA members at large about an issue.
 - b. A Plebiscite may be placed on the ballot by a majority vote of the GSA Assembly.
 - c. The GSA Assembly shall approve the plebiscite wording on the ballot.
4. Election
- a. The Election Committee shall be responsible for conducting a ballot measure election.
 - b. The election shall extend no less than four (4) and no more than twelve (12) calendar days after the chosen start date of the election.
 - i. Access to the ballot shall be restricted to GSA members. All reasonable steps shall be taken to ensure the security and integrity of the balloting process. If, in the opinion of the Election Committee, the security and integrity of the balloting process has been compromised, the Election Committee may void the election.
 - ii. GSA members shall have the right to vote during the election by an online voting process or through a paper ballot that shall be available at the GSA office during normal GSA office hours.
 - c. The Election Committee Chair shall compile the final results of the voting process and announce the results no later than twenty four (24) hours following the closing of elections. The Election Committee shall inform the Chancellor of fee election results and,

as required by Campus Regulations, ask the Chancellor and the Regents for approval of any fees that have been approved by the GSA members at large.

- d. If an election is disputed, the Election Committee shall resolve the dispute and make a full report to the GSA Assembly. The GSA Assembly may overturn an Election Committee decision by a two-thirds (2/3) vote.

VIII. Finances

- A. By the last Assembly meeting of the academic year, the Vice President – Budget and Finance shall present a proposed budget to the GSA Assembly, with all line items displayed. The Vice President – Budget and Finance shall explain all budgetary items to the Assembly. Upon approval of the Assembly, the budget shall become GSA policy. The Budget shall be for the time period of November 1 – October 31.
- B. The GSA Assembly, by a two-thirds (2/3) vote, shall approve any changes in the budget.
- C. The GSA Assembly shall approve any expenditure greater than \$300.00.
- D. The GSA Assembly may subject the GSA financial records to an audit.
- E. The Vice President – Budget and Finance shall update the GSA inventory by the end of the fall and spring quarters.
- F. The GSA Assembly shall provide a rebate in the fall, winter, and spring quarters to the GSA member organization of each qualifying Graduate Degree Program.
 1. The amount of the rebate shall be \$1.00 per GSA member in the Graduate Degree Program per quarter.
 2. The rebate is to be used by the GSA members of the Graduate Degree Program to enhance the graduate student experience at the Graduate Degree Program level.
 3. The rebate for each quarter shall be deposited into the Graduate Degree Program account at the Office of Student Life no later than ten (10) business days after the start of the following academic quarter.
 4. For a Graduate Degree Program that has selected only one Assembly Member to qualify for the rebate, the Assembly Member, or a designated representative, must attend two-thirds (2/3) of all Assembly meetings during the quarter. For a Graduate Degree Program that has selected more than one Assembly Member to qualify for the rebate, at least one-half (1/2) of the Assembly Members, or designated representatives, from the Graduate Degree Program must be present at each Assembly meeting during the quarter.
- G. Organization Funding Guidelines
 1. The GSA Assembly may provide funds for events and activities that enhance graduate student life at UCSB. (GSA Const. art. IV, § B.3). The GSA Assembly shall primarily fund activities organized by graduate students but may also sponsor activities on campus that benefit the graduate student community.
 2. Priorities for Funding:

- a. Requests from organizations of graduate students over requests from student organizations with graduate student members.
 - b. Requests for activities for graduate students over requests, in descending order, for all students (undergraduate and graduate), for the entire campus community (students, faculty, staff, and administrators), or for the local community (Isla Vista, Goleta, Santa Barbara, etc.).
 - c. Requests that are interdisciplinary, involving different academic departments, over requests involving only one academic department or discipline.
3. Events and activities not funded by the GSA:
- a. Single department or single program seminars, colloquia, or other departmental speakers and events that are the normal responsibility of academic units.
 - b. The regular business meetings of a student organization.
 - c. Funding requests that are not authored by a GSA member and sponsored by an officially registered student organization or by the GSA Executive Committee.
 - d. Events and activities that are the on-going responsibility of UCSB administrative units (such as graduate career services, child care, etc.).
4. The GSA Assembly shall not provide funds for speaking fees, performance fees, or any other fees for service to individual UCSB Graduate Students involved in events and activities funded by the GSA.
5. The GSA shall be acknowledged as a sponsor on information that is produced for an event or activity that is funded by the GSA.
6. The GSA Assembly encourages organizations making funding requests to seek co-sponsorship from other UCSB and off-campus organizations as applicable. The GSA Assembly may decline to fund an event or activity if the GSA is the only sponsor.
7. The GSA Assembly may require that organizations seeking repeat funding for recurring activities demonstrate evidence that financial support from other sponsors has been sought and/or received. Other sponsors may include UCSB organizations, off-campus foundations and professional societies, interested private firms, and organizations from other UC campuses, other colleges, and other universities.
8. The GSA Assembly will provide a maximum contribution of \$300.00 per event or activity and \$600.00 per year to any organization. Funding requests must be submitted to the GSA Vice President – Budget and Finance no less than five (5) business days prior to the GSA Assembly meeting when funding will be considered. Retroactive funding shall not be considered except under extremely unusual circumstances.

IX. Prizes and Awards

- A. GSA Excellence in Teaching Award: Each year, the GSA Assembly shall present up to five teaching awards to outstanding GSA member teachers at UCSB.

- 1. Awards

- a. Three Teaching Assistants (TAs) may receive the award, one in each of the following areas: humanities and fine arts, social sciences (including Education), and science and engineering (including Environmental Science and Management).
 - b. One or two Teaching Associates from any discipline may receive the award.
2. Nominations
- a. The Vice President-Academic Affairs shall make nomination forms available to the campus community. Nomination forms should be available on the GSA web site, in the GSA Lounge, in Graduate Division, and in the offices of Graduate and Undergraduate Program Assistants. The nomination process should be publicized in the *Daily Nexus*.
 - b. Any member of the campus community may nominate a GSA member for an award.
 - c. Nominees must have been a Teaching Assistant or a Teaching Associate for at least one quarter in the spring, summer, fall, or winter quarter immediately preceding the due date for nominations.
 - d. Former winners of the award and current GSA Officers shall not be eligible.
3. Selection of Winners
- a. The Vice President-Academic Affairs shall notify GSA members of their nomination for the award.
 - b. In order to continue in the selection process, nominees shall submit materials to the Vice President-Academic Affairs. These materials shall include two or three letters of support from current or former faculty, staff, undergraduates, and GSA members who are familiar with the nominee's teaching, a 500-word statement of teaching philosophy, relevant student evaluations, and curriculum vitae.
 - c. The GSA Vice President-Academic Affairs shall oversee the competition and create an ad hoc award committee to read nominations and select a winner in each category. The selection committees shall be made up of two to three GSA members who work in the general discipline in which the prize is to be given. GSA members may serve on more than one committee.
 - d. The timeline for the competition should closely follow:
 - i. Winter Quarter, first week: call for nominations announced to the UCSB community.
 - ii. Winter Quarter, last day of classes: nominations are due at the GSA.
 - iii. Spring Quarter, first week of classes: notification of nominees.
 - iv. Spring Quarter, third week of classes: supporting materials due from nominees.

- v. Spring Quarter, eighth week of classes: announcement of winners.
- e. If any awards committee is unable to choose an award recipient from between two exceptionally qualified candidates, the GSA Executive Committee may authorize a joint award.
- f. At the discretion of the awards committees, one honorable mention may be awarded in each category.
- g. If there are insufficient nominations, or if the quality of submitted materials is not consistent with that of award winners in previous years, an awards committee may choose to not give an award in that category.

4. Prizes

- a. The GSA Assembly shall have a GSA Excellence in Teaching Award line item in the GSA budget.
- b. Each GSA Excellence in Teaching Award shall carry with it an honorarium of \$1,000 and the prestige of winning a campus-wide teaching award. Winners of joint awards shall normally share the honorarium.
- c. The GSA Executive Committee may authorize additional funding for any joint awards and/or honorable mention awards, provided that the total expenditures for all award honoraria do not exceed the GSA Excellence in Teaching Award budget established by the GSA Assembly, under the following guidelines:
 - i. Honoraria for GSA Excellence in Teaching Award joint award winners shall not exceed \$1,000 per joint award recipient.
 - ii. Honoraria for honorable mention shall not exceed \$500 for each honorable mention recipient.

B. Dixon-Levy GSA Service Award: In 1998, the GSA established the Travis Dixon GSA Service Award, in recognition of graduate student Travis Dixon's many years of service to the GSA. In 2002, the GSA renamed the award as the Dixon-Levy GSA Service Award, in recognition of graduate student Alan Levy's many years of service to the GSA. The dual name of the award acknowledges that service to graduate students at UCSB comes in many forms, not only through serving as an elected GSA Officer but also through advocacy of graduate student interests in other ways. The GSA Executive Committee may grant this award to members of the campus community who unselfishly have devoted themselves to improvement of graduate student life. While the number of awards given may vary from year to year, the Executive Committee normally shall recognize three or four members of the community. Award recipients shall receive a certificate of commendation and shall have their name engraved on the plaque hung in the GSA Lounge. Current and former GSA Officers are not eligible to receive this award for activities related to their duties as a GSA Officer. The GSA Assembly shall provide sufficient funds to support this award.

X. GSA Committee Representatives

A. Application

1. Any GSA member may apply and shall be eligible to be appointed to serve as a GSA Committee Representative. (GSA Const. art. V, § B.1)
2. The Vice President – Communications and Records shall publicize new and continuing vacancies for GSA Committee Representative positions.
3. The Vice President-Communications and Records shall make a GSA Committee Representative application, with complete instructions, available on the GSA web site and in the GSA Lounge. A completed application shall include:
 - a. Name, perm number, home department, and degree objective of the applicant. The applicant's perm number shall not be made public.
 - b. Complete contact information for the applicant.
 - c. GSA Committee Representative position(s) for which the GSA member is applying.
 - d. A statement, of no more than 200 words, describing the applicant's reasons for wanting the GSA Committee Representative position, qualifications for the position, and goals while serving as a the GSA Committee Representative.
4. A GSA member may apply for and serve in more than one GSA Committee Representative position.
5. The Vice President-Communications and Records shall send to the applicant a confirmation of receipt of a completed application within five (5) business days with an explanation of the nomination and appointment process. A copy of the confirmation letter and the application shall be forwarded to the GSA Officer who oversees that GSA Committee Representative position.

B. Nominations

1. Before the beginning of each academic year, the President shall submit a proposal on GSA Committee Representative position oversight to the Executive Committee for modification and approval. Once the proposal is approved, the oversight of individual GSA Committee Representative positions may be reassigned by a two-thirds (2/3) vote of the Executive Committee.
2. The GSA Officer who oversees a particular GSA Committee Representative position shall review submitted applications within ten (10) business days of receipt from the Vice President – Communications and Records and determine whether to nominate an applicant for the GSA Committee Representative position.

C. Appointment

1. Appointments to GSA Committee Representative positions shall be for a term ending on August 31 following the date of appointment, except that appointments to the Student Fee Advisory Committee shall be for a term specified by the by-laws of that body. For special committees appointed by the Chancellor or Executive Vice Chancellor, GSA

Committee Representatives may serve for a term longer than one year, provided that a mechanism is established to ensure GSA representation throughout the lifetime of the committee. Appointments to GSA Committee Representative positions may be renewed.

2. The Executive Committee shall review, by September 1 each year, all current GSA Committee Representative appointments. As appropriate, the Executive Committee may renew appointments of GSA Committee Representatives. The GSA Assembly, by a majority vote, may overturn decisions of the Executive Committee regarding the renewal of a GSA Committee Representative appointment.

3. Prior to each Assembly meeting the Executive Committee shall:
- a. Vote on all GSA Committee Representative nominations.
 - b. Review remaining vacancies in GSA Committee Representative positions.
 - c. Develop a plan for filling vacant positions including, but not limited to, active recruiting or appointing GSA members who have applied for and/or serve in other GSA Committee Representative positions.

4. Once a GSA member has been appointed to a GSA Committee Representative position, the GSA Officer overseeing that position shall contact the appointee within five (5) business days and confirm that the appointee accepts the position. The GSA Officer shall provide contact information for the body on which the GSA Committee Representative will serve, information about the confirmation process and serving on an interim basis until confirmed, and duties as a GSA Committee Representative.

D. Confirmation

1. After being appointed by the GSA Executive Committee, GSA Committee Representative appointees may serve immediately, on an interim basis, pending confirmation of the appointment by the GSA Assembly (GSA Const. art. V, § B.2).

2. A majority vote of the GSA Assembly shall be required to confirm a GSA Committee Representative appointee. The confirmation vote shall occur at the next GSA Assembly meeting following the appointment (GSA Const. art. V, § B.3).

E. When appropriate or required, the Executive Committee shall submit a letter of appointment to the person responsible for the body on which a GSA Committee Representative is to serve. For appointments to Academic Senate Councils and Committees, the letter shall be sent to the appropriate Council or Committee chair and copies of the letter shall be sent to the Executive Director of the Academic Senate and to the Chair of the Academic Senate Committee on Committees.

F. Duties

1. The overseeing GSA Officer shall contact the GSA Committee Representative at least once per month to take a report and inform the GSA Committee Representative of any relevant actions or positions taken by the GSA Assembly or Executive Committee

2. The GSA Committee Representatives shall:
 - a. As stated in the GSA Constitution:
 - i. Attend all meetings of the bodies on which they represent the GSA (GSA Const. art. V, § C.1).
 - ii. Consult with and report to GSA Officers and the GSA Assembly regularly (GSA Const. art. V, § C.2).
 - iii. Inform the bodies on which they serve of positions on relevant issues taken by the GSA (GSA Const. art. V, § C.3).
 - b. Submit a written report at the end of each quarter to the overseeing GSA Officer, with a copy to the Vice President – Communications and Records, summarizing the activities and accomplishments of each body on which they serve, including any recommendations for the GSA Assembly.
 - c. Report to the overseeing GSA Officer on a monthly basis and if an important issue of a time sensitive nature comes up in a body on which they serve.
 - d. Be familiar with the GSA Issues Agenda and make members of the bodies on which they serve aware of relevant portions.
 - e. Solicit input and advice from the overseeing GSA Officer, the Executive Committee and the Assembly as needed.

G. Suspension and Removal

1. The Executive Committee may suspend a GSA Committee Representative appointment for cause, with immediate effect. If the Executive Committee has not rescinded the suspension by the next meeting of the GSA Assembly following the suspension, the GSA Assembly shall consider the suspension. The GSA Assembly may, by majority vote, overturn the suspension.
2. As allowed by the GSA Constitution, the GSA Assembly, by a two-thirds (2/3) vote, may remove a GSA Committee Representative (GSA Const. art. V, § D).

H. GSA Committee Representative Stipends

1. The GSA Assembly shall provide stipends for Fall, Winter, Spring, and Summer quarters to GSA Committee Representatives who do not receive a stipend from the body or bodies on which they serve and to GSA members who serve on the GSHIP Committee. If the stipend that a GSA Committee Representative receives from the body on which he/she serves is less than the stipend that he/she would receive from the GSA, the GSA Assembly shall provide a partial stipend to make up the difference.
2. A GSA Committee Representative or GSA member of the GSHIP Committee shall receive his/her stipend after turning in the report to the Vice President – Communications and Records at the end of the quarter summarizing the activities of the body or bodies on which he/she serves. The GSA Committee Representative or GSHIP Committee member shall include in the report the number of hours during the quarter that he/she spent on the business of each body. The Executive Committee may require

the GSA Committee Representative or GSHIP Committee member to submit supplemental documentation to verify the time spent on the business of each body. GSA Committee Representatives who serve on bodies that administer voluntary and mandatory campus-based fees approved through student fee elections shall include in their reports budgetary and other financial data regarding the disposition of the student fees, evaluation of the level of consultation with graduate students, and recommendations as to whether the GSA Assembly should seek to maintain, amend, renew, or rescind the fee.

3. The quarterly stipend for serving as a GSA Committee Representative or on the GSHIP Committee shall be determined by the following guidelines:

- a. Up to 6 hours of service during the quarter \$50
- b. 6-9 hours of service during the quarter \$75
- c. 9-12 hours of service during the quarter \$100
- d. 12-15 hours of service during the quarter \$125
- e. 15-18 hours of service during the quarter \$150
- f. 18-21 hours of service during the quarter \$175
- g. More than 21 hours of service during the quarter \$200

4. Reports shall be due by the last day of the academic quarter. The Stipends shall be paid within thirty (30) calendar days of receipt of the report.

5. GSA Officers shall not be eligible to receive GSA Committee Representative or GSHIP Committee member stipends.

XI. Graduate Student Health Insurance Plan (GSHIP)

A. GSHIP Committee

1. The GSHIP Committee membership shall be:

- a. The GSA Vice President-Graduate Student Affairs.
- b. The GSA Committee Representative to the Student Health Advisory Committee.
- c. Two (2) other GSA members who shall be appointed using the same process by which GSA Committee Representatives are appointed. The GSA members should represent the diverse graduate student population as much as possible, taking into account the wide variety of degree objectives, types of on- and off-campus employment, marital/partnership/family status, and citizenship/residency status.
- d. The GSA President (GSA Const. art. II, § L).
- e. The SHS Director (GSA Const. art. VI, § C.1.b).
- f. A representative from Graduate Division.
- g. A representative from the Academic Senate Graduate Council.
- h. Other interested non-GSA members upon approval of the GSA Assembly (GSA Const. art. VI, § C.1.c).

2. The GSHIP Committee may invite advisors and consultants to attend GSHIP Committee meetings as needed. The following people normally shall advise the GSHIP Committee: senior staff members of the

Student Health Service, SHS insurance advisors, a representative from the Office of International Students and Scholars, a representative from the Orfalea Family Children's Center, a representative from Counseling and Career Services, and the insurance broker.

3. Any GSA member may attend a GSHIP Committee meeting and address the GSHIP Committee.

4. The GSHIP Committee shall:

- a. Make recommendations to the GSA Assembly regarding GSHIP issues (GSA Const. art. VI, § C.2).
- b. Keep up to date on the GSHIP claims experience, health insurance trends, and changes in local, state, and federal law pertaining to GSHIP.
- c. Serve the GSA and GSA members as a liaison with SHS and the insurance company and, as such, receive questions, comments, requests, and complaints from GSA members and forward them to the appropriate parties and/or respond as needed.
- d. Annually prepare a GSHIP proposal for the next academic year to present to the GSA Assembly.
- e. Update, in conjunction with the insurance company and the claims administrator, the GSHIP brochure, waiver forms, claim forms, and any other documents that are used by GSHIP participants.

B. GSHIP approval process

1. Suggestions of possible GSHIP modifications should be given to the insurance broker after the first GSA Assembly meeting of Winter Quarter and no later than January 15. The GSHIP Committee shall solicit written requests regarding possible modifications to GSHIP and shall hold a forum open to all GSA members to take requests for possible modifications.

2. The GSHIP proposal for the next academic year, with a menu of possible changes to consider, shall be presented to the GSA Assembly by the first meeting of Spring Quarter. The GSHIP Committee may also submit any recommendations or analysis of the possible changes that it deems appropriate. The GSHIP Committee shall simultaneously submit a copy of the proposal and any recommendations or analysis to Graduate Division and the Academic Senate Graduate Council and shall solicit written comments.

3. The GSHIP Committee shall solicit written comments from GSA members regarding the possible changes and shall hold a forum open to all GSA members to discuss the possible changes. The SHS Director and the insurance broker should be asked to attend the forum to answer any questions.

4. The GSHIP Committee shall provide a report to the GSA Executive Committee of the comments received regarding the possible changes, including any comments from Graduate Division or the Academic Senate Graduate Council, no less than five (5) business days

before the Assembly meeting at which the GSA Assembly plans to approve the GSHIP package.

5. The GSA Assembly, after considering the menu of possible GSHIP changes, shall approve a GSHIP package during Spring Quarter, preferably by the second regularly scheduled Assembly meeting of the quarter. GSA members shall be given an opportunity to address the GSA Assembly regarding GSHIP before the GSA Assembly votes to approve the GSHIP package.

6. If the GSA Assembly fails to approve a GSHIP package by May 15, the Executive Committee, after consultation with the GSHIP Committee, shall approve a GSHIP package by a two-thirds (2/3) vote.

C. The GSA delegates the administration of the GSHIP to the UCSB Student Health Service. SHS may provide administrative support for the GSHIP Committee.

XII. UCSB Graduate Student Bill of Rights

A. To promote a more productive climate between ourselves and our faculty and to define our role in the university as a whole, we, the graduate students of the University of California at Santa Barbara (UCSB), claim the rights enumerated below. These are basic rights common to all graduate students. They form a foundation upon which faculty and students can build a genuine intellectual community. (Established Spring 1995)

1. Graduate students are to be considered members of a scholarly community, and as such, they have a right to collegial and respectful treatment by faculty members.

2. Graduate students have a right to study and work in an environment free of exploitation, intimidation, harassment and discrimination based on characteristics such as gender, race, age, sexual orientation, disability, religious or political beliefs and affiliations.

3. Given that Graduate students have the same rights and obligations as all citizens, they are free as other citizens to express their views and to participate in the political processes of the academic community and the community at large.

4. Graduate students have the right to clear and specific written requirements for achieving an advanced degree.

a. These requirements should be provided to graduate students upon their admission into a graduate program and/or emphasis.

b. No changes in degree requirements should affect students previously accepted into the graduate program and/or emphasis except at their option.

c. Prospective and currently enrolled graduate students have a right to know and should be informed of the "normative time to degree" and "average time to degree" within a specific graduate program and/or emphasis.

d. Prospective and currently enrolled graduate students have a right to know a program's and/or emphasis' attrition rate if available and the predominant reasons for lack of program completion except in instances where confidentiality is threatened. Student access to

statistical information on graduate programs should not interfere with the privacy rights of other students.

5. Graduate students have a right to an accurate description of availability and the likelihood of ongoing financial and resource support within their program and/or emphasis.
 - a. Prospective and currently enrolled graduate students should be provided a thorough description of the requirements and qualifications necessary for academic employment, training and financial support within their departments and/or emphases at the university.
 - b. All graduate programs and/or emphases should have clearly written policies regarding the distribution of financial support and academic employment.
 - c. All policies concerning support of graduate students should be implemented in a consistent and understandable way.
 - d. Graduate students should be provided with appropriate office, study, and lab space.
6. Graduate students have a right to be judged by the faculty of their department in accordance with fair procedures, in matters of employment and promotion, solely on the basis of the graduate students' professional qualifications and professional conduct.
7. Graduate students have a right to respectful mentorship.
 - a. Graduate students should have their progress toward achieving an advanced degree be evaluated in an objective manner and based on criteria that are understood by the graduate advisor and students.
 - b. Evaluations should be factual, specific, and should be shared with the student within a reasonable period of time. Annual progress reports should be in writing.
 - c. A written evaluation of performance on qualifying and comprehensive examinations should be provided to students.
 - d. Graduate students should receive regular feedback and guidance concerning their academic performance through a mutually agreeable schedule of conferences with their advisor/chair/mentor.
 - e. Graduate students should be given a fair opportunity to correct or remedy deficiencies in their academic performance with agreed upon timetables for remedy.
 - f. Any intent to dismiss a student from a graduate program and/or emphasis for academic reasons must be preceded by a warning, which includes special performance information, well in advance of actual dismissal.
 - g. Any intent to discontinue an advisor/chair/mentor relationship with a graduate student must be preceded by a warning within a reasonable period of time.
8. Graduate students have a right to co-authorship in publications involving significant contribution of ideas or research work from the student. The student should receive "first authorship" for publications

which are comprised primarily of the creative research and writing of the student when consistent with the conventions of the field.

9. Graduate students have a right to reasonable confidentiality in their communication with professors

10. Graduate students have a right to refuse to perform tasks that are not closely related to their academic programs or professional development.

11. Teaching assistants and teaching associates have a right to appropriate teacher training.

a. All graduate programs and/or emphases should implement a structured training program for their teaching assistants and teaching associates.

b. All graduate programs and/or emphases should outline the expectations of a graduate student teacher, and the ways in which those expectations can be achieved, for their teaching assistants and teaching associates.

12. Graduate students have a right to professional training. This should include but not be limited to information about professional associations and conferences, mock interviews, job opportunities and publishing articles in journals.

13. Graduate students have a right to share in the governance of the University.

a. All departments, graduate programs and/or emphases should include graduate student representatives in the decision-making process where appropriate.

b. Graduate students should have representatives on all campus-wide committees, with voting privileges where appropriate according to the guidelines of shared governance.

14. Graduate students have a right to clearly defined official grievance procedures and informal complaint procedures at the department and campus-wide levels. Each department should have grievance procedures.

a. Consistent with this right, graduate students have a right to procedures appropriate to the nature of the case and the severity of the potential discipline.

b. When a formal hearing is required, a graduate student has a right to the following minimum procedural standards to assure a fair hearing.

i. The opportunity for a prompt and fair hearing, upon the request of the student at which the University shall bear the burden of proof, and at which the student shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses presented by the University. No inference, however, shall be drawn from the silence of the accused.

- ii. A record of the hearing; an expeditious written decision based upon the preponderance of evidence, which shall be accompanied by a written summary of the findings of fact.
 - iii. An appeal.
15. Graduate students have a right to challenge their term grades if those grades are based upon criteria other than course performance.
 16. Graduate students have a right to be free of reprisals for exercising these rights.