

STUDENT SENATE BYLAWS
CHAPTER XVIII
GRADUATE STUDENT ASSOCIATION

SECTION 1. PURPOSE

- A. The purpose of the Graduate Student Association (GSA) is to advance the interests of graduate students at the University of Northern Colorado through representation of graduate student's needs and support of activities central to graduate education, such as research and scholarly activities.

SECTION 2. GOVERNANCE

- A. The GSA President will direct all functions of the GSA. The GSA will compensate the GSA President with a .25 FTE stipend. Student Senate will remunerate tuition expense for the GSA President. The GSA President is responsible for:
1. Developing the administrative budget and proposing all GSA budgets in the SFAP process. All expenditures from the administrative budget will be subject to approval of the GSA President.
 2. Maintaining communication channels with and advocating the interests of the graduate student population of the University.
 3. Serving as a representative member and/or nominate student appointments to various councils/committees relevant to graduate students' interests, such as:
 - a. Graduate Council;
 - b. Faculty Research and Publications Board;
 - c. Any others deemed appropriate by the GSA President or the Dean of the Graduate School.
 4. Recruiting and maintaining an active group of GSA Representatives.
 5. Establishing a budget for the GSA that is approved by the Dean of the Graduate School.
 6. Hiring a Vice President if the need is present.
 7. Supervising and/or collaborating on Academic Research Day during Academic Excellence Week.
 8. Serving as the President of the Graduate Student Association on Student Senate.
 9. Completing an End of the Year Report at the end of the Spring semester, to be passed on to the incoming GSA President.
 10. Directing the Conference/Research Grant application process.
 11. Updating and maintaining the GSA website.
 12. Planning and coordinating graduate student professional development workshops with various organizations around campus.
- B. The GSA President's term of office will be one year from the time of their hire. The term will coincide with the fiscal year (i.e., beginning July 1 and ending June 30). The President has the option of applying for up to two terms.
1. The acting GSA President has the responsibility of training the incoming GSA President before or immediately after the start date.
 2. The GSA President will undergo a yearly review after the Fall Semester, held by the Dean of the Graduate School.
 3. If the Dean of the Graduate School deems the review unfavorable, he/she may begin the removal process.
 4. If the GSA President leaves office, he/she may be replaced by an appointed graduate student. The Dean of the Graduate School must appoint the replacement. However, the appointment may be overruled by a 2/3 majority vote of Student Senate.
- C. The Vice President's responsibilities shall be determined by the current GSA President. These responsibilities may include:
1. Maintaining the GSA's web site.
 2. Maintaining the GSA's database of expenditures and application information.
 3. Acting for the GSA President in his/her absence.

4. Coordinate a graduate student listserv with the Graduate School.
- D. The GSA President will appoint up to eleven Representatives for the graduate student body (two per college, and one to represent off-campus students). Prospective representatives will submit a letter of interest and resume to the GSA and will complete an interview process with the GSA President and Vice President, who will make the final decision to select all GSA representatives. Removal of a GSA Council Representative will be initiated by the GSA President and voted on by the GSA Council. There must be a 2/3 majority vote. The GSA Representatives will be responsible for the following:
1. Attending all GSA meetings in order to review grant applications.
 2. Helping the President make informed decisions about GSA policies and procedures.
 3. Giving input regarding student concerns and needs around campus.
 4. Helping to plan and prepare for GSA-sponsored events.

SECTION 3. HIRING OF THE GSA PRESIDENT

- A. All persons wishing to take the office of President of the Graduate Student Association must file a letter of intent, resume, and vision statement for their term with the current GSA President. The GSA President will be responsible for maintaining all application until the close of the application period. Then, he/she will give the applications to the Dean of the Graduate School to screen. After the Dean of the Graduate School and GSA President screen application packets, selected packets will be shared with the GSA Council to review and give feedback. Then, the Dean of the Graduate School, the current GSA President, and the Student Senate Advisor shall interview and select the most qualified candidate.
1. All candidates must be a graduate student and enrolled in one (1) credit or more of graduate courses during the semester of the hiring process and the academic year for which they will serve. They must hold an overall GPA of at least 3.0.

SECTION 4. REMOVAL OF THE GSA PRESIDENT

- A. If a grievance is filed against the GSA President, it is to be reviewed by the Dean of the Graduate School, the Student Senate Advisor, and the GSA Council. They together shall decide if the grievance has merit, and if so, shall discuss and vote on an appropriate course of action. All votes require a 2/3 majority. If the GSA President is to be removed early from their term of office, the GSA Council, the Dean of the Graduate School, and the Student Senate Advisor are to find a suitable interim replacement until the hiring process for a new President is completed.

SECTION 5. FUNDING

- A. GSA monies are a separate line item on the Student Fee Budget as approved by the Student Fee Allocation Process. The GSA must comply with Chapter II of the Student Senate bylaws in order to receive funding.
- B. The GSA will determine the parameters and procedures for the dissemination of funds allocated to the GSA by the Student Fee Allocation Fee Process.
- C. The President of the GSA is the director of the GSA budget.
- D. During the Student Fee Allocation Process, the President of the GSA, as the director of the GSA budget, cannot act as a voting member of Student Senate. To ensure there is graduate student representation within the voting membership, another graduate student must be appointed by the President to act as a voting member. This appointed graduate student must be trained in SFAP proceedings by the Director of Finance before the first Student Fee Open Forum or they will lose privileges associated with being a voting member.

SECTION 5. GSA BYLAWS

- A. The GSA administration may construct bylaws to govern processes under their administration. These bylaws are not subject to Student Senate approval, but Chapter IV of the Student Senate bylaws takes precedence over GSA bylaws.

Revised, April 2010