

BYLAWS
of the
GRADUATE STUDENT GOVERNMENT ASSOCIATION
of the
GEORGIA INSTITUTE OF TECHNOLOGY

[Last revised by the Graduate Student Senate on April 14, 2023]

ARTICLE I. THE LEGISLATIVE BRANCH

Section 1. Senate Elections and Membership

Paragraph A. Elections shall be announced at least two (2) weeks before voting starts, mentioning the deadline to declare candidacy and the dates and times when voting polls open and close. Eligible students shall be given at least one full week during the academic term (starting with the first day of classes) to declare their candidacy, following the announcement. Voting polls shall be open for at least three (3) business days.

- a. A special election to fill any vacant Senate seat shall be held at the beginning of the Spring semester. Additional special elections may be held as determined by the Senate.

Paragraph B. The total number of elected Senate seats shall be 60 (excluding at-large Senators). For apportionment, only programs and students required to pay Student Activity Fees to the Atlanta campus shall be considered. The number of enrolled students per academic unit shall be based on the official enrollment figures for the most recent academic year available in the Georgia Tech Fact Book. Seats shall be allocated through the following process:

- a. Seats shall be allocated to each college by multiplying the total number of seats with the fraction of number of enrolled fee-paying graduate students in the college divided by the total number of enrolled fee-paying graduate students. Remainders shall be rounded to the nearest whole number, excluding zero (0).
- b. If there are more than three (3) administratively-recognized departments or schools a college and the number of seats allocated to the college exceeds the number of departments, seats shall be further allocated to each department by multiplying the number of seats allocated to the college with the fraction of number of enrolled fee-paying graduate students in the department divided by the number of enrolled fee-paying graduate students in the college and then rounded to the next lowest whole number, excluding zero (0). Remaining seats within the college shall be allocated to departments based on the marginal remainder starting with the highest.
- c. Fee-paying students enrolled in programs not associated with a college shall be combined and treated as college for the purpose of allocation.

Paragraph C. The Senate shall include representatives of the graduate student body at-large. The Senate may elect upon nomination of the Senate Chair or the President up to five (5) at-large Senators.

Paragraph D. Senators are required to attend the following types of meetings of the Senate: regular, special, Committee of the Whole, and online.

- a. Senators shall be deemed inactive if they meet any of the following criteria: absence from three (3) regular meetings within a single semester (Fall/Spring); or absence from two (2) meetings without obtaining approval for excused absences within a single semester (Fall/Spring).
- b. Inactive senators shall not be considered part of the membership when determining quorum or majorities. Senators deemed to be inactive shall have their seats declared vacant after two regular meetings or ten (10) calendar days have elapsed since being notified of their inactive status, whichever comes first. The

- Graduate Senate Secretary is responsible for notifying senators of their inactive status.
- c. Inactive senators may request reinstatement to their seat before it becomes vacant. Reinstatement shall be subject to approval by a simple majority of the Senate and shall be considered at the first regular meeting of the Senate after receipt of the application for reinstatement. Prior to the reinstatement vote, the Senator applying for reinstatement shall have an opportunity to speak on their own behalf, or may choose to prepare a written statement to be read by the Senate Chair.
 - d. Excusals for absences may be granted by the Senate Chair at their discretion following a notification of absence. Excused absences that yield from other commitments to the Student Government Association may not be counted towards that Senator's absence limits at the discretion of the Senate Chair.
 - e. Attendance shall be tracked by the Senate Chair and the roster shall be public. The task may be delegated to the Secretary. A Senator shall be considered present if they have voted in at least 50% of the recorded votes in that meeting. The approval of the agenda in each session of the Senate shall be a recorded vote. An alternative method to measure attendance may be implemented by the Senate Chair if deemed necessary but shall not take effect until the Senate is notified of the change in procedure.
 - f. Absences that are accompanied by an excusal letter from the Office of the Dean of Students or the Office of Disability Services shall not be counted towards a Senator's absence limits.
 - g. In the event of a senator being reinstated, their absence count shall reset to zero and may accrue again to meet the threshold for inactivity. Upon reinstatement, a Senator may accrue an unlimited number of excused absences but may not accrue any additional unexcused absence for the remainder of the semester. Reinstated Senators that accrue an additional unexcused absence shall be declared inactive and must apply for reinstatement under the same procedures as before.

Paragraph E. Senators are required to maintain their eligibility to run for the office of Senator as outlined in the Constitution while in office. In case of the loss of eligibility (in cases including but not limited to graduation, withdrawal from the Institute, enrollment in fewer than four (4) credit hours during the Fall or Spring semester), they are required to immediately inform the Senate Chair who will declare the seat vacant. Senators may resign by submitting a notification to the Senate Chair who will declare the seat vacant.

Paragraph F. The Senate may fill by election upon nomination by the Senate Chair or the President any vacant Senate seat. The academic unit of the appointee must match the academic unit of the open Senate seat. Priority for appointment shall be given to the next highest remaining vote-getter in the most recent Senate election who is willing to serve in the role.

Section 2. Officer's Duties

Paragraph A. The **Senate Chair** has the following responsibilities:

- a. The Senate Chair presides over Senate meetings, including calling the Senate to order, preserving order and decorum within the Senate chamber, recognizing members to speak on the Senate floor, giving discretionary approval to non-members to speak on the Senate floor (on time yielded by members or provided by the Senate Chair), making rulings about Senate procedures and administering the voter polls.
- b. The Senate Chair administers the oath of office to all Senators, Justices, and Executive Officers, except the President and Executive Vice President.
- c. The Senate Chair receives all communication (including notifications and reports) by the Executive and Judicial Branch addressed to the Senate and distributes it to the body.
- d. The Senate Chair advises the Government on matters of parliamentary procedure, Georgia Tech rules and regulations, and amendments to the Constitution and By-Laws.

Paragraph B. The **Senate Vice Chair** shall assist in the performance of the Senate Chair's duties, and, in the absence of the Senate Chair, the Senate Vice Chair shall assume those duties.

Paragraph C. The **Treasurer** has the following responsibilities:

- a. The Treasurer shall keep all financial records of the Government.
- b. The Treasurer shall prepare the Government's yearly budget and present it for approval to the Senate.
- c. The Treasurer shall inform the Senate of requests for allocations from the Graduate Legislative Reserve (GLR) and shall state the outlook for the remainder of the fiscal year prior to votes on such allocations.
- d. The Treasurer shall inform the Senate of received revenue (outside of the Student Activity Fee), the corresponding stipulations for their use and allocation decisions on the use of such revenue.
- e. The Treasurer shall present to the Senate an annual report on expenses and revenue of the past fiscal year by the end of the second month of the Fall term. The Treasurer shall furthermore present an interim statement on expenses and revenue of the ongoing fiscal year at the end of the Spring term.
- f. The Treasurer shall automatically be a member of the Joint Finance Committee.
- g. The Treasurer shall be invited to attend meetings of the Executive Council when financial business is discussed, and no vote on financial decisions shall be made by the Executive Council without the Treasurer being able to comment on it prior to a vote.

Paragraph D. The **Secretary** has the following responsibilities:

- a. taking the roll and keeping minutes of all Senate meetings
- b. ensuring all senate records, including senate meeting minutes, executive meeting minutes, agendas, institute committee reports, vote records, and any other records related to the proceedings of the senate are accessible to the public
- c. ensuring the SGA website has the current senate schedule, and proper links to the meetings
- d. ensuring compliance with the Georgia Open Meetings Act

Paragraph E. The **Coordinating Officer** shall have the responsibility of serving as a liaison to the Undergraduate House of Representatives and shall attend all meetings of the Senate and the Undergraduate House of Representatives.

Section 3. Meetings of the Senate

Paragraph A. Regular meetings of the Senate shall take place once every full week of the fall and spring academic semesters (excluding weeks in which Finals take place). The Senate Chair will set the dates and times of regular meetings during a semester (including summer) and communicate them to the body no later than the end of the first full week of classes of the semester. The modality of meetings of the Graduate Student Senate should be hybrid such that it is reflective of the course modalities for all Senators. Furthermore, the hybrid option will help preserve Senators' rights to participate in Senate affairs to the greatest and fairest extent.

- a. The current edition of Robert's Rules of Order, Newly Revised, shall govern the procedure of all Senate meetings and will be the general authority on parliamentary law for all Senate matters, including the process of impeachment, when not in conflict with the provisions of the Graduate SGA Constitution or Bylaws.
- b. Graduate Senators and Officers of the Senate shall have full parliamentary speaking rights.
- c. President, Executive Vice President and Executive Officers may request time from the Senate Chair to speak on the floor about their activities or make statements regarding agenda items within the responsibility of their office. Requests shall be made prior to the beginning of a meeting of the Senate, unless it refers to agenda items added after the distribution of the agenda or amendments under debate in session.
- d. All Senators will be expected to uphold decorum that is reflective of effective representation of their

constituents. The Senate Chair, at his or her discretion, shall publish and uphold expectations of decorum for both in-person and online Senators.

- e. If, after the first full week of classes of the semester, the regularly scheduled meeting time of the Senate changes to a new day and/or time for any reason, any Senator who is legitimately unable to regularly attend the new meeting time due to other standing obligations to their classes, research, employment, immovable conflicting obligations to the Student Government Association, or other legitimate conflict as determined by the Senate Chair, may appeal to the Senate Chair to be designated as “Asynchronous” for a period of time not to exceed the end of the current semester. Senators applying for the Asynchronous designation must demonstrate that a legitimate regularly occurring conflict would prevent them from attending more than half of the remaining Senate meetings in the current semester.
- f. Senators designated with the Asynchronous status shall not be declared inactive or removed from Senate for absences accrued while serving with the Asynchronous designation. They shall retain the full rights and responsibilities incumbent to the office of Senator, including the right to attend Senate meetings, the right to vote on Senate matters, and the right to remain included on all correspondence directed to the Senate as a whole. The Senate shall be empowered to establish mutually agreeable ad-hoc procedures to allow for asynchronous participation for Senators with the Asynchronous status designation. These procedures shall only be in effect for the duration of the current semester in which these procedures have been adopted.
- g. During periods in which Senator(s) have the asynchronous designation applied, voting shall be open asynchronously for a period of at least 24 hours following the new Senate meeting time, or until the scheduled end of the original meeting time, whichever period is longer. While this clause is active, no vote shall be enacted until at least one half of the Senate membership has cast a vote.

Paragraph B. Quorum. Senate business cannot begin without a quorum. A quorum shall be defined as more than one-half (1/2) of the non-Asynchronous voting membership of the Senate. Business also cannot continue without a quorum which shall be more than one-quarter (1/4) of the non-Asynchronous voting membership of the Senate.

Paragraph C. Any main motion to be considered by the Senate shall be designated as a bill and the following procedure will be observed:

- a. All bills will be submitted via the online bill submission system before the end of business on the Monday preceding the meeting at which the bill is to be introduced as New Business.
- b. Only Senators and the President may author legislation.
- c. Consideration of all New Business shall be postponed for at least one meeting, unless moved to Unfinished Business by a two-thirds (2/3) vote.
- d. Any bill must pass by a simple majority vote of the Senate, unless otherwise specified in the Constitution or Bylaws.
- e. The Senate Chair may vote only to break a tie.
- f. Appointments by the President requiring the approval of the Senate shall be submitted as bills, stating one (1) nominee to be appointed to the one (1) specific office. The nominee shall attend a meeting of the Senate and be available for a hearing prior to the confirmation vote; the confirmation vote may be held at the same meeting.
- g. Any rule, regulation, or governing policy established through a bill shall be valid only for a period of three (3) years from the date the bill is passed. An exception to this shall be changes in the Constitution or Bylaws, which shall be permanent.

Paragraph D. The President may veto any bill prior to the next regular meeting of the Senate or within one week following the meeting at which the bill was passed, whichever is shorter, and must inform the, Senate Chair of his or her decision within this time period. Such a bill can be vetoed only once. The vetoed bill becomes

the first order of unfinished business at the next Senate meeting. At this time the President must explain the reasons for the veto to the Senate. Following discussion, an override vote will be taken and a two-thirds (2/3) vote shall override the veto; the override vote can be postponed or tabled by the Senate.

Paragraph E. Special meetings of the Senate may be called by the Senate Chair with forty-eight (48) notice at any time during an academic term (including summer), beginning with the first day of class and extending to the last day of class. Upon request of the President directed to the Senate Chair, the Senate Chair is required to call a meeting within ninety-six (96) hours of the request. Special meetings are limited to business that has been mentioned in the meeting notification, which needs to include drafts for bills or resolutions.

Section 4. Online and Summer Procedures

Paragraph A. The Senate Chair can refer bills to passage through the Online Bills Protocol (Appendix 1) if an urgent matter occurs and a special or regular meeting fails to deal with it (including but not limited to failure to reach quorum, intentional adjournment or meeting time constraints) or the Senate Chair does not expect a special meeting to reach quorum.

Paragraph B. During summer term, the President shall have the authority to approve allocations from the Graduate Legislative Reserve for a total not exceeding \$1000.00. The President must inform the Senate Chair and Treasurer immediately of such allocations and provide a full report of these expenditures during the first regular meeting of the Senate in the fall semester.

Section 5. Joint Bill Procedures

Paragraph A. Without loss of generality and within this section, the Undergraduate House of Representatives and the Graduate Student Senate will be referred to as “houses.”

Paragraph B. A joint bill is a bill that meets any of the following criteria:

- a. The bill appoints the chair of a joint committee.
- b. The bill calls for an Executive Agreement.
- c. The bill recommends policies related to the operation of the SGA office.
- d. The bill is designated as “joint” in the title of the bill as per an agreement made by both the graduate and undergraduate authors. This criterion includes any resolution deemed “joint.”

Paragraph C. To pass any joint bill, approval of both the Senate and the Undergraduate House of Representatives shall be required.

Paragraph D. All bills classified as joint bills shall follow all procedures as stipulated in these Bylaws and in the current version of the Joint Bill Policy. The houses shall renew the Joint Bill Policy at least once every three (3) years.

Section 6: Legislative Standing Committees

Paragraph A. Legislative Committees may be established by the Senate to improve the graduate student experience or to assist in the function of the Graduate Student Government. Legislative Committees shall take minutes of meetings and make reports on their activities to the Senate on a regular basis. Senate

Committee Chairs may appoint directors for special projects or responsibilities of their Committees with the advice of the Senate. The President, Executive Vice President, Senate Chair, and Senate Vice-Chair shall be ex-officio members of all Legislative Committees, unless explicitly prohibited by the committee description in Article 1, Section 6, Paragraph B of the GSGA bylaws.

Paragraph B. The following list contains all active Legislative Standing Committees:

1. The Graduate Student Outreach Committee shall facilitate communication and connections between the Graduate Student Government, departmental level graduate student advisory groups, and constituents of the Graduate Student Government.
 - a. This committee shall be tasked with the following responsibilities:
 - i. Maintain a list of contacts and facilitate communication between the Graduate Student Government and various department level graduate student advisory groups.
 - ii. Facilitate opportunities for engagement and communication between the Graduate Student Government and the graduate student body.
 - iii. Other actions, as warranted, that serve to create and strengthen connections between the Graduate Student Government and its constituents.
 - b. The Chair of the committee shall be selected via election within the Senate.
 - c. Committee membership shall be open to any graduate student who meets the criteria for participation in the Graduate Student Government. The Senate must appoint at least one Senator to serve on the committee. Additional members may be appointed to the committee at the discretion of the committee chair or Senate Chair.
 - d. The GSGA Vice President of Communications shall have ex-officio membership on the committee.
 - e. This committee shall meet at a regular schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.

ARTICLE II. THE EXECUTIVE BRANCH

Section 1. Executive Council

Paragraph A. The Executive Council shall meet once every full week of the fall and spring academic semesters (excluding weeks in which Finals take place), coordinate the activity of the Executive Officers and Executive Committees, and discuss graduate student policies and issues.

Paragraph B. The Executive Council shall oversee the execution of Graduate SGA's budget.

- a. The Executive Council shall decide on expenditures using appropriations from the Graduate Legislative Reserve (GLR) to Graduate SGA and other revenue sources. Delegation of spending authority to individuals requires the consent of the Treasurer.
- b. The Executive Council shall authorize activities to create revenue for Graduate SGA. Individuals engaged in fundraising shall report on their work to the Executive Council and Treasurer on a regular basis, at least monthly, or upon request. No external funding shall be accepted that cannot be disclosed to the Senate.

Paragraph C. The President shall establish Administrative Procedures for the operation of the Executive Branch of Graduate SGA that will outline the specific responsibilities of the Executive Officers and Executive Committees. These procedures shall not override any guidelines established by the Constitution or Bylaws.

Paragraph D. Members of the Executive Council shall also interact on a regular basis with the Office of the

Provost and the Office of Dean of Students to keep the offices informed about the Graduate SGA's activities.

Section 2. Officers' Duties

Paragraph A. The duties of the **President** are as follows:

- a. The President shall be the spokesperson for the graduate student body in all official affairs and in student relations with the administration.
- b. The President shall nominate eligible students as Executive Officers, Justices and other positions to the Senate, and appoint them to the office if and after they have gained approval of the Senate with simple majority.
- c. The President shall have the authority to remove Executive Officers, except Joint Vice Presidents, from office.
- d. The President shall set salaries for all Graduate SGA officers for Fall and Spring semester within the first three (3) weeks of the respective semester. The President's salary shall be no more than forty percent (40%) of the available salary pool. The President shall allocate at least twelve and a half percent (12.5%) of the available salary pool to officers of the Senate, and the President shall adopt the recommendations of the Senate Chair for the distribution amongst the officers of the Senate.
- e. The President shall gain approval of the Senate with simple majority before appointing a relative, spouse, or significant other to any position.
- f. The President shall be responsible for the activities of all Executive Standing and Ad-hoc Committees which are a part of the Executive Branch.
- g. The President shall appoint the chairs and members of Executive Standing Committees created within these Bylaws, Executive Ad-hoc Committees, Institute Committees, Joint Standing Committees, except such members that are mandated to be Senators or need to be designated by Senate, and Joint Governing Boards and Councils; the requirement to gain approval of the Senate for these appointments shall be removed for these positions, and the President shall notify the Senate immediately at its next meeting of such appointments.
- h. The President shall inform the Senate immediately at its next meeting of the departure from office of Executive Officer, Justices or other appointees (including but not limited to chairs and members of committees and graduate representatives on Institute Committees).
- i. The President shall submit proper and necessary legislation to the Senate
- j. The President shall have the power to transact routine business that is in the best interest of the graduate student body.
- k. The President shall be an ex-officio member of all Executive Committees.

Paragraph B. The duties of the **Executive Vice President** are as follows:

- a. The Executive Vice President shall assist in the performance of the President's duties, and, in the absence of the President, the Executive Vice President shall assume those duties.
- b. The Executive Vice President shall be an ex-officio member of all Executive Committees.

Paragraph C. The duties of the **Chief of Staff** are as follows:

- a. The Chief of Staff shall oversee all weekly Executive Council meetings, and be responsible for formatting meeting minutes such that they are ready to present to the Senate.
- b. The Chief of Staff shall administer all elections and referenda (including Senate general and special elections and Presidential elections), unless an Election Chair is appointed in accordance with the Election Policy.
- c. The Chief of Staff shall assist the President with the appointment process of the Graduate Judiciary Cabinet (GJC).

- d. The Chief of Staff may not run for an elected position within Graduate SGA or support or assist any candidate for an elected SGA office in such a way as to give the candidate an unfair advantage.
- e. The Chief of Staff shall assist the President with the appointment process of graduate student members to institute committee's, coordinate the activities of the representatives and receive their reports on their activities.
- f. The Chief of Staff shall serve on a variety of institute committees and standing committees, as determined by the President.

Paragraph D. The duties of the **Joint Vice President of Finance** are as follows:

- a. The Joint Vice President of Finance shall advise both houses concerning jointly allocated accounts, the Student Activity Fee-budgeting process, and any other appropriate financial matters.
- b. The Joint Vice President of Finance shall serve as the Chair of the Joint Finance Committee.
- c. The Joint Vice President of Finance shall submit the proper and necessary financial legislation to the President, who shall introduce it to the Senate.
- d. The Joint Vice President of Finances shall attend the meetings of the Senate, unless granted excusal by the Senate Chair.

Paragraph E. The duties of the **Joint Vice President of Campus Organizations** are as follows:

- a. The Joint Vice President of Campus Organizations shall advise both houses concerning the administration of campus organizations.
- b. The Joint Vice President of Campus Organizations shall serve as the Chair of the Joint Campus Organizations Committee.
- c. The Joint Vice President of Campus Organizations shall attend the meetings of the Senate, unless granted excusal by the Senate Chair.

Paragraph F. The duties of the **Joint Vice President of Information Technology** are as follows:

- a. The Joint Vice President of Information Technology shall serve as the President's advisor on matters of Information Technology.
- b. The Joint Vice President of Information Technology shall be responsible for any Information Technology initiatives, and perform necessary maintenance of the Student Government Association website.
- c. The Joint Vice President of Information Technology shall serve as leader and coordinator of the Information Technology Committee.
- d. The Joint Vice President of Information Technology shall coordinate efforts to disseminate information through electronic means.
- e. The Joint Vice President of Information Technology shall maintain all governing documents and reports of the Student Government Association business on the website.

Paragraph G. The duties of the **Vice President of Academic and Research Affairs** are as follows:

- a. The Vice President of Academic and Research Affairs shall serve on a variety of institute committees and standing committees relating to research and academic aspects of the graduate student experience, as determined by the President.

Paragraph H. The duties of the **Vice President of Conference Funds** are as follows:

- a. The Vice President of Conference Fund shall be responsible for the administration of the Graduate Conference Fund, **Undergraduate Conference Fund**, and Career Development Fund, and enforcing the rules and regulations outlined in the current Conference Fund and Career Development Fund Policies.

Paragraph I. The duties of the **Vice President of Student Life** are as follows:

- a. The Vice President of Student Life shall serve on a variety of institute committees and standing committees that pertain to all aspects of the graduate student experience outside of academic and research activities, as determined by the President.

Paragraph J. The duties of the **Vice President of Events** are as follows:

- a. The Vice President of Events shall administer the graduate student welcome events, and any other events as assigned by the President.

Paragraph K. The duties of the **Vice President of Communications** are as follows:

- a. The Vice President of Communications shall prepare appropriate newsletters and notices to inform the Graduate Student Body of the actions of the Graduate Student Government Association.

Paragraph L. The duties of the **Vice President of Campus Services** are as follows:

- a. The Vice President of Campus Services shall be responsible for working with auxiliary service departments that are a part of Georgia Tech Campus Services, to promote graduate student well-being.
- b. The Vice President of Campus Services shall represent the graduate student on advisory committees of the auxiliary service departments.

Paragraph M. The duties of the **Vice President of Government Affairs** are as follows:

- a. The Vice President of Government Affairs shall aid in increasing Georgia Tech's presence locally, regionally, nationally, and internationally through civic engagement, community service, and collaboration.
- b. The Vice President of Government Affairs shall interface with Georgia Tech's Government Relations office, national graduate student organizations, and the Georgia Tech graduate student body to relay information relating to Federal and State initiatives that affect graduate students.

Paragraph N. The duties of the **Vice President of Professional Development** are as follows:

- a. The Vice President of Professional Development shall work with the Office of the Vice Provost for Graduate Education and Faculty Development to organize and host professional development initiatives for graduate students.
- b. The Vice President of Professional Development shall serve as the chair of the Career, Research, and Innovation Development Conference (CRIDC), and be responsible for organizing the conference.

Paragraph O: The duties of the **Vice President of Well-Being** are as follows:

- a. The Vice President of Well-Being shall oversee initiatives related to promoting and fostering a culture of positive mental health and well-being among graduate students.
- b. The Vice President of Well-Being shall collaborate with the Director of the Center for Mental Health and the Office of Student Engagement & Well-Being to improve awareness of, access to, and outcomes regarding mental health resources on campus for graduate students.

Section 3. Executive Standing Committees

Paragraph A. All Executive Committees shall maintain a continuing program of gathering pertinent information. Executive Committees shall take minutes of meetings and make reports on their activities to the Executive Council and Senate on a regular basis. Executive Committee Chairs may appoint directors for special projects or responsibilities of their Committees with the advice and consent of the President.

1. The Graduate Academic and Research Affairs Committee shall discuss, advocate for, and introduce relevant legislation pertaining to academics and research.
 - a. The Chair of this committee shall be the Vice President of Academic and Research Affairs
 - b. The Senate shall appoint at least one Senator to serve on this committee, but may appoint additional members at the discretion of the Senate Chair.
 - c. The President may appoint additional members at their discretion
 - d. This committee shall meet at a regular schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.

2. The Graduate Student Life Committee shall discuss, advocate for, and introduce relevant legislation pertaining to graduate student life.
 - a. The Chair of this committee shall be the Vice President of Student Life.
 - b. The Senate shall appoint at least one Senator to serve on this committee, but may appoint additional members at the discretion of the Senate Chair.
 - c. The President may appoint additional members at their discretion.
 - d. This committee shall meet at a regular schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.

3. The Graduate Professional Development Committee shall discuss, advocate for, and introduce relevant legislation pertaining to graduate student professional development.
 - a. The Chair of this committee shall be the Vice President of Professional Development.
 - b. The Senate shall appoint at least one Senator to serve on this committee, but may appoint additional members at the discretion of the Senate Chair.
 - c. The President may appoint additional members at their discretion.
 - d. This committee shall meet at a regular schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.

4. The Graduate Events Committee shall discuss and undertake various events hosted by the Graduate Student Government.
 - a. The Chair of this committee shall be the Vice President of Graduate Events.
 - b. The Senate shall appoint at least one Senator to serve on this committee, but may appoint additional members at the discretion of the Senate Chair.
 - c. The President may appoint additional members at their discretion.
 - d. This committee shall meet at a schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.

5. The Graduate Campus Services Committee shall discuss, advocate for, and introduce relevant legislation pertaining to campus services.
 - a. The Chair of this committee shall be the Vice President of Campus Services.
 - b. The Senate shall appoint at least one Senator to serve on this committee, but may appoint additional members at the discretion of the Senate Chair.
 - c. The President may appoint additional members at their discretion.
 - d. This committee shall meet at a regular schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.

6. The Graduate International Student Affairs Committee shall discuss, advocate for, and introduce relevant legislation pertaining to international students.
 - a. The Chair of this committee shall be selected by the President, with the advice and consent of the Senate.

- b. The Senate shall appoint at least one Senator to serve on this committee, but may appoint additional members at the discretion of the Senate Chair.
 - c. The President may appoint additional members at their discretion.
 - d. This committee shall meet at a regular schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.
7. The Graduate Online Student Affairs Committee shall discuss, advocate for, and introduce relevant legislation pertaining to online students.
 - a. The Chair of this committee shall be selected by the President, with the advice and consent of the Senate.
 - b. The Senate shall appoint at least one Senator to serve on this committee, but may appoint additional members at the discretion of the Senate Chair.
 - c. The President may appoint additional members at their discretion.
 - d. This committee shall meet at a regular schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.
8. The Graduate Student Wellness Committee shall discuss, advocate for, and introduce relevant legislation pertaining to the mental health and well-being of graduate students.
 - a. The Chair of this committee shall be the Vice President of Well-Being.
 - b. The Senate shall appoint at least one Senator to serve on this committee, but may appoint additional members at the discretion of the Senate Chair.
 - c. The President may appoint additional members at their discretion.
 - d. This committee shall meet at a regular schedule determined by the committee chair. Meetings shall be held at least three times per semester, but may be held more frequently.

Section 4. Joint Standing Committees

Subsection 1. General Stipulations

Paragraph A. The Joint Standing Committees are:

- a. Joint Campus Organizations Committee

Paragraph B. Each Joint Standing Committee will apportion undergraduate and graduate seats to be occupied by appointed or elected members.

Paragraph C. The Operating Procedures of each Joint Standing Committee (“JSC”) will be incorporated into these Bylaws as Appendices. The Operating Procedures of each JSC will include:

- a. Duties,
- b. Number of seats for graduate and undergraduate students,
- c. Membership Requirements,
- d. Policies,
- e. Oversight, and
- f. any additional sections deemed relevant.

Subsection 2. Joint Campus Organizations Committee

Paragraph A. The Joint Campus Organizations Committee will

- a. Meet as necessary for general organization and strategic planning concerning campus organizations issues and projects;
- b. Be responsible for building relationships between SGA and student organizations at Georgia Tech, promoting collaboration between student organizations, and advocating for organizations to relevant decision-makers in SGA.

Paragraph B. The committee shall have ten (10) seats, apportioned in the following manner:

- a. The number of seats on the committees multiplied by the fraction of total Student Activity Fees paid by Undergraduates shall be the number of Undergraduate seats on the Committee. In performing this calculation, figures shall be rounded to the nearest whole number.
- b. The Joint Vice President of Campus Organizations and the Chair of the committee shall each hold one (1) seat within their classification as Undergraduate or Graduate.

Section 5. Institute Committees

Paragraph A. The President shall regularly assess the vacancies and graduate student representation on Institute-wide Committees, including the committees of the General Faculty Assembly and the Academic Senate. The General Faculty Assembly and the Academic Senate shall be as defined in the Statutes of the Georgia Institute of Technology.

Paragraph B. The Graduate Student Body President and the Undergraduate Student Body President shall decide the specific committee assignments for their Governments. The President shall appoint graduate students to those committees assigned to the Graduate Student Government, and the Undergraduate President shall appoint undergraduate students to those committees assigned to the Undergraduate Student Government.

Paragraph C. The President shall serve as the ex-officio graduate representative to the Executive Board of the Institute, to the Academic Senate, and to the General Faculty Assembly. The President shall also serve as the graduate representative to the Academic Senate and the General Faculty Assembly or shall appoint graduate students to serve in these positions.

Paragraph D. Institute Committee Representatives shall attend meetings of their respective committees. They shall report on their activities to the Executive Council on a regular basis, at least once a semester, and immediately when special circumstances require the attention of Graduate SGA.

Section 6. Joint Governing Boards and Councils

Paragraph A. The Joint Governing Boards and Councils established by the Senate and the Undergraduate House of Representatives shall function as independent organizations from the Senate. The representative of each Joint Governing Board or Council shall submit a written report to the President and the Senate each term concerning the activities, operations, and financing of the Joint Governing Board or Council.

Paragraph B. These Joint Governing Boards and Councils shall consist of the following:

- a. Board of Student Publications: The Board of Student Publications is charged with the control of student publications that are supported directly by appropriations of student activity fees.
- b. Radio Communications Board: The Radio Communications Board is charged with the control of the Georgia Tech student FM radio station, WREK.
- c. Student Center Governing Board: The Student Center Governing Board is charged with the responsibility for the development and administration of programs which serve the cultural,

- recreational, and social interest of the Georgia Tech community.
- d. Campus Recreation Center (CRC) Advisory Board: The Campus Recreation Center (CRC) Advisory Board shall assist in the development and administration of programs which serve the athletic interests of the Georgia Tech community and shall suggest and review policies, procedures and operations concerning the CRC.

Paragraph C. The President shall appoint graduate students to serve on the following Joint Governing Boards and Councils:

- a. One (1) student serving on the Board of Student Publications.
- b. One (1) student serving on the Radio Communications Board.
- c. One (1) student serving on the Student Center Governing Board.
- d. One (1) student serving on the CRC Advisory Board.

Paragraph D. All additional Joint Governing Boards and Councils established by the Senate shall be included in these Bylaws.

Paragraph E. The charters of all Joint Governing Boards and Councils shall be incorporated into these Bylaws as appendices.

ARTICLE III. THE JUDICIAL BRANCH

Section 1. Code of Ethics

Paragraph A. A Justice's official behavior should be beyond reproach and free from impropriety. No case before any court should be mentioned, commented upon, or discussed in any manner by any Justice (or by anyone under his/her direction or authority) except when the court itself is sitting to consider the case. This applies equally to cases heard privately and to cases heard publicly.

Paragraph B. No Justice should prejudge any case except when sitting as a member of a court to hear and consider the case.

Paragraph C. A Justice should not be swayed by partisan demands, public outcry or consideration of a person's popularity.

Paragraph D. A Justice shall disqualify himself/herself from a case that might justify the inference that a party could improperly influence him/her to unduly rule in that party's favor.

Paragraph E. When considering a case, a Justice should always bear in mind that he or she is deciding whether a particular rule or statute has been violated and not whether in his or her point of view a social harm has been committed. A Justice should, however, consider social harm when deciding on the sanction to be imposed upon a charged student found responsible.

Paragraph F. The Judiciary may give advisory opinion, at their sole discretion, on issues not before any judiciary

body. Such opinions should not be binding on the party making the request.

Paragraph G. Proceedings of the courts should be conducted with fitting dignity and decorum and should reflect the importance and seriousness of the hearing.

Section 2. Jurisdiction

Paragraph A. The Judiciary shall have jurisdiction in providing opinions on matters related to the Constitution or Bylaws of the Graduate Student Senate arising from legislation or other actions of the Government.

Paragraph B. The Judiciary shall have jurisdiction to review any contested regular or special election.

Paragraph C. The Judiciary shall have jurisdiction to determine if the decisions of the Senate were made in an unbiased manner, except in cases of elections by the Senate or impeachments.

Section 3. Procedures

Paragraph A. In cases involving a question of a Constitutional nature arising from legislation or other actions of the Government or Senate or in reviewing a contested election, the procedures for ruling on appeals to the Judiciary shall be as follows:

- a. The Chair of the Judiciary shall set the date, time and place of the hearing, shall notify the members of the Judiciary and summon all principals in the case at least three days in advance of the scheduled hearing.
- b. Decisions of the Judiciary shall be by majority vote.
- c. A quorum shall consist of the Chair and two Justices.
- d. The hearing body shall make a tape recording of the proceedings.
- e. The Judiciary shall provide a written summary of each case including a decision as to whether or not an appeal shall be upheld or denied.

Paragraph B. The Judiciary is duty bound by USG policy 4.6.5.2 Evaluation of Student Conduct Initial Evaluation of Student Conduct Reports and must dismiss any case that does not explicitly cite the specific section of the Georgia Tech's policies and/or code of conduct the reported student is accused of violating. Further, the Judiciary must dismiss any case in which the reported conduct is not a violation of the institution's policies and/or code of conduct, even if true.

Section 4: Joint Judiciary Cabinet Procedure:

Paragraph A. Complaints to be heard by the Joint Judiciary Cabinet (JJC) shall be submitted in writing to the Student Government Association Office and will be directed to the Chief Justices of the UJC and GJC.

Paragraph B. For complaints regarding legislative action(s), the Chief Justices shall notify the **Senate Chair**, and the Undergraduate House of Representatives and Graduate Student Senate shall each elect an advocate to represent the legislature before the JJC. For all other complaints the Undergraduate and Graduate Student Body Presidents shall designate advocate(s) to represent SGA before the JJC. The advocate(s) shall submit written response(s) to the complaint to the Chief Justices of the UJC and GJC.

Paragraph C. For each complaint, the Chief Justices shall assemble a hearing panel consisting of six (6) members and a chair who shall not vote except to break a tie. The number of hearing panel members selected

from the GJC shall be determined by multiplying the fraction of student activity fees paid by graduate students by six (6) and rounding up if the fractional part is greater than one-half. The remainder of the six (6) hearing panel members shall be selected from the UJC. The Chairmanship of hearing panels shall alternate between the Chief Justices.

Paragraph D. The hearing panel may, at its discretion, dismiss a complaint upon the basis of written arguments alone.

Paragraph E. The hearing panel shall conduct all hearings under procedures established by the JJC.

Paragraph F. The JJC may be used as a Student Conduct Panel at the discretion of the Institute. The hearing panel shall be formed according to a procedure established by the Office of Student Integrity and JJC. The hearing panel shall adhere to all guidelines set forth in the Student Code of Conduct for a Student Conduct Panel.

ARTICLE IV. GENERAL PROCEDURES

Section 1. Elections Code

Paragraph A. The Elections Code shall specify regulations and procedures for Graduate Student Government elections.

Paragraph B. The Elections Code shall include all sections of the Graduate Student Government Constitution and these Bylaws that pertain to elections. The code shall also contain all effective legislation passed by the Senate pertaining to elections.

Paragraph C. The Internal Affairs Committee shall be responsible for maintaining the Elections Code and if changes are recommended, shall submit the Code to the Senate for review and approval by the end of the spring term.

Paragraph D. The Elections Code shall be an appendix to this document and may be amended in the same manner as these Bylaws.

Section 2. Impeachment

Paragraph A. The rules for impeachment will be governed by the current Robert's Rules of Order for removal from office. This includes the procedure for introducing articles of impeachment, informing the person to be removed of the charges, giving them an opportunity to address the Senate, referring the matter to the Judiciary for review, and the requirement for a two-thirds vote of the total Senate membership for removal from office to become effective.

APPENDIX 1: Graduate Student Senate Online Bills Protocol

An email with a link to the online bill form will be sent out by the **Senate Chair**, which will initiate the online bill discussion process.

Senator discussion points may only be inserted in the Bill Discussion Column, unless there is a motion active.

A motion can be made in the **Motion (Level 1) column**, directly underneath the previous discussion comment row. Once a Motion has been made, it must be seconded to be entertained.

- Once a motion is made, discussion may continue in the **Bill Discussion column** until the motion is seconded.
 - If a motion has not been seconded within 3 hours of the **Senate Chair** observing that a motion has been made, the motion fails and the bill discussion will resume.
- If a motion is seconded, discussion on only that motion may continue in the subsequent rows in the **Motion (Level 1) column**

Once the motion is ready to be voted upon (no later than 12 hours after the motion has been seconded), the **Senate Chair** will signify in the form for Senators to cast their vote in the designated Motion Voting sheet. Senators will have a maximum of 6 hours to respond with their vote to the motion. If quorum is reached before the maximum time allowed, then the voting will be considered complete. Once complete, general discussion will resume in the **Bill Discussion column**.

Once the bill is ready to be voted upon (no later than the 48 hours after the start of online discussion), the **Senate Chair** will email the Senate to notify them that voting is now open and provide the voting link. Senators will have 24 hours to respond with their vote once the notification email has been sent. If quorum is reached before the maximum time allowed, then the voting will be considered complete.

Knocking Protocol: “Knocking” can be performed if you agree with a particular discussion point by inserting the phrase “Knock” as a comment on the desired cell. Please utilize this feature to limit redundant comments.

Quorum is defined in the same manner as the beginning of actual Senate meetings.

One final note: No senator may email the Senate regarding the topic of a bill that is currently in the online bill process. Only the **Senate Chair** may utilize the Senate email list to discuss bill topics during this period of time in order to minimize the email traffic.

APPENDIX 2: Standing Procedural Rules

Those shall be the standing rules regarding the procedure of all Senate meetings. When in conflict with the current edition of Robert's Rules of Order, Newly Revised, the rules outlined in this section shall have precedence.

1. Every speech shall be limited to two minutes, unless altered by a two-thirds (2/3) vote of the present membership.