

Bylaws of the UCSB Graduate Student Association

Terminology

"GSA member": any UCSB graduate student; all UCSB graduate students are GSA members

"GSA Assembly Member": an official UCSB Graduate Degree Program representative to the UCSB GSA, who has voting power in the GSA Assembly

"GSA Assembly": the total of all GSA Assembly Members, including the GSA Co-Presidents and all other GSA Officers

"GSA Assembly Meeting": the routine meeting of the GSA Assembly, consisting of all available GSA Assembly Members

"GSA Executive Committee": a standing committee comprised of the GSA Co-President and all other GSA Officers

"Election": a UCSB campus-wide vote of all GSA members, including those at-large, to elect GSA Officers

"Ballot Measure Vote": a UCSB campus-wide vote on Ballot Measures, which include Fee Measures, both Mandatory and Voluntary; an Amendment to the Constitution; or a Plebiscite; a Ballot Measure Vote historically has been conducted at the same time as an Election in each Spring Quarter

Preamble

This document explicates the eleven Bylaws that enact the UCSB GSA Constitution and facilitate the routine business of the UCSB GSA, outlined in the following and their subsequent sections.

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BYLAW I: IMPLEMENTATION OF THE GSA CONSTITUTION

A. Bylaws Powers

- a. All provisions of the GSA Constitution are hereby implemented.
- b. The GSA Assembly, by a two-thirds (66%) vote, may establish, amend, or repeal Bylaws implementing the provisions of the GSA Constitution ([GSA Constitution Article VIII](#)) under the following guidelines:
 - i. Enacted Bylaws shall be valid immediately upon amendment, and indefinitely ([GSA Constitution Article VIII](#)).
 - ii. Any Bylaw found to conflict with the GSA Constitution shall immediately and thereafter cease to be valid and it shall be stricken from the Bylaws ([GSA Constitution Article VIII](#)).
 - iii. All new Bylaws shall be published within five (5) UC business days of enactment ([GSA Constitution Article VIII](#)).

B. General GSA Procedures

- a. The procedure for discussions for all GSA meetings shall be determined by the GSA Executive Committee and approved by a two-thirds (66%) vote by the GSA Assembly at the first GSA Assembly Meeting of the year, except as otherwise provided in the GSA Constitution and in these Bylaws.
- b. The threshold for voting on routine business is a simple majority (50% plus 1) vote, except when explicitly stated otherwise in the GSA Constitution or in these Bylaws.
- c. The provisions of these Bylaws and other acts of the GSA Assembly may be interpreted, as allowed by the GSA Constitution ([GSA Constitution Article VIII](#)), per the following guidelines:
 - i. During meetings of the GSA Assembly, the GSA Co-Presidents may render interpretations on behalf of the Executive Committee. The GSA Assembly may override any such interpretation by a two-thirds (66%) vote.
 - ii. Between meetings of the GSA Assembly, the Executive Committee, by a two-thirds (66%) 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 (66%) vote at a later meeting. iii. 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.

1. Either the GSA Executive Committee or the GSA Assembly may override any such interpretation by a two-thirds (66%) vote.

BYLAW II: GSA ASSEMBLY MEETINGS

A. Routine GSA Assembly Meeting(s)

- a. Routine meetings of the GSA Assembly shall be held according to the following details:
 - i. Time: 6:00 P.M.
 - ii. Location: the GSA Lounge in the UCSB MCC
 - iii. Frequency: the first Tuesday of each month, from October to June, provided that the day falls within an academic quarter.
 1. 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.
 - iv. The GSA Assembly may change the time, location, and/or frequency of an upcoming routine GSA Assembly Meeting if there is a conflict due to, for example, final exams or holidays or in order to hold a special meeting.
 1. The amended meeting date must be determined no later than the GSA Assembly meeting immediately prior to that date, or fourteen (14) calendar days, whichever is earlier.

B. Routine GSA Assembly Meeting Agenda(s)

- a. Each GSA Assembly Meeting Agenda shall include:
 - i. Approval of the Agenda

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- ii. Approval of Minutes of the previous GSA Assembly Meeting
- iii. Information Items, including, but not limited to:
 - 1. Presentations about campus resources and events relevant to graduate students
 - 2. GSA Officer Reports, including a Budget and Finance report
- iv. Discussion Items
- v. Action Items
- b. The GSA Co-Presidents (External and Internal), or other GSA Officer presiding at a GSA Assembly meeting, shall provide to the GSA Assembly an agenda, and all available supporting documents to be discussed and/or acted upon, at each GSA Assembly meeting.
- c. A quorum to conduct business for a GSA Assembly Meeting must meet both of the following requirements ([GSA Constitution Article II](#)):
 - i. At least fifteen (15) GSA Assembly Members shall be present; and
 - ii. At least one-half (50%) of the total number of GSA Assembly Members shall be present.
- d. Once the agenda has been approved, the GSA Assembly may, by a two-thirds (66%) vote, amend the agenda during an Assembly meeting.
 - i. Motions to remove GSA Officers or GSA Assembly Members from Graduate Degree Programs or motions to change the Bylaws may not be added to the agenda in this fashion.
- e. The GSA Assembly may by a simple majority (50% plus 1) vote specify agenda items for the next meeting.
- f. The GSA shall not be required to give public notice of meetings except where stated in the GSA Constitution or in these Bylaws.

C. Routine GSA Assembly Meeting Minutes

- a. Routine GSA Assembly Meeting Minutes shall be posted to the GSA website and sent to GSA Assembly Members within five (5) UC business days of Assembly meetings.
- b. Assembly meeting minutes shall include, but are not limited to:
 - i. The date, time, and agenda of the GSA Assembly Meeting; and
 - ii. A summary of discussion and actions taken; and
 - iii. A record of motions made and votes; and

- iv. A list of GSA Assembly Members in attendance.

D. Open Session GSA Meetings and Access to GSA Assembly Meetings

- a. Meetings of the GSA Assembly and its standing and ad hoc committees, including the GSA Executive Committee, shall be open to the public, with the following conditions:
 - i. Any GSA member shall have the right to attend a GSA Assembly Meeting and to address the GSA Assembly. ([GSA Constitution Article II](#))
 - ii. Any UCSB undergraduate student has the right to attend a GSA Assembly Meeting and to address the GSA Assembly as a publicly-identified representative of an official UCSB or community organization.
 - iii. Any undergraduate or graduate UC student from another campus has the right to attend a GSA Assembly Meeting and to address the GSA Assembly as a publicly -identified representative of an official UC or community organization.
 - iv. Any member of the public may attend a GSA Assembly Meeting, if they do not disrupt the business of the GSA.
 - v. Any member of the public may make announcements, limited to 1 minute per announcement and 5 minutes total for all announcements, at the end of a GSA Assembly Meeting, if they have clearly communicated their announcement to the GSA Co-Presidents at least one (1) UC business day before the GSA Assembly Meeting.
 - 1. The GSA Assembly may move and approve by a simple majority (50% plus 1) vote a time extension for a speaker.

E. Closed Session GSA Meetings

- a. a. The GSA Assembly and GSA committees may conduct closed sessions, where only GSA Assembly Members are permitted to attend, when they meet to consider or discuss:
 - i. The conferring of awards, honors, or other commemorations; or,
 - ii. Matters involving gifts, devises, and bequests to the GSA; or,

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- iii. Matters involving litigation, when discussion in an open session would adversely affect, or be detrimental to, graduate student interests; or,
 - iv. Matters concerning the appointment, employment, performance, compensation, dismissal of, and/or complaints or charges against a GSA employee, unless said employee requests an open meeting; or,
 - v. Matters involving proprietary and/or confidential information in regard to negotiation of any Graduate Student Health Insurance Plan contract; or,
 - vi. 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 (66%) vote.
- i. Discussions during closed sessions shall remain confidential and only final decisions may be released to the public.

BYLAW III: GSA ASSEMBLY MEMBERS

A. GSA Assembly Members and UCSB Graduate Degree Programs

- a. A Graduate Degree Program shall be any academic unit that grants one or more graduate degrees.
 - i. A GSA member shall be a member of such a Graduate Degree Program if they are pursuing a graduate degree offered by that academic unit.
 - ii. Academic units offering emphases and certificates granted in addition to graduate degrees shall not be considered Graduate Degree Programs.
 - iii. For the purposes of identification and representation in the GSA Assembly, no GSA member may be a member of more than one Graduate Degree Program.
 - iv. 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 its GSA Assembly Members to represent it in the GSA Assembly, up to the number allowed by the GSA Constitution ([GSA Constitution Article II](#)), by the following procedure:
 - i. Programs are entitled to one GSA Assembly Member for each fifty (50) students, or fraction thereof.
 - ii. Each Assembly Member shall submit to the GSA VPCE a document signed by the smaller of:
 - 1. twenty-six (26) of the GSA members enrolled in the Graduate Degree Program; or
 - 2. 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. A GSA Assembly Member may appoint a GSA Assembly Member Proxy ("a Proxy") for GSA Assembly meetings.
 - i. The GSA Assembly shall assume that this alternate has been duly appointed if he/she/they has presented to the GSA VPCE a Letter of Temporary Appointment signed by the GSA Assembly Member he/she/they is replacing.
 - ii. A GSA Assembly Member may not serve as a Proxy for another GSA Assembly Member.

B. GSA Assembly Member Removal

- a. A GSA Assembly Member may be removed, as allowed by the GSA Constitution ([GSA Constitution Article II](#)), by either of the following methods:
 - i. The GSA Assembly, by a two-thirds (66%) vote, and following a presentation to the GSA Assembly of the request for removal, may remove a GSA Officer or a GSA Assembly Member selected by a Graduate Degree Program.
 - ii. The GSA members of a Graduate Degree Program may also recall their GSA Assembly Member(s) by a two-thirds (66%) vote and

- following a presentation to the GSA Assembly of the request for removal.
- iii. The presentation of the request for removal must be submitted to the Co-Presidents, with a copy to the VPCE.
- iv. The GSA Assembly shall discuss the matter at its next routinely scheduled meeting and shall not vote on removal until the matter has been discussed at two (2) Assembly meetings.
- b. The GSA members of the Graduate Degree Program that the GSA Assembly Member represents may petition the GSA to remove an Assembly Member by submitting to the GSA VPCE a document to remove the GSA Assembly Member that is signed the smaller of:
 - i. twenty-six (26) of the GSA members enrolled in the Graduate Degree Program; or
 - ii. the majority of the GSA members enrolled in their graduate program.

BYLAW IV: THE GSA EXECUTIVE COMMITTEE

A. The GSA Executive Committee Structure

- a. The GSA Executive Committee shall consist of all GSA Officers ([GSA Constitution Article III](#)).
 - i. The Immediate Past Co-Presidents, if GSA members, may be a non-voting members of the Executive Committee.

B. The GSA Executive Committee Meetings

- a. The Executive Committee shall meet at least twice per month during UC Fall, Winter, and Spring academic quarters, and as often as necessary to conduct official GSA business between Assembly meetings.
 - i. The chairperson of the Executive Committee shall be the Co-President Internal, and the alternate chairperson shall be the Co-President External.
 - 1. In the absence of both Co-Presidents, a simple majority (50% plus 1) vote of the GSA Officers present shall be used to select an acting chairperson.
 - ii. Each Executive Committee Meeting shall take place in the GSA

Lounge, or at some location previously agreed to by all GSA Officers prior to the meeting.

- iii. A quorum shall be five (5) or more of the serving GSA Officers.
- iv. An Executive Committee Meeting is not open to the public, but it is open to GSA members.
 - 1. Each Executive Committee Meeting minutes are available to the public upon a written request.
- v. The UCSB GSA Advisor, and UCSB GSA employees may attend each Executive Committee Meeting.
 - 1. These non-GSA Officer attendees may participate and make motions but may not second motions or vote.

C. The GSA Executive Committee Business

- a. The Executive Committee may conduct business by means of electronic communication.
- b. Decisions of the Executive Committee shall be made by simple majority (50% plus 1) vote unless otherwise stipulated in these Bylaws.
- c. The Executive Committee shall establish its own procedural rules, so long as they do not violate the GSA Constitution or the Bylaws.
- d. Decisions of individual GSA Officers during an Executive Committee Meeting may be vetoed by a two-thirds (66%) vote of the Executive Committee.
- e. 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.
- f. At the first GSA Assembly meeting of Fall Quarter, the Executive Committee shall submit an Issues Agenda for consideration by the GSA Assembly.
- g. Executive Committee meeting minutes shall be recorded by the VPCE or proxy, and meeting minutes shall be made available to GSA Assembly Members upon request, unless under conditions of closed meetings.
 - i. Executive Committee meeting minutes shall include the following:
 - 1. The date and time of the meeting.
 - 2. A summary of discussion and actions taken.

3. A record of motions made and votes.
4. A list of GSA Officers in attendance.
5. A list of any non-GSA Officers in attendance.

BYLAW V: GSA OFFICERS

A. GSA Officer Duties and Oath of Office

- a. At the end of Spring quarter, and before taking office, all GSA Officers-elect shall make the following declaration at a GSA Assembly Meeting, or other official GSA event:
 - i. "I have read, and I understand the GSA Constitution and Bylaws, and I will fulfill, to the best of my ability, the duties of the GSA Officer position to which I have been elected."
- b. By the end of Spring Quarter, the outgoing GSA Officers shall include the GSA Officers-elect in at least one Executive Committee Meeting, in order to sufficiently transfer knowledge from the outgoing GSA Officers to the GSA Officers-elect.

B. The Co-President (External)

- a. The GSA Co-President (External) shall be the chief executive and operating officer of the GSA, and the presiding officer of the GSA Assembly and at each GSA Assembly Meeting in coordination with the Co-President (Internal).
- b. The GSA Co-President (External) shall represent GSA interests in matters of campus infrastructure and capital planning.
- c. The Co-President External shall be the official representative and spokesperson for the GSA ([GSA Constitution Article III](#)).
- d. The Co-President External shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.
- e. The Co-President External shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.
- f. The Co-President External may give presiding responsibilities to other GSA Officers on an as-needed basis.

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- g. The Co-President External shall make routine reports to the Executive Committee and to the GSA Assembly.
- h. The Co-President External shall by default be the official GSA representative to the following UCSB bodies:
 - the Council of Presidents; and,
 - UCSB Academic Senate Faculty Legislature; and,
 - UCSB Calendar Committee; and,
 - UCSB Commencement Speaker Selection Committee; and,
 - UCSB Campus Planning Committee; and,
 - UCSB Foundation Board of Trustees; and
 - UCSB Alumni Association Board of Directors; and
 - Academic Senate Graduate Council (ASGC); and
 - Academic Senate Graduate Council (ASGC) Program Review Committee (PRC); and
 - Academic Senate Graduate Council (ASGC) Graduate Funding and Fellowships Committee (GFF); and
 - All of the Chancellor's Advisory Committees.If necessary, and after being approved by the Executive Committee, the Co-President External may appoint a proxy to attend meetings of these bodies.
- i. The Co-President External shall be responsible for furnishing an agenda for each GSA Assembly Meeting, and for presiding over each GSA Assembly Meeting in coordination with the Co-President Internal.
- j. The Co-President External shall be a signatory for the GSA account(s).

C. The Co-President (Internal)

- a. The GSA Co-President (Internal) shall be the chief executive and operating officer of the GSA, and the presiding officer of the GSA Assembly and at each GSA Assembly Meeting in coordination with the Co-President (External).
- b. The GSA Co-President (Internal) shall lead the administration of the internal operations of the GSA in coordination with the Co-President External.
- c. The Co-President Internal shall be the official representative and

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- spokesperson for the GSA ([GSA Constitution Article III](#)).
- d. The Co-President Internal shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.
 - e. The Co-President Internal shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.
 - f. The Co-President Internal shall make routine reports to the Executive Committee and to the GSA Assembly.
 - g. The Co-President Internal shall be the official alternate GSA Representative to the following UCSB bodies:
 - UCSB Campus Planning Committee; and
 - Academic Senate Council on Planning and Budget (CPB); and,
 - Academic Senate Council on Planning and Budget (CPB) Committee on Academic Planning and Resource Allocation (CAPRA).
 - Academic Senate Council Committee on Research and Instructional Resources; and,
 - Academic Senate Council Committee on Library, Information, and Instructional Resources.If necessary, and after being approved by the Executive Committee, the Co-President Internal may appoint a proxy to attend meetings of these bodies.
 - h. The Co-President Internal shall manage the annual nomination and selection process for GSA Excellence in Teaching Awards by chairing the UCSB GSA Excellence in Teaching Awards Committee.
 - i. The Co-President Internal shall manage the annual nomination and selection process for the Dixon-Levy GSA Service Award by chairing the UCSB GSA Dixon-Levy Service Award Committee.
 - j. The Co-President Internal shall be responsible for hiring, training, and supervising GSA Lounge employees.
 - k. The Co-President Internal shall oversee GSA Lounge reservations and maintenance.
 - l. The Co-President Internal shall be a signatory for the GSA account(s).
 - m. The Co-President Internal shall be responsible for furnishing an agenda

- for each GSA Assembly Meeting, and for presiding over each GSA Assembly Meeting, in coordination with the Co-President External.
- n. The Co-President Internal shall serve as Chairperson of Executive Officer Meetings.
- o. The Co-President Internal shall assist the VPBFC in maintaining an inventory of GSA assets.

D. The Vice President of Budget, Finance, and Committees (VPBFC)

- a. The VPBFC shall be the chief financial officer of the GSA and shall assist the co-Presidents in representing GSA interests in the area of campus budget, finances, and planning ([GSA Constitution Article III](#)).
- b. The VPBFC shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.
- c. The VPBFC shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.
- d. The VPBFC shall prepare an annual budget.
- e. The VPBFC shall present monthly financial reports to the GSA Assembly.
- f. The VPBFC shall keep financial records.
- g. The VPBFC shall maintain an inventory of GSA assets ([GSA Constitution Article III](#)).
- h. The VPBFC shall make routine reports to the Executive Committee and the GSA Assembly.
- i. The VPBFC shall serve as the official GSA Representative on the Chancellor's Committee on Budget Strategy.
- j. The VPBFC shall ensure the timely payment of GSA bills, reimbursements, stipends, grants, and honoraria.
- k. The VPBFC shall deposit income (donations, lounge fees, etc.) into GSA accounts by the end of each quarter.
- l. The VPBFC shall be a signatory for the GSA account(s).
- m. The VPBFC shall handle correspondence and maintain confidential records regarding all funding requests.
- n. The VPBFC shall post, on a quarterly basis, an updated budget on the GSA website in coordination with the VPCE. This budget shall include the

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approved amounts for each line item as well as expenditures/income so far.

- o. The VPBFC shall prepare and distribute, at the end of the academic year, a report to the GSA Assembly on the status of the GSA budget.
- p. The VPBFC shall ensure payment of UCSA/UCGCP membership dues within five (5) UC business days of receiving the bill.
- q. The VPBFC shall manage the GSA grant programs, including the Travel Grant, Emergency Grant, Childcare Grant, and Co-Sponsorship Grant.
- r. The VPBFC shall maintain current information regarding UCSB committees and similar bodies and shall post such information to the GSA website at least quarterly in coordination with the VPCE.
- s. The VPBFC shall maintain a current list of administrative contacts, mission statements, and other information relevant to committees for which the GSA appoints committee representatives.
- t. The VPBFC shall maintain a list of all GSA Committee Representatives and their contact information.
- u. The VPBFC shall publicize vacant committee positions and recruit a diverse group of graduate students to serve on-campus committees.
- v. The VPBFC shall handle correspondence regarding the application process for GSA Committee Representative positions.
- w. The VPBFC shall request, receive, and record all Committee Representative reports about their respective committees and post an executive summary of each quarter's reports to the GSA website in coordination with the VPCE.
- x. The VPBFC will process committee stipends for all eligible Committee Representatives.

E. The Vice President of Communications and Events (VPCE)

- a. The VPCE shall be the chief information officer of the GSA and shall serve as public relations officer, archivist and events planner ([GSA Constitution Article III](#)).
- b. The VPCE shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.

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- c. The VPCE shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.
- d. The VPCE shall ensure that GSA General Assembly minutes are recorded, published, distributed to the Assembly Members, and archived.
- e. The VPCE shall ensure that copies of the GSA Constitution, Bylaws, and enacted resolutions are available to all GSA members ([GSA Constitution Article III](#)).
- f. The VPCE shall make routine reports to the Executive Board and to the GSA Assembly.
- g. The VPCE shall be responsible for implementing a plan to recruit the GSA members of each Graduate Degree Program to select GSA Assembly Members.
- h. The VPCE shall handle correspondence with GSA Assembly Members.
- i. The VPCE shall record attendance for GSA General Assembly.
- j. The VPCE shall keep a roster of GSA Assembly Members and post it on the GSA website, updated at least quarterly.
- k. The VPCE shall report the attendance to the VPBFC in order to process the quarterly payments of the Assembly Members.
- l. The VPCE shall ensure that all GSA Officers reports are made available to the GSA Assembly and the GSA Members at large.
- m. The VPCE shall handle correspondence with GSA Members.
- n. The VPCE shall act as GSA's Webmaster:
 - Ensure that the GSA website is maintained and updated; and,
 - Maintain the GSA Listservs (Graduate Students and Assembly Members); and,
 - Maintain the GSA Resources Tab up to date; and,
 - Assist other members of the Executive Board with outreach announcements and communications in a manner pursuant to the time-sensitive nature of the communication; and,
 - Publicize all GSA events and programs on the social media; and,
 - Post information, resources, and updates on the social media; and,
 - Organize and maintain Executive Board Drive;
 - Create the posters of the GSA Events; and,

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Keep a publicity file for the GSA.

- o. The VPCE shall assist the co-Presidents and Election Committee in publicizing the GSA Elections Guide as well as official Elections results.
- p. The VPCE shall maintain the GSA Archives in accordance with University archival policies.
- q. The VPCE shall facilitate a weekly GSA -sponsored breakfast gathering for graduate students with the GSA Lounge Head Staff.
- r. The VPCE shall conduct Three on-campus (e.g., in lounge) events and three off-campus events.
- s. Any reduction of the duties in r) must be approved by a majority of the Executive Committee on a case-by-case basis.
- t. The VPCE shall plan, organize and conduct Mosher Time every quarter, as per guidelines.
- u. The VPCE shall take over hospitality and food arrangements for all General Assembly Meetings and other occasions pertaining to the GSA in coordination with the Co-President Internal.

F. The Vice President of the Graduate Student Affairs (VPGSA)

- a. The VPGSA shall assist the GSA co-Presidents in representing GSA interests in matters of UCSB graduate student affairs ([GSA Constitution Article III](#)).
- b. The VPGSA shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall.
- c. The VPGSA shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus.
- d. The VPGSA shall make routine reports to the Executive Committee and to the GSA Assembly.
- e. The VPGSA shall be the official GSA representative to the following UCSB bodies:
 - UCSB Student Oversight Committee; and,
 - Associated Students Undergraduate Council; and,
 - Margaret T. Getman and William J. Villa Committee.If necessary, and after being approved by the Executive

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Committee, the VPGSA may appoint a proxy to attend meetings of these bodies.

- f. If necessary, and after being approved by the GSA Executive Committee, the VPGSA shall appoint a GSA member to a paid position dedicated to Graduate Student Advocacy, pursuant to the UCSB GSA Constitution and Bylaws.
- g. The VPGSA shall be the lead GSA member on any University graduate student health insurance committee and in negotiations involving graduate student health insurance, including:
 - Sit on UC SHIP: Executive Oversight Board (EOB); and,
 - Participate in the Student Caucus call; and,
 - Complete online orientation course for EOB; and,
 - Serve on the UC SHIP Advisory Board (Local).
- h. The VPGSA shall hold at least one forum each quarter for graduate students to discuss student health insurance issues and concerns and update Virtual Town Hall on the GSA website in coordination with the VPCE.
- i. The VPGSA shall be the lead GSA Officer on housing, transportation, and parking issues.
- j. The VPGSA shall attend Property Provider meetings.

G. The Vice President of External Affairs (VPEA)

- a. The VPEA shall assist the GSA 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 Constitution Article III](#)).
- b. The VPEA shall attend transition meeting (spring of previous year) and Executive Board retreat in summer/beginning of fall;
- c. The VPEA shall attend the GSA General Assemblies, Executive Board meetings, and possible meetings with administration and/or affiliated groups on-campus;
- d. The VPEA shall make routine reports to the Executive Committee and to the GSA Assembly.
- e. The VPEA shall be the official GSA representative to the following UCSB bodies:

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UCSA Board of Directors; and,

UCSA University Affairs Committee.

If necessary, and after being approved by the Executive Committee, the VPEA may appoint a proxy to attend meetings of these bodies.

- f. The VPEA shall attend all UCSA meetings or provide a proxy pursuant to UCSA Bylaws and guidelines.
- g. If necessary, and after being approved by the GSA Executive Committee, the VPEA shall appoint GSA members to UCSA auxiliary positions, pursuant to UCSA Bylaws.
- h. The VPEA shall ensure a diverse group of GSA members participate in UCSA activities.
- i. The VPEA shall attend or provide a proxy for, and oversee GSA member attendees of, all of the following UCSA activities:
 - routine UCSA Board of Directors meetings, including the annual UCSA Board of Directors Retreat; and,
 - the UCSA Student Congress; and,
 - the UCSA Students of Color Conference; and,
 - the UCSA Student Lobby conference.
- j. The VPEA shall prepare for and recruit GSA members to participate during UC and UCSA lobbying activities and to advocate on behalf of GSA.
- k. The VPEA shall assist the VPBFC in determining the appropriate GSA membership dues owed UCSA by the end of March.
- l. The VPEA shall present to GSA Assembly a UCSA Board Approved proposed annual budget during the April Assembly meeting.
- m. The VPEA shall follow all travel expense guidelines, in accordance with University travel policy.

H. GSA Payments to Officers

- a. The GSA Assembly provides stipends each quarter to the elected GSA Officers in recognition of and appreciation for their volunteer service to the GSA.
- b. Elected GSA Officers shall receive stipends in the following quarterly

amounts:

Co-Presidents (External and Internal): \$3000 during Fall, Winter, and Spring quarters; \$1000 during Summer quarter.

Vice President of Budget, Finance, and Committees: \$2250 during Fall, Winter, and Spring quarters; \$500 during Summer quarter.

Vice President of Communications and Events: \$2250 during Fall, Winter, and Spring quarters; \$500 during Summer quarter.

Vice President of Graduate Student Affairs: \$2250 during Fall, Winter, and Spring quarters; \$500 during Summer quarter.

Vice President of External Affairs: \$2250 during Fall, Winter, and Spring quarters; \$500 during Summer quarter.

- c. If an elected GSA Officer is unable to fulfill their duties, or resigns, during Summer, Fall, Winter, or Spring quarters, and the Executive Committee approves, another GSA Officer or Immediate Past President may fulfill those duties and receive a pro-rated stipend until a Special Election is held for that position, or until the elected GSA Officer resumes fulfilling their duties.
- d. 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 (66%) vote, approves.

I. GSA Officer Resignations

- a. If a GSA Officer wishes to resign, they shall submit a signed statement to that effect to the Co-Presidents, with a copy to the VPCE.
- b. If no effective date is specified in the statement, the resignation shall take effect upon receipt of the statement by the Co-Presidents or the VPCE, whichever is earlier.

J. GSA Officer Stipend Adjustments

- a. The stipend of an Officer may be reduced, increased, or removed by either of the following methods:
 - i. Any GSA member may request that the GSA Assembly reduce, increase, or suspend a GSA Officer stipend.
 - ii. Such a request must be submitted to the Co-Presidents with a

copy to the VPCE.

- iii. The GSA Assembly shall discuss the matter at its next routine GSA Assembly Meeting and shall not make a decision regarding amending the stipend until the matter has been discussed at two (2) Assembly meetings.
- iv. A two-thirds (66%) vote shall be required to adjust the stipend.
- v. The GSA Assembly shall continue to provide funds to reimburse GSA Officers for travel expenses while on official GSA business as consistent with University travel policy.

BYLAW VI: GSA ELECTIONS AND VOTES

A. Routine Officer Elections

- a. The GSA Assembly shall announce by the first Tuesday of Winter Quarter the timeline for the routine Officer Election, including the creation of the GSA Election Committee, the date on which the election will begin, and the duration of the election ([GSA Constitution Article III](#)).

B. The GSA Election Committee

- a. a. The GSA VPCE shall open nominations and the GSA Assembly shall select the Election Committee members no later than the first meeting of Spring Quarter.
- b. For any GSA election, the GSA Assembly shall select up to four (4) GSA members to serve on an ad hoc GSA Election Committee.
- c. The GSA Election Committee membership shall include up to three GSA members and one GSA Officer who does not intend to run for office.
- d. The GSA Assembly shall appoint one of the Election Committee members to serve as Election Committee Chairperson.
- e. A member of the Election Committee may be removed for cause by a two-thirds (66%) vote of the GSA Assembly.
- f. As required by the Constitution, the GSA Co-Presidents shall also be ex officio members of the Election Committee ([GSA Constitution Article III](#)).

C. Nominations for Routine Elections

- a. Nominations shall be open at the March GSA Assembly meeting and

shall be well publicized.

- b. The Election Committee Chairperson shall close nominations at the April GSA Assembly meeting, which has been announced at least three (3) UC business days in advance, after a final opportunity to submit nominations is offered.
- c. All GSA members shall have the right to nominate candidates for GSA Officer positions.
 - i. Any GSA member who is enrolled at UCSB during the entire term of office shall be eligible to serve as an elected GSA Officer, provided they disclose any conflict of interest that may exist. ([GSA Constitution Article III](#))
 - ii. A GSA member may nominate their own self as a candidate for office.
- d. All nominations shall take effect upon the submission of a completed candidate nomination form to the Election Committee Chairperson.
- e. The candidate nomination form shall include the following information for the GSA member who is a nominee for election:
 - i. Full Name of the nominee; and
 - ii. Perm Number of the nominee; and
 - iii. Home department of the nominee; and
 - iv. GSA Officer position for which the GSA member is nominated; and
 - v. Home department of the person making the nomination.
 - 1. The Name and Perm Number of the person making the nomination shall not be made public.
- f. All nomination forms are due to the VPCE by the first day of instruction of the Spring Quarter.
- g. Nominees shall be informed of their nomination within three (3) UC business days of the VPCE's receipt of all nomination forms.

D. Candidacy for Routine Elections

- a. Nominees shall accept a nomination by completing a Candidacy Statement.
- b. The Candidacy Statement must be submitted to the Election Committee Chairperson, by the first GSA Assembly Meeting of the Spring Quarter.

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- c. If a GSA member is nominated for multiple positions, the nominee must choose one GSA Officer position for which he/she/they would like to be a candidate.
- d. All Candidacy Statements shall include the following information:
 - i. Full Name of the candidate; and
 - ii. Perm Number of the candidate; and
 - iii. Home department of the candidate; and
 - iv. GSA Officer position for which the GSA member is a candidate; and
 - v. Complete contact information for the candidate; and
 - vi. A publishable statement, of no more than 500 words, describing the candidate's reasons for running, qualifications for office, goals if elected, and any possible conflict of interest the candidate may possess.
- e. Candidacy Statements shall be posted on the GSA website no less than three (3) UC business days prior to the first day of the election.

E. Conducting Routine Elections

- a. The Election Committee shall be responsible for conducting the routine Officer Election.
- b. Immediately following the close of nominations, the GSA shall hold a Candidates' Forum.
 - i. The Election Committee Chairperson shall preside over the Candidates' Forum at which all candidates shall be given equal opportunity to speak and answer questions.
 - ii. The candidates' remarks, as well as the questions posed to them and their answers, may be posted to the GSA website and distributed to the public.
 - iii. 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.
 - iv. In the event of a dispute over whether a correction is to be made, the Election Committee shall make a final determination by simple majority (50% plus 1) vote.

- c. The Election Committee Chairperson shall announce the election to the GSA members no less than three (3) UC business days before the first day of the election.
 - i. The announcement shall include instructions on how to cast a ballot in the election and publicize the availability of the Candidacy Statements.
 - ii. 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.
 - iii. Access to the ballot shall be restricted to GSA members.
 - 1. All reasonable steps shall be taken to ensure the security and integrity of the balloting process.
 - 2. 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.
 - iv. 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.
- d. The winner of an election shall be determined by a plurality of votes.
- e. 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 this vote.
- g. The Election Committee shall certify and publicize the election results within three (3) calendar days following the end of the election.
- h. If an election is disputed, the Election Committee shall resolve the dispute and make a full report to the GSA Assembly within three (3) calendar days following the end of the election.
- i. The GSA Assembly may overturn an Election Committee dispute decision by a two-thirds (66%) vote.

F. Special Elections

- a. If an elected GSA Officer position is not filled by the routine GSA Officer

Election 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 Constitution Article III](#)).

- b. The Special Election for a position not filled in a routine election shall occur at the next routinely scheduled GSA Assembly Meeting following the election and, if necessary, at each subsequent GSA Assembly Meeting until the position is filled.

G. Conducting Special Elections

- a. A Special Election shall take place at a GSA Assembly Meeting and shall be publicized at least three (3) UC business days in advance of the Special Election ([GSA Constitution Article III](#)).
- b. Nominations for a GSA Officer position shall be taken from the floor.
- c. To become a candidate for office, a nominee must be present at the GSA Assembly Meeting to accept the nomination.
- d. Each candidate shall be given an opportunity to make a presentation discussing why they are running for office, their qualifications for office, and their goals if elected.
- e. GSA members shall have the opportunity to ask questions of the candidates.
- f. The GSA Assembly shall cast votes for or against a candidate for a GSA Officer position by secret ballot at the same GSA Assembly Meeting.
- g. The Election Committee shall count the ballots.
- h. The winner of the election shall be determined by a plurality of votes.
- i. 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.

H. Ballot Measures

- a. A Ballot Measure is any proposed Fee Measure, proposed Amendment to the Constitution, or proposed Plebiscite that the GSA Assembly puts on a ballot for a Ballot Measure Vote by all GSA members at large.
- b. Any GSA member may propose a Ballot Measure Vote to the GSA Assembly at any routine or special GSA Assembly Meeting.

- c. A Proposed Fee Measure or Proposed Amendment to the Constitution
 - i. A Fee Measure is a Ballot Measure that, if approved, would allow the GSA members at large to pay a fee.
 - 1. 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 “opt-in” method.
 - ii. In order for voluntary Fee Measure to be submitted for a vote by the GSA members at large, a two-thirds (66%) vote of the GSA Assembly is required.
 - iii. As required by the GSA Constitution, any proposed Amendment to the Constitution, and any proposed mandatory fees, must be discussed at two (2) GSA Assembly meetings and approved by two-thirds (66%) of the entire GSA Assembly in order to be approved for a vote by the GSA members at large ([GSA Constitution Article IV , VII](#)).
 - iv. The UCSB 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.
 - v. The GSA Assembly shall set the dates on which voting on the Fee Measure or Amendment to the Constitution shall occur.
 - vi. The GSA Assembly shall approve the wording for each Fee Measure and Amendment to the Constitutions at the first GSA Assembly Meeting of the Spring Quarter.
 - vii. The Election Committee shall compose a Voter’s Guide with a Ballot Measure Vote dates, voting method, ballot wording, and an unbiased factual analysis of each Fee Measure or Amendment to the Constitution.
 - viii. The GSA Assembly shall review and then approve by a two-thirds majority (66%) vote the Voter’s Guide.
 - ix. Once approved, the GSA Assembly shall distribute the Voter’s Guide to the GSA members no less than seven (5) UC business days before the first day of a Ballot Measure Vote.

- x. The Election Committee shall solicit for and against statements for each Ballot Measure, and these for and against statements shall be released to the public no less than three (3) UC business days before the start of a Ballot Measure Vote.
- xi. As stated in Campus Regulations and in the GSA Constitution, in order for a Ballot Measure to be approved, 20% of all GSA members must cast valid votes in a Ballot Measure Vote in which the measure appears.
- xii. A simple majority (50% plus 1) of those who vote on a particular measure must vote in favor of the measure for it to pass.
- xiii. For a mandatory Fee Measure or an Amendment to the Constitutions, 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 Amendment to the Constitution ([GSA Constitution Article IV, VII](#)) in order for it to pass.
- xiv. Should the margin of victory or defeat for a Fee Measure or Amendment to the Constitution be below 2%, the ballots shall be recounted.
- d. A Plebiscite
 - i. The GSA Assembly may sponsor a Plebiscite if it wishes to know the opinion of the GSA members at large about an issue.
 - ii. A Plebiscite may be placed on the ballot by a simple majority (50% plus 1) vote of the GSA Assembly.
 - iii. The GSA Assembly shall, by a simple majority (50% plus 1) vote, approve the specific wording of a Plebiscite to be placed on the ballot for a Ballot Measure Vote by the GSA members at large.

I. Conducting a Ballot Measure Vote

- a. The Election Committee shall be responsible for conducting a Ballot Measure Vote.
- b. The Election Committee Chairperson shall announce a Ballot Measure Vote to the GSA members no less than three (3) UC business days before the first day of a Ballot Measure Vote.
- c. The announcement shall include instructions on how to cast a ballot in the

vote and publicize the Voter's Guide as well as for and against statements.

- d. A Ballot Measure Vote shall extend no less than four (4) and no more than twelve (12) calendar days after the chosen start date of the Ballot Measure Vote.
- e. Access to the ballot shall be restricted to GSA members.
 - i. All reasonable steps shall be taken to ensure the security and integrity of the balloting process.
 - ii. If, in the opinion the Election Committee, the security and integrity of the balloting process has been compromised, the Election Committee may void the Ballot Measure Vote.
- f. GSA members shall have the right to vote during a Ballot Measure Vote by an online voting process or through a paper ballot that shall be available at the GSA office during normal GSA office hours.
- g. The winner of an election shall be determined by a plurality of votes.
- h. Should the margin of victory in a Ballot Measure Vote be below 2%, the ballots shall be recounted.
- i. The Election Committee Chair shall compile the final results of the voting process and report them to the GSA members no later than twenty-four (24) hours following the closing of this vote.
- j. The Election Committee shall inform the Chancellor of Ballot Measure Vote 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.
- k. The Election Committee shall certify and publicize a Ballot Measure Vote results within three (3) calendar days following the end of the ballots.
- l. If a Ballot Measure Vote is disputed, the Election Committee shall resolve the dispute and make a full report to the GSA Assembly within three (3) calendar days following the closing of this vote.
- m. The GSA Assembly may overturn an Election Committee dispute decision by a two-thirds (66%) vote.

BYLAW VII: FINANCES

A. The GSA Budget

- a. By the last GSA Assembly Meeting of the academic year, the VPBFC shall present a proposed Budget for the upcoming UC academic year to the GSA Assembly, with all line items displayed.
- b. The VPBFC shall explain all budgetary items to the GSA Assembly.
- c. Upon approval of the GSA Assembly, the Budget shall become GSA policy.
- d. The Budget shall be for the time period of July 1 – June 30.
- e. The GSA Assembly, by a two-thirds (66%) vote, shall approve any changes in the budget.
- f. The GSA Assembly shall approve any expenditure greater than \$1000.
- g. The GSA Assembly may subject the GSA financial records to an audit.
- h. The VPBFC shall update the GSA inventory by the end of the Fall and Spring Quarters.

B. GSA Rebates to Graduate Degree Programs

- a. 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.
- b. The amount of the rebate shall be \$1.00 per GSA member in the Graduate Degree Program per quarter.
- c. 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.
- d. 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) UC business days after the start of the following academic quarter.
- e. For a Graduate Degree Program that has selected only one GSA Assembly Member to qualify for the rebate, the GSA Assembly Member or their Proxy must attend two-thirds (66%) of all Assembly meetings during the quarter.
- f. For a Graduate Degree Program that has selected more than one GSA Assembly Member to qualify for the rebate, at least one-half (50%) of the

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GSA Assembly Members or their Proxies, from the Graduate Degree Program must be present at each Assembly meeting during the quarter.

C. Organization Funding Guidelines

- a. The GSA Assembly may provide funds for events and activities that enhance graduate student life at UCSB ([GSA Constitution Article IV](#)).
- b. The GSA Assembly shall prioritize funding activities organized by graduate students but may also sponsor activities on campus that benefit the graduate student community.
- c. Priorities for Funding are as follows:
 - i. Requests from organizations specifically by and for graduate students will have a higher priority than requests from student organizations open to and inclusive of, but not specifically by and for, graduate students.
 - ii. Requests for activities for graduate students will have a higher priority than requests, in descending order, requests for activities for:
 1. all students (undergraduate and graduate); or
 2. the entire campus community (students, faculty, staff, and administrators); or
 3. the local community (Isla Vista, Goleta, Santa Barbara, etc.).
 - iii. Requests that are interdisciplinary, involving different academic departments will have a higher priority than requests involving only one academic department or discipline.
- d. Events and activities not funded by the GSA:
 - i. Single department or single program seminars, colloquia, or other departmental speakers and events that are the normal responsibility of academic units.
 - ii. The routine business meetings of a student organization.
 - iii. Funding requests that are:
 1. not authored by a GSA member; or
 2. not sponsored by an officially registered student organization; or
 3. not proposed by the GSA Executive Committee.

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- iv. Events and activities that are the on-going responsibility of UCSB administrative units (such as graduate career services, etc).
- v. The GSA 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.
- e. The GSA Assembly may decline to fund an event or activity if the GSA is the only sponsor.
- f. The GSA Assembly encourages organizations making funding requests to seek co-sponsorship from other UCSB and off-campus organizations as applicable.
 - i. The GSA Assembly may require that organizations that seek repeat funding for recurring activities demonstrate evidence that financial support from other sponsors has been sought and/or received.
 - ii. 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.
- g. The GSA shall be acknowledged as a sponsor on information that is produced for an event or activity that is funded by the GSA.
- h. The GSA Assembly will provide a maximum contribution of \$300.00 per event or activity and \$600.00 per year to any organization.
- i. Funding requests must be submitted to the GSA VPBFC no less than five (5) UC business days prior to the GSA Assembly Meeting when funding will be considered.
- j. Retroactive funding shall not be considered except under outstanding circumstances, which are determined by the GSA Assembly.

D. Travel Grant Fund Guidelines

- a. The GSA shall create a Travel Grant Fund to help GSA members pay for official participation in academic conferences (e.g., presenting, presiding, etc.).
 - i. The Travel Grant will provide reimbursement up to \$250 for conference registration, lodging, and travel only.
 - ii. Meals will not be reimbursed.

- iii. It is the responsibility of the student to provide all necessary receipts and documentation for conference registration, lodging, and travel to the VPBFC following their return from the conference.
- b. Travel Grants may only be awarded once per academic year per student.
- c. Travel Grant requests should be submitted to the VPBFC by the end of the quarter in which the conference occurred.
- d. Retroactive funding will be considered, but not guaranteed.

BYLAW VIII: PRIZES AND AWARDS

A. GSA Excellence in Teaching Award

- a. Each year, the GSA Assembly shall present up to sixteen (16) teaching awards to outstanding GSA member teachers at UCSB.
 - i. The areas for the Excellence in Teaching Award are:
 - 1. Humanities and Fine Arts; and,
 - 2. Social Sciences (including Education); and,
 - 3. Science and Engineering (including Environmental Science and Management).
 - ii. Up to three Teaching Associates may receive the award, one in each of the three award areas.
 - iii. The remainder of the awards shall be given to Teaching Assistants, with a reasonable division amongst the three award areas.
 - iv. Honorable mentions may be awarded as long as they do not exceed the total number of winners.
- b. Nominations
 - i. The GSA Co-President Internal shall make nomination forms widely available to the campus community.
 - ii. Any member of the campus community may nominate a GSA member for an award.
 - iii. 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.

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- iv. Former winners of the award shall not be eligible. Current members of the Excellence in Teaching Award Committee, including the Co-President Internal, are not eligible.
- c. Selection of Winners
 - i. The Co-President Internal shall notify GSA members of their nomination for the award.
 - ii. In order to continue in the selection process, nominees shall submit supporting materials to the Co-President Internal. These materials shall include two or three letters of support from current or former faculty, staff, undergraduates, or GSA members who are familiar with the nominee's teaching, a 500-word statement of teaching philosophy, relevant student evaluations, and curriculum vitae.
 - iii. Each year, the Co-President Internal shall create and preside over the Excellence in Teaching Award Committee, responsible for selecting the award winners.
 - 1. The Co-President Internal shall present the members of the Excellence in Teaching Award Committee to the GSA Executive Committee, who shall have the right to veto one or more members by a two-thirds (66%) vote.
 - 2. The Excellence in Teaching Award Committee shall be made up of six to nine GSA members, in addition to the Co-President Internal, with each of the award area being represented by two to three GSA member who work in the area.
 - 3. Members of the Excellence in Teaching Award Committee (excluding the Co-President Internal) shall receive a stipend for their work. The amounts shall be determined according to the Stipends for a GSA Committee Representative determined in this bylaw.
- d. Timeline for the award
 - i. The nomination and selection process shall respect the following timeline:

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1. Winter Quarter, within the first five weeks: call for nominations announced to the UCSB community.
 2. Winter Quarter, last day of classes: nominations are due.
 3. Winter Quarter, finals week: notification of nominees.
 4. Spring Quarter, third week of classes: supporting materials due from nominees.
 5. Spring Quarter, ninth week of classes: announcement of winners.
- ii. Each year the Co-President Internal may request adjustments, possibly retroactive, to the timeline:
 1. The request may be approved by the General Assembly by a simple majority (50% plus 1) vote.
 2. If the request is made no less than a week in advance of the specified adjustment, the request may be approved by the GSA Executive Committee by a two-thirds (66%) vote, without going to the General Assembly.
 - iii. The Co-President Internal may alternatively choose to use the timeline from the immediate previous year without making a request for adjustment.
- e. Prizes for Winners
 - i. The GSA Assembly shall have a GSA Excellence in Teaching Award line item in the GSA budget.
 - ii. Each GSA Excellence in Teaching Award shall carry with it an honorarium of at least \$250 and the prestige of winning a campus-wide teaching award.
 - iii. In the event that the Excellence in Teaching Award Committee chooses to award less than the maximum number of awards, the remaining honoraria shall be evenly divided amongst all winners.

B. Dixon-Levy GSA Service Award

- a. 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

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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. This award recognizes members of the campus community who unselfishly have devoted themselves to improvement of graduate student life.

b. Nominations

- i. The Co-President Internal shall make nomination forms widely available to the campus community.
- ii. Any member of the campus community may nominate another member of the campus community.
- iii. Nominees must have been a part of the campus community one quarter in the spring, summer, fall, or winter quarter immediately preceding the due date for nominations.
- iv. Current and former GSA Officers are not eligible to receive the award for activities related to their duties as a GSA Officer. Former winners are not eligible to receive the award for activities related to their past awards. Current members of the Dixon-Levy Service Award Committee, including the Co-President Internal, are not eligible.

c. Selection of Winners

- i. Each year, the GSA Co-President Internal shall create and preside over the Dixon-Levy Service Award Committee, responsible for selecting the award winners.
 1. The Co-President Internal shall present the members of the Dixon-Levy Service Award Committee to the GSA Executive Committee, who shall have the right to veto one or more members by a two-thirds (66%) vote.
 2. The Dixon-Levy Service Award Committee shall be made up of two to three GSA members in addition to the Co-President Internal.
 3. Members of the Dixon-Levy Service Award Committee (excluding the Co-President Internal) shall receive a stipend for their work. The amounts shall be determined according

to the Stipends for a GSA Committee Representative determined in this bylaw.

- ii. While the number of awards given may vary from year to year, the Dixon-Levy Service Award Committee shall normally recognize three or four members of the community
- iii. Honorable mentions may be awarded as long as they do not exceed the total number of winners.
- d. Timeline for the award
 - i. The award shall follow the same timeline as the GSA Excellence in Teaching Award with respect to the nomination process and announcement of results.
 - ii. Adjustments to the GSA Excellence in Teaching Award will also modify the timeline for the Dixon-Levy GSA Service Award.
- e. Prizes for Winners
 - i. Award recipients shall receive a certificate of commendation and shall have their name engraved on the plaque hung in the GSA Lounge.
 - ii. The GSA Assembly shall provide sufficient funds to support this award, by following the above stipulation in Bylaw: VIII, Section A, "The Budget."

BYLAW IX: GSA COMMITTEE REPRESENTATIVES

A. GSA Committee Representative Applications

- a. Any GSA member may apply and shall be eligible to be appointed to serve as a GSA Committee Representative. ([GSA Const. Art. V](#))
- b. The VPBFC and VPCE shall publicize new and continuing vacancies for GSA Committee Representative positions routinely via e-communications, the GSA website, and other means.
- c. The VPBFC shall make a GSA Committee Representative application form, with complete instructions, available on the GSA website in coordination with VPCE.
- d. A completed application shall include:
 - i. Full Name of the applicant; and

- ii. Perm Number of the applicant; and
 - iii. Home department of the candidate; and
 - iv. GSA Committee Representative position; and
 - v. Complete contact information for the candidate; and
 - vi. The minimum necessary student and resident status information for receiving stipend payments.
 - vii. A brief statement describing the applicant's qualifications for the position and goals while serving as a GSA Committee Representative.
- e. A GSA member may apply for, serve on, and receive a stipend for more than one GSA Committee Representative position.
- f. If a GSA Officer serves as GSA Committee Representative on another committee other than that which this Bylaw specifies, they must serve on by default, then they shall be paid a separate, additional GSA Committee Representative stipend in addition to their Officer stipend.
- g. The VPBFC shall send to the applicant a confirmation of receipt of a completed application within five (5) UC business days, as well as an explanation of the nomination and appointment process.

B. GSA Committee Representative Appointment

- a. Appointments to GSA Committee Representative positions shall be for a term ending on June 30th, following the date of appointment, except for appointments to the Student Fee Advisory Committee.
 - i. Appointments to the Student Fee Advisory Committee shall be for a term specified by the Bylaws of that committee.
- b. 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 by the VPBFC to ensure GSA representation throughout the lifetime of the committee.
- c. The VPBFC shall review, by September 1st of each year, all current GSA Committee Representative appointments.
- d. As appropriate, the VPBFC and Executive Committee may renew appointments of GSA Committee Representatives.
- e. The GSA Assembly, by a two-thirds (66%) vote, may overturn decisions of

the VPBFC and Executive Committee regarding the renewal of a GSA Committee Representative appointment.

- f. Prior to each GSA Assembly Meeting, the VPBFC shall:
 - i. Appoint qualified GSA Committee Representatives to vacant positions when only one person has applied for a particular position and at least five (5) UC business days have passed since the position was advertised.
 - ii. Have the Executive Committee vote on all GSA Committee Representative nominations for which there is more than one applicant for a single position.
 - iii. Review remaining vacancies in GSA Committee Representative positions.
 - iv. 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.
- g. Once a GSA member has been appointed to a GSA Committee Representative position, the VPBFC shall contact the appointee within five (5) UC business days and confirm that the appointee accepts the position.
- h. The VPBFC shall provide contact information for the committee on which the GSA Committee Representative will serve and describe the Duties of a GSA Committee Representative.
- i. After being appointed by the GSA Executive Committee, GSA Committee Representative appointees may serve immediately, and shall be announced at the next GSA Assembly meeting following the appointment.
- j. When appropriate or required, the VPBFC shall submit a Letter of Appointment to the person responsible for the committee on which a GSA Committee Representative is to serve.
 - i. For appointments to Academic Senate Councils and Committees, the Letter of Appointment 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.

- ii. The Letter of Appointment can be submitted via an e-communication system.

C. GSA Committee Representative Duties

- a. The VPBFC shall contact GSA Committee Representatives routinely to discuss the work of the committee and inform the Committee Representative of any relevant actions or positions taken by the GSA Assembly or Executive Committee
- b. A GSA Committee Representative shall:
 - i. Attend all meetings of the bodies on which they represent the GSA ([GSA Constitution Article V](#)).
 - ii. Consult with and routinely report to GSA Officers and the GSA Assembly, as needed ([GSA Constitution Article V](#)).
 - iii. Inform the bodies on which they serve of positions on relevant issues taken by the GSA ([GSA Constitution Article V](#)).
- c. Submit to the VPBFC a written report, by the end of each quarter, which summarizes the activities and accomplishments of each committee on which they serve, including any recommendations for the GSA Assembly, as well as the number of hours served doing committee work.
- d. Report to the VPBFC on a routine basis and notify the VPBFC if an important issue of a time sensitive nature comes up in a committee on which they serve.
- e. Be familiar with the GSA Issues Agenda and make members of the bodies on which they serve aware of relevant issues.
- f. Solicit input and advice from the VPBFC, the Executive Committee, and the GSA Assembly, as needed.

D. Removal of a GSA Committee Representative

- a. The Executive Committee may remove a GSA Committee Representative appointment with immediate effect, provided the Executive Committee documents and makes available to the GSA Assembly the reason for removal.
- b. If the Executive Committee has not rescinded the removal by the next meeting of the GSA Assembly following the suspension, the GSA Assembly shall consider the suspension.

- c. The GSA Assembly may, by a two-thirds (66%) vote, overturn the removal.
- d. As allowed by the GSA Constitution, the GSA Assembly, by a two-thirds (66%) vote, may remove a GSA Committee Representative ([GSA Constitution Article V](#)).

E. Stipends for a GSA Committee Representative

- a. The GSA Assembly shall provide stipends for Fall, Winter, Spring, and Summer quarters to GSA Committee Representatives who do not already receive a stipend from the committee(s) on which they serve.
 - i. If the stipend that a GSA Committee Representative receives from the committee on which he/she/they serves is less than the stipend that he/she/they would receive from the GSA, the GSA Assembly shall provide a partial stipend to make up the difference.
- b. A GSA Committee Representative shall receive their stipend after turning in the report to the VPBFC at the end of each quarter, summarizing the activities and accomplishments of each committee on which they serve, including any recommendations for the GSA Assembly, as well as the number of hours served doing committee work.
 - i. The Executive Committee may require the GSA Committee Representative to submit supplemental documentation to verify the time spent on the business of each committee.
 - ii. GSA Committee Representatives who serve on bodies that administer voluntary and mandatory campus-based fees shall include in their reports the following:
 - 1. Budgetary and other financial data regarding the disposition of the student fees; and
 - 2. Evaluations of the level of consultation with graduate students; and
 - 3. Recommendations as to whether the GSA Assembly should seek to maintain, amend, renew, or rescind the fee.
- c. The quarterly stipend for serving as a GSA Committee Representative shall be determined by the following guidelines:

Graduate Student Association

- i. 1 to 2 hours: \$30
- ii. 3 to 4 hours: \$60
- iii. 5 to 6 hours: \$90
- iv. 7 to 8 hours: \$120
- v. 9 to 10 hours: \$150
- vi. 11 to 12 hours: \$180
- vii. 13 to 14 hours: \$210
- viii. 15 to 16 hours: \$240
- ix. 17 to 18 hours: \$270
- x. 19 to 20 hours: \$300
- xi. 21 to 22 hours: \$330
- xii. 23-24 hours: \$360
- xiii. 25-26 hours: \$390

d. If the stipends provided to GSA Committee Representatives fall below the Federal, State, or Local minimum wage guidelines the GSA Executive Committee will bring the situation before the General Assembly at the next General Assembly meeting for discussion.

e. Reports shall be due by the last day of the academic quarter.

f. Stipends shall be paid within thirty (30) calendar days of the last day of the academic quarter.

BYLAW X: GRADUATE STUDENT HEALTH INSURANCE PLAN

A. Graduate Student Health Insurance

- a. The UCSB Graduate Students shall have a Graduate Student Health Insurance Plan available to them ([GSA Constitution Article VI](#)).
 - i. The GSA shall have official representation on any committee overseeing the Graduate Student Health Insurance Plan and make recommendations to any such committee in consultation with the GSA Assembly and GSA members ([GSA Constitution Article VI](#)).

BYLAW XI: UCSB GRADUATE STUDENT BILL OF RIGHTS

A. The Graduate Student Bill of Rights as of the 2016 Spring Quarter

- a. In 2016 Spring Quarter, the Graduate Student Bill of Rights was revised and Amended to combine the disparate 1995 UCSB, 2011 UCSA, and 2015-16 UCSB GSA documents.

ADDENDUM I: NOTES AND REVISIONS

A. Recent Revisions

- a. This document was previously revised and approved by the UCSB GSA in 2013 November.
- b. This document was previously revised and approved by the UCSB GSA in 2016 April.
- c. This document was previously revised and approved by the UCSB GSA in 2019 April.
- d. This document in its current form was revised and approved by the UCSB GSA in 2020 April.