



## **Standing Committee Bylaws of Graduate Student Organization**

### **Article I. Purpose**

This document, in conjunction with relevant articles of the GSO Constitution and GSO Internal Control Program (ICP), shall govern the GSO Standing Committees.

### **Article II. Committee Membership Bylaws**

#### ***Section A: Committee Membership:***

1. As noted in the Constitution, membership in all GSO Standing Committees is open to all GSO members. At least one member of each Standing Committee must be a Senator. The minimum number of voting members for each committee is specified in the Constitution.
2. NonGSO members may serve as nonvoting members of any committee. Nonvoting members are not subject to formal confirmation.
3. Individuals wishing to join a committee may do so as a nonvoting member until formal confirmation as stipulated by the GSO Constitution, Article VII.A.1.
4. At the beginning of spring semester, members who have been deemed consistently inactive may be removed from official Standing Committee membership status upon recommendation of the chair and formal removal as stipulated by the GSO Constitution Article VII.A.5. Unless defined in Specific Committee Bylaws, a member is considered consistently inactive if they attend less than 50% of the meetings during that semester without explanation. As noted in the Constitution, any member may be removed at any time by recommendation of the President and confirmation by a majority of the Senators.
5. Committee membership expires on the first Senate meeting of the Fall semester of the following year.
6. Quorum shall consist of a chair and two members of the committee; if the committee does not have a chair, then quorum shall consist of three members of the committee.
7. Unless otherwise specified, the GSO President is a voting member of all GSO committees. However, the GSO President will only count towards quorum for committee meetings in which the chair is present.
8. If a committee member who is not the chair feels unable or unwilling to continue to perform their duties as a member of the committee, then they must withdraw from the membership of the committee in a timely fashion. To withdraw from a committee, he or she must submit, in writing, a letter of intent to the committee

chair and the vice-president. This resignation is only valid if sent to both the committee chair and vice-president. The committee chair and vice-president shall accept this resignation effective immediately. Upon acceptance of a resignation, a call to fill the position must be sent, within a week, to the senate listserve by the President or designee.

**Section B: Committee Chair:**

1. The internal (executive) structure of a committee may be determined by its members, but only the GSO Senate shall formally recognize the chair position. Unless a specified Executive is mandated as chair by the Constitution, the chair will be chosen through an internal election where each Senate/Executive recognized committee member has one vote. Committee chairs must be elected internally within 2 weeks after the formal confirmation of committee members. If unopposed, an existing chair shall call for an internal majority vote of consent to remain chair for the semester. If a majority of committee members do not give their vote of consent, the Senate shall elect the chair among the committee members.
2. In the temporary absence of a committee chair, an acting chair shall be appointed by the current chair and/or a majority of members for a specified period of time, provided the Executive Council is promptly notified of this change and the exact duration is specified. No chair may continue to serve in this position if absent for more than two consecutive months during the academic year.
3. The committee chair is responsible for:
  - a. Calling committee meetings when appropriate and presenting an agenda for discussion;
  - b. Making sure that meetings are advertised in advance and that minutes are recorded and posted within a week;
  - c. Keeping committee members informed of all relevant committee business between meetings
  - d. Reporting relevant business to the Speaker and/or Executive Council;
  - e. Reporting important committee business during the Standing Committee reports at the monthly Senate meetings
  - f. Representing the Standing Committee during interactions with graduate students, administrators, and the public
  - g. Responding to relevant requests for information.
  - h. At the end of each semester submitting a report to the Speaker of the Senate and making sure it is published on the GSO Website.
4. It is the discretion of the chair to delegate these duties to other committee members.

**Article III. Rules of Order**

**Section A: Committee Meetings:**

1. As noted in the Constitution, meetings of all GSO committees, except the Board of Appeals, must be open to all GSO members. All committees have the power to discuss motions and vote in a closed session when necessary, provided that

nonmembers have been given an adequate opportunity to be heard prior to the closed session. An official meeting must have at least three members present including the chair.

2. Each Senate/Executive recognized committee member has one vote and equal opportunity for input into committee activities. All committee actions and positions must be approved by a majority of active committee members before presentation to the Speaker and Senate.
3. Committees may meet as often as necessary, to be determined internally. Committees that do not require regular meetings shall meet once per semester to discuss the position of chair, potential agendas, and bylaw revision. All meetings shall be advertised publicly at least a week in advance in the GSO office whenever possible. Advertisements of meetings shall include contact information such as the location, time and email contact.
4. Minutes from all official meetings must be posted to the GSO website within a week of approval of the minutes. Minutes from an official meeting must be approved within a week of the meeting and may be done via email. The posted minutes must include a summary of the agenda, results of votes and the committee chair's contact information. Advertisements and minutes should not be posted to the listserve unless the Speaker of the Senate deems it absolutely necessary. Relevant documents including the minutes may be available via hard copy at the GSO office, and shall be archived annually.

***Section B: General Powers and Duties of the Committee:***

1. As an extension of the GSO, each committee shall serve to advocate for the rights of graduate students and to provide a forum for the discussion of specific concerns. Committees are encouraged to offer position statements and policy recommendations to the Senate. Committees may serve as a bridge between the GSO and the administration, provided that negotiations reflect the position of the Senate and the Executive Council, and are in accordance with the GSO Constitution and Committee Bylaws.
2. All committee approved actions and positions must be brought first to the Speaker of the Senate, who will determine whether the committee may act without further approval, or if the committee requires Executive Council approval or a Senate wide vote.
3. As noted in the Constitution, all committee actions and resolutions are subject to review by the Senate. The Senate has the power to rescind any position statement, prevent any proposed action, or generate a counter motion by a majority vote in response to a committee action or resolution.

**Article IV. Specific Committee Bylaws**

***Section A: Budget Committee Bylaws:***

Refer to the Internal Control Program.

***Section B: Rules and Constitution Committee:***

1. Purpose of Rules and Constitution Committee is stated in the GSO Constitution, Article VII.B.2.

2. The GSO President shall not be a voting member of the Rules and Constitution committee. Voting members, including the Chair, of the committee shall consist of no more than two members of the GSO Executive Council.
3. The Chair of the RCC is responsible for updating GSO Bylaws and Constitution on the website within two weeks of approval.

***Section C: Board of Appeals:***

Refer to a separate document The GSO Board of Appeals Committee Bylaws.

***Section D: Elections Committee:***

Refer to a separate document The Elections Bylaws.

***Section E: Housing Committee:***

1. As noted in the Constitution, the Housing Committee shall consist of at least three GSO members. It shall be responsible for investigating problems with on-campus and off-campus graduate student housing.
2. The graduate representative to the Housing Planning Advisory Committee (HPAC) must serve as a member of the Housing Committee.
3. A Representative of the Housing Committee is required to observe the Chapin and Schomburg rate review meetings with Campus Residences during the Spring semester. This representative cannot represent an Apartment Association and GSO simultaneously.

***Section F: GSEU Liaison Committee:***

1. As noted in the Constitution, the GSEU Liaison Committee shall have a minimum of three members. It shall be responsible for serving as a communications bridge between the Graduate Student Employees Union and the GSO.
2. The committee chair shall make sure that at least one GSEU campus officer is invited to every liaison committee meeting, if is not already a member of the committee. The committee is also expected to follow GSEU activities by attending GSEU monthly meetings, and report to the GSO senate.

***Section G: Social Concerns Committee:***

1. As noted in the Constitution, the Social Concerns Committee be chaired by the Vice President, and shall include at least three other GSO members. It shall serve as a forum for consideration of social concerns on campus not covered by other standing committees (e.g. GSEU Liaison or Housing), may advise and support graduate social groups and promote discussion centered around social issues, particularly but not limited to those related to graduate life and welfare in the campus community.
2. This committee shall also serve as an official liaison between the GSO and other GSO sponsored graduate student groups and GSO Sponsored Publications, especially for the purpose of coordinating groups and promoting social events that may be of interest to graduate students. Further, should interest arise, the SCC will advise any new graduate student groups on the proper procedure for becoming officially recognized. The SCC will be responsible for maintaining an

update list of GSO sponsored graduate student groups, contact persons, email addresses, and websites. This information will be available in the Survival Guide and on the GSO website.

3. The Chairperson of the Social Concerns Committee may, at his or her discretion, convene a closed session.
4. The Social Concerns Committee shall maintain a graduate student presence on the Traffic Appeals Board. The chairperson may appoint any GSO member to serve on this committee.

**Section H: GSELF Committee:**

Refer to the Internal Control Program.

*Approved by the GSO Senate, May 6, 2008*