

Associated Graduate Students UCI



Council Member Orientation Packet

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Welcome to The Associated Graduate Students Council!

The Associated Graduate Students (AGS) is the recognized graduate student government association at the University of California, Irvine (UCI). As of Fall 2007, we represent over 5,000 graduate and professional students to the campus and system wide administration on a number of issues.

Some of the major work done by the AGS and the Council include:

- Involvement in the negotiation of the annual graduate student health insurance plan (GSHIP) contract
- Involvement in various Academic Senate and other committees that affect student life
- Addressing graduate student funding and housing issues
- Funding programs and events aimed at graduate students
- Keeping graduate students informed about various issues and events that affect graduate students
- Sponsoring an annual Welcome Week Party and quarterly parties for graduate students
- Sponsoring events in coordination with the Anthill Pub and Grille

AGS is governed by a constitution, bylaws, and University policy. These documents are available online at <http://www.ags.uci.edu/>. AGS is comprised of all graduate students on campus, but is governed by a President, four Vice Presidents elected by the Council, and a Council of representatives elected by each academic unit. AGS collects \$9.00 per quarter from each graduate student, except the students from the College of Medicine and Paul Merage School of Business, who pay \$4.50 per quarter, but receive half the representation on Council.

AGS Council

The AGS Council (Council) is composed of representatives elected from each of the academic units at UCI. At the end of every spring quarter, UCI takes a census of each academic unit to determine the number of graduate students in each one. The number of representatives for each unit is computed from this census. Elections for Council representatives are held in late spring for most academic units.

Council meets biweekly during the academic year and is headed by the AGS President who chairs each meeting. The President is elected by the graduate student body during AGS Council elections in the spring.

The President also chairs the Executive Board of the Council, which is comprised of the four executive officers: the Vice President of Internal Affairs, the Vice President of External Affairs, the Vice President of Financial Affairs, and the Vice President of Administrative Affairs. The Council executives are elected by the incoming Council members, not the student body at large. The President and the executive officers each receive a modest stipend.

Apart from the President and the executive officers, the Council also employs a number of staff persons. Most notably is the professional administrative staff shared by the AGS and the Associated Students (ASUCI). The professional administrative staff provides services such as accounting, payroll, computing supports, and scheduling conference rooms. The professional staff's payroll is paid by both the ASUCI and the AGS.

AGS currently has five other staff positions, which are traditionally filled by fellow graduate students. These positions are the Campus Communications Director (CCD), the Campus Organizing Director (COD), the Legislative Liaison (LL), the GSHIP Chair, and the AGS Webmaster. Each staff position receives a modest stipend.

Your Role as a Council member

You have been elected by your academic units to represent their interests on the Council. Your primary responsibility is to the academic unit that elected you. Your academic unit is your constituency and you should keep them informed of AGS activities. It is also very important to get feedback from your constituency on issues facing them such that you can truly represent their interests.

The Council meets approximately every two weeks during the academic year and once per month during the summer session. Attendance at summer meetings is optional, but you can be removed from your Council seat for failure to provide representation as defined in the AGS Bylaws (Council Procedures, Section A). Meetings last for approximately two hours during the academic year and are scheduled every other Tuesday from 5 PM to 7 PM. Dinner is served at the Council meetings.

As a Council member, you will also be asked to participate on at least one AGS standing committee. Although standing committee participation and attendance is not mandatory, much of the work is done first in a committee before it is brought before the Council. Your commitment to a committee can make a significant difference in fighting for graduate students interests.

AGS Executive Board

The Executive Officers with the President comprise the AGS Executive Board. These officers report directly to the President and provide biweekly reports to Council. The Council can assign duties to the executive board as it sees fit.

President - president@ags.uci.edu

Unlike the Council members, the President is accountable to the entire graduate student body and not just his affiliated academic unit. The Council can assign duties to the President as it sees fit. The duties of the President include, but are not limited to:

1. Serving as the Chief Executive Officer of the AGS.
2. Representing the AGS to the Chancellor and the campus administration, the Dean of the Graduate Division and non-campus individuals and groups.
3. Preparing and presenting during the spring quarter an Annual Report indicating the activities and accomplishments of the Council during the preceding year.
4. Preparing, administering and expending, in conjunction with the Vice President of Financial Affairs, the AGS budget as indicated in the AGS Constitution and Bylaws.
5. Coordinating fund raising for the AGS.
6. Creating long-term recommendations for the advancement of AGS goals.
7. Preparing and conducting elections as directed by the AGS Constitution and Bylaws.
8. Chairing all meetings and function of the Council, except when prohibited by the AGS Constitution and Bylaws.

Vice President of Internal Affairs - vpinternal@ags.uci.edu

The Vice President of Internal Affairs (VP Internal) represents the AGS on all internal graduate student bodies. The VP Internal represents graduate student interests to parties internal to the campus, most notably housing.

The VP Internal assumes the powers of the President should the President be unavailable or have resigned.

The duties of the VP Internal include, but are not limited to:

1. Liaison with ASUCI, AMS, GSMSA, and all UCI groups that affect graduate students' needs and rights.
2. Propose legislation in response to other groups' actions.
3. Coordinate AGS entertainment and cultural activities.
4. Oversee the activities of the CCD, COD and GSHIP Chair.

Vice President of Administrative Affairs - vpadmin@ags.uci.edu

The Vice President of Administrative Affairs (VP Admin) is responsible for the orderly conduct of AGS Council business. The VP Admin maintains the AGS Archives.

The VP Admin assumes the powers of the President should the VP Internal and the President be unavailable or have resigned.

The duties of the VP Admin include, but are not limited to:

1. Follow up on all Council actions and legislation.
2. Manage the process of appointing graduate students to external committees.
3. Manage the process of fielding applicants for AGS staff positions.
4. Maintain all AGS files, including but not limited to the Constitution, Bylaws and AGS staff job descriptions.
5. Composing, collecting and distributing AGS documents such as Council minutes.
6. Maintain a current roster of the Council and its standing committees.
7. Track Council member attendance and suggest appropriate action to the Executive Board.
8. Chair the Constitution Revision Committee.
9. Maintain the AGS master calendar.
10. Administer the AGS mailing lists.
11. Oversee the activities of the Webmaster.

Vice President of Financial Affairs - vpfinancial@ags.uci.edu

The Vice President of Financial Affairs (VP Financial) assumes all duties related to the expenditure of AGS resources.

The VP Financial succeeds the VP Admin should the VP Admin, Internal and the President be unavailable or have resigned.

The duties of the VP Financial include, but are not limited to:

1. Administer and prepare the annual AGS budget in conjunction with the President.
2. Maintain accurate financial records.
3. Maintain and monitor usage of all AGS property and office equipment including phone, computer, and copier.
4. Coordinate fund raising.
5. Act as the Chair of the Pub Advisory Board
6. Serve on Student Center Board

Vice President of External Affairs - vpexternal@ags.uci.edu

The Vice President of External Affairs (VP External) represents the AGS to all external organizations, where the President does not represent the AGS.

The VP External assumes the office of the President should all other officers be unavailable or have resigned.

The duties of the VP External include, but are not limited to:

1. Represent the AGS to all external organizations including UCSA.
2. Seek information about policies from external organizations that may affect graduate student interests.
3. Promote graduate student interests among external organizations.
4. Report on State and Federal legislation that affects graduate student interests. Recommend appropriate action to be taken by the Council.
5. Assist with external outreach.
6. Oversee the activities of the LL.

AGS Staff

The AGS shares professional staff with the ASUCI. Each group pays according to their size; hence the bulk of the expense is carried by the ASUCI. The professional staff that is retained handles tasks such as payroll, accounting, facilities management, desktop computer support, etc.

The AGS staff positions can be filled by anyone, including currently seated Council members. Each position receives a modest stipend. The following list of jobs is not an exclusive list since it is the prerogative of the current Council to budget and fill some or all the positions.

Detailed job descriptions for each of these positions can be obtained from the VP Admin.

GSHIP Chair

The GSHIP Chair heads the Graduate Student Health Insurance Program Committee, which heads the annual negotiations of the graduate student health insurance policy. Originally undertaken by the VP Internal, this staff position was created to address the amount of work required by this position while also providing an incentive for a highly motivated graduate student.

The responsibilities of the GSHIP Chair include, but are not limited to:

1. Attend all GSHIP/GAB committee meetings.
2. Report to the Council on a regular basis.

Campus Communications Director

The Campus Communications Director (CCD) is charged with facilitating and executing communication between the Council and the greater graduate student population.

The responsibilities of the CCD include, but are not limited to:

1. Work with all the AGS officers on issues regarding mass communications.
2. Distribute information in whatever form(s) necessary in a timely fashion.
3. Take the lead in advertising events sponsored by the AGS Council.
4. Make regular reports to the President.

Campus Organizing Director

The Campus Organizing Director (COD) assists the VP External in informing and mobilizing the graduate student population regarding UCSA actions.

The responsibilities of the COD include, but are not limited to:

1. Inform the graduate student population of UCSA activities and positions.
2. Represent the views of students as directed by Council before the UC Regents and the University administration.
3. Mobilize grassroots student action as directed by the Council.
4. Assist the UCSA Board member in the research of issues; poll student interest and opinions as needed.

Legislative Liaison

The Legislative Liaison (LL) works hand-in-hand with, and under the supervision of the VP External. The LL's core responsibilities are to organize and attend in-district, state, and federal lobby visits.

The responsibilities of the LL include, but are not limited to:

1. Organizing and attending in-district, state (Sacramento), and National lobby visits.
2. Participation in UCSA and NAGPS.
3. Represent UCI AGS at the UCSA Board of Directors.
4. Be an active member of the UCSA Legislative Committee.
5. In conjunction with NAGPS, track federal bills that could potentially affect graduate and professional students at UCI and prepare reports for the External Committee.
6. Represent the VP External in case of his absence.

Webmaster

The Web Master is charged with maintaining, documenting and designing the AGS web site.

Note: Council may hire a webmaster for specific tasks rather than maintain a staff position.

The duties of this position include but are not limited to the following:

1. Assist the Council to place its documents online in a timely fashion.
2. Create original graphics.
3. Responsible for the overall look and feel of the AGS website.
4. Check for accuracy and correctness of information to be posted, with exception of Council approved documents.

Committees

The committees are the basic workhorse of student government and the campus bureaucracy. As a council member you will be asked to participate in at least one AGS standing committee. If you have the energy and the interest, participating in an administration, academic senate, or system wide committee may be of interest to you.

Committee membership is not limited to Council members. Any graduate student in good standing can be a part of these committees.

Standing Committee Chair

The most important member of a committee is the committee chair. The responsibilities of a standing committee chair include, but are not limited to:

1. Oversight and organization of all activities pertaining to the committee.
2. Conducting regular meetings of the committee.
3. Full participation in resolving issues of concern to the committee's charter.
4. Reporting the committee's progress at each Council meeting.

AGS Council Standing Committees

The Council has standing committees that have been formed to meet various needs. The current structures of the committees reflect the current status of the campus. As times change committees may be disbanded or new ones formed. It is up to the Council to decide when a new committee is needed or when a committee is no longer serving its purpose.

The standing committees are divided up into several core areas. Issues are often brought to Council after being vetted in a committee. On other occasions, the Council may refer an issue to a committee to have a smaller group of people work on it before it is brought back before the assembly.

Internal Committee - iaclist@ags.uci.edu

The Internal Affairs Committee coordinates and oversees matters within the UCI campus community. The primary areas of responsibility are liaison with all on-campus groups concerned with the needs and rights of graduate students, including ASUCI, Associated Medical Students, Graduate School of Management Student Association and others. In response to action by any of these or other relevant groups, the Internal Affairs Committee is empowered to propose legislation to the Council for their consideration. The committee is also responsible for all areas in connection with campus housing, parking and transportation, and oversight of GSHIP.

External Committee - external@ags.uci.edu

The External Affairs Committee tracks legislation, lobbies in Sacramento and Washington D.C., and raises awareness about current trends among the student body. The External committee is the representative to The UC Student Association (UCSA) and The National Association of Graduate and Professional Students (NAGPS).

Business & Social Committee - business-social@ags.uci.edu

The Business & Social committee is responsible for organizing social events for the graduate students. Past events have included the AGS Pub Parties hosted at the Anthill Pub, karaoke parties, pool tournaments and a faculty appreciation party. The committee is also responsible for finding viable business opportunities for the AGS.

GSHIP Committee - gship@ags.uci.edu

The GSHIP committee's sole responsibility is the annual health insurance negotiation. Every year, the graduate students of UCI via the GSHIP committee negotiate a health insurance policy for the following year. UCI has one of the best health care plans for graduate students thanks to the diligent work of current and past GSHIP chairs.

Pub Advisory Board- vpfinance@ags.uci.edu

The Pub Advisory Board (PAB) is a committee that serves as a line of communication between the Pub vendor and the UCI community. There are three main goals of the committee:

- to maintain graduate student involvement in the pub
- to facilitate communication between the pub vendor and the UCI community
- to make sure that no swill (especially Bud, Miller and Coors) should ever flow from pub taps. (The Anthill Pub has traditionally been a no-swill beer zone).

The membership of the PAB consists of:

- Chair: AGS VP of Financial Affairs or an appointed proxy (voting).
- Director, Hospitality and Dining Services or an appointed proxy (voting).
- 6 AGS Members (voting).
- Manger of the Anthill Pub and Grille or an appointed proxy (non-voting).
- 2 ASUCI representatives (non-voting).

Campus Committees

The campus administration and the Academic Senate both have committees that invite graduate students' participation. The role of the graduate student is often non-voting however this is not true for all committees.

The graduate students on these committees are required to give reports to the Council regarding the business being conducted in these committees. The graduate student representative is asked to represent the AGS views and positions on those committees.

Academic Senate Committees

The following tables describe the name of each committee, how many seats are available, if the seat is a voting or non-voting seat, and the length of the appointment. The VP Admin has further information regarding each committee, or see www.senate.uci.edu.

	# of Graduate student reps	Length of term	Voting?
Academic Senate Councils:			
Council on Educational Policy (CEP)	1	1	N
Faculty Welfare (CFW)	1	1	N
Graduate Council (GC)	3	1	N
Planning & Budget (CPB)	1	1	N
Research, Computing & Libraries (CORCL)	1	1	N
Student Experience (CSE)	2	1	N
Undergraduate Admissions & Relations with Schools (CUARS)	1	1	N
Committees, Subcommittees, and Boards:			
Courses & Continuing, Part-Time, & Summer Session Education	1	1	N
International Education (CIE)	1	1	N
Faculty Board for Undecided / Undeclared Students	1	1	N
Special Committees:			
Graduate Student Housing- This committee has 3 standing seats: the AGS President and a rep from both the Verano Place and Palo Verde Residents Councils.	*	1	N
Senate Parking Oversight Committee	1	1	N
Special Senate Committee on Diversity (SSCD)	1	1	N
Bicycle Advisory Group (BAG)			

The Bicycle Advisory Group is a committee coordinated through UCI Parking and Transportation. From the B.A.G. website (<http://www.bike.uci.edu/bike/bag.cfm>): "BAG was created as a collaborative effort between campus cyclists and other campus stakeholders to create and support a bike culture at UC Irvine." The membership includes representatives from various campus offices- PTS, UCI Police, Admin, Academic Senate, etc. There are 2 AGS seats on this committee. Meetings are held every 2-3 months.

UC System Wide Committees

The University of California Office of the President (UCOP) establishes committees comprised of representatives from various UC campuses to address issues at a UC system level. The VP External will bring the applications for these committees to the Council at the appropriate time.

AGS Services

Graduate Student Health Insurance Program (GSHIP)

In 1990 the graduate students at UCI voted to instigate a mandatory health insurance plan for all graduate students. If you are a Teaching Assistant or Graduate Student Researcher, you generally do not personally pay for your health insurance coverage.

Each year a committee of five graduate students and the director of Student Health re-negotiate the insurance plan. Representatives from Student Services, the Office of Research and Graduate Studies, and the Insurance Coordinator from Student Health are ex-officio members of this committee. The committee is chaired by the GSHIP chair, whom is elected by Council.

The committee examines options from various insurance carriers to find the best value for our money. The committee cannot increase the premium more than 20% in any given year without a vote of 20% of the graduate student population.

More information about GHIP can be found at <<http://www.rgs.uci.edu/grad/students/gship/>>.

Special Projects Funds

Each year the AGS sets aside a portion of its budget to fund programs and events aimed at improving the social and academic environment for UCI's graduate students. Special projects can range from funding a student group to hold a meeting, paying for a speaker to come to campus, funding a student publication, or funding a social event. The guidelines for special project funding are given in Article V, §6. A form is available online for groups soliciting funds. As of 2008, the Special Projects Fund was \$15,000/year.

AGS Mailing Lists and Server - <http://www.ags.uci.edu/>

The AGS's website is served from our own Unix server which was collocated in the NACS machine room. In summer/fall 2008 the website is being redesigned and the server moved to the Student Government office location. The server also provides email service and mailing lists that the AGS uses in its day-to-day operation. All AGS officers are encouraged to store their AGS related material on the AGS server since the server is backed up daily.

The AGS provides accounts to any graduate student that requests one. An account enables a student to post things online, store research materials on a server, which is backed up, and be able to have an email address within the UCI domain after graduation.

Anthill Pub & Grille

In years past, the AGS was mostly known for operating the Anthill Pub & Grill (the Pub) and organizing quarterly Pub parties. The Pub was closed in 2005 through most of 2007 as the Student Center was remodeled and opened up in December 2007 under new management.

The AGS had owned and operated the Anthill Pub and its previous incarnations dating back to 1991. Originally a full service Italian restaurant, the enterprise quickly amassed a debt of approximately \$230,000.00 in a few years after opening. The enterprise was reorganized into the Anthill Pub & Grille where the AGS owned and operated the pub aspects of the business and the University operated the food service and pool tables.

Lacking enough money in our reserves, the AGS borrowed \$224,000.00 from the Associated Students of University of California, Irvine (ASUCI). The AGS and the ASUCI devised a debt repayment plan that allowed the AGS to repay \$15,000.00 per year with a single lump sum interest payment of \$32,000.00. Since the reorganization and up to its closing in 2005, the Anthill Pub became a profitable business which enabled the AGS to pay back its debt on time.

Aside from being a profitable AGS business, the Anthill Pub has provided a unique service to the campus community. It has been the *de facto* location for graduate student events, the least expensive place on campus to eat, and a unique place where faculty, staff and students met.

The AGS had traditionally held at least one party at the Anthill Pub each quarter where graduate students can enjoy several rounds of free drinks and free food as well as the annual welcome week party.

As of 2008, AGS no longer runs the pub. AGS invested money from reserves in the redesign of the Pub and is formally a creditor of the Pub. AGS continues to coordinate events in conjunction with the Pub and, through the Pub Advisory Board, works to insure the Pub is run in the best interests of the UCI Community.

For more details about the AGS and its relationship to the Pub, contact VP Finance or see "A Brief History of the Pub", available on the AGS website.

AGS Parties; Quarterly and Welcome Week Parties

The AGS continues to sponsor parties for graduate students, although the Pub is no longer the *de facto* location of these events. The Vice President of Internal Affairs hosts the AGS Parties and relies on Council members to volunteer to make the parties a success.

The first party of every year is traditionally held during Welcome Week. The Welcome Week party is cosponsored by the Office of Research and Graduate Studies, who pay additional monies towards food, allowing the party to be free to graduate students who attend.

Each quarter the AGS sponsors a party, giving the AGS increased visibility on campus and allowing the Graduate Community a chance to interact.

Council Operation

The council meets biweekly during the academic term and monthly during the summer session. The meeting times are usually fixed at the beginning of each quarter so you can find the meeting times and places at the AGS website.

The meetings tend to be two hours in length; from 5 PM to 7 PM. Dinner is provided (so long as the Council budgets it). The agendas are usually decided a week in advance and announced by the VP Admin. At the meeting the VP Admin will provide you with a packet of the day's business, including the agenda.

Meeting Structure

The structure of the meeting may be a little different than what you have previously experienced. The Council operates on rules set in its Constitution and its Bylaws. According to the Bylaws, the meetings are held in accordance to Robert's Rules of Order. Robert's Rules of Order are a very thorough set of rules that define parliamentary procedure. These rules formalize how we meet, when we meet, and how each person can speak at the meetings. The rules are there to ensure that AGS is democratic and not ruled by a noisy majority which never hears from the minority.

Each meeting is called to order by the chair, which is the President. Council can conduct business when quorum is reached. Quorum is defined to be one half of the currently sitting Council. Once the meeting is started, the meeting often follows this format:

1. Call to order
2. Roll Call
3. Approval of the Meeting's Agenda
4. Approval of the Previous Meetings Minutes
5. Officer Reports
6. Old Business- Updates, previously tabled or revised resolutions
7. New Business, such as new resolutions, bills, funding requests, etc.
8. Staff & Officer Reports
9. Committee Reports
10. Adjournment

The Constitution and Bylaws are silent with regards to time limits for debate. Since this is the case, debate can last indefinitely for any agenda item - a filibuster is possible. In living memory this has never happened, however the meetings do last a tad too long for most council member's tastes. As such, the inclusion of suggested time limits on the agenda is practiced.

As a practical matter, resolutions are debated and voted on early in the meetings agenda. This allows council members to be able to attend the first hour and be present for the debate and the votes. This is not to diminish the importance of other reports but to give flexibility for the Council to conduct business.

Legislation

Any graduate student can propose legislation for AGS to approve, however all legislation must be sponsored by a Council member. Legislation can be funding for a project, a particular stance on an issue, ratifying election results, ratifying a nomination, etc. Although legislation can be proposed by any graduate student, it often comes from one of the committees or the Executive Board. Any legislation involving monies is typically a Bill; those not involving monies are Legislations. Numbering for legislation begins with the year followed by a number, which restarts at 01 for each calendar year. E.g. the 23rd legislation for 2008 would be numbered 08-23 *Bill/Resolution to/for...*

A general process to have your legislation voted on is the following:

1. Organize a draft resolution stating the particulars of your intended motion. A resolution form is available online to help you get started.
2. Show it to various parties to get feedback.
3. Bring it before your committee for a recommendation (if applicable).
4. Once past a committee, take your draft resolution and the results of your committee vote to the Executive Board. The Executive Board will either place it on the agenda or not.
5. Once on the agenda, the chair will give you the floor and your legislation will be debated. After the debate has ended, a vote may be called, the legislation may be amended, sent back to committee, or it may be tabled.
6. Celebrate the passage or mourn the failure.

Parliamentary Procedure

To conduct efficient and productive meetings, the Council conducts meetings using Robert's Rules of Order Newly Revised (10th Edition). An in depth knowledge of these rules are not required to understand how to participate in a Council meeting.

The tables below give a short introduction on how to make a motion. If the motion does not allow you to interrupt, then you may speak the motion at any time. For example, at anytime during the meeting you may say "I call for the orders of the day," which would tell the chair that you want to get the meeting back on the agenda because you believe it is off track. On the other hand, you may only make certain motions when you have the floor. Having the floor is when the chair has recognized you and you are given a chance to speak. For example, you may wish to make a motion to refer an issue to the Internal Committee. In this case, you would wait to be recognized by the chair and then say, "I move to refer the motion to the Internal Committee."

Main Motions

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. The § indicates the section from Robert's Rules.

§	Purpose	You Say	Interrupt?	2nd	Debate?	Amend?	Vote?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take a break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Get back on the agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move to call the previous question	No	Yes	No	No	Two-thirds
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	Two-thirds
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill a main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before the assembly	I move that ...or I move to ...	No	Yes	Yes	Yes	Majority

Incidental Motions

Unlike the main motions, these motions have no order of precedence. These motions arise incidentally and are decided immediately. The § indicates the section from Robert's Rules.

§	Purpose	You Say	Interrupt?	2nd	Debate?	Amend?	Vote?
§23	Enforce rules	Point of order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	Two-thirds
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	Two-thirds
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly

These motions have no order of precedence, unlike the main motions. These motions are introduced only when nothing else is pending. The § indicates the section from Robert's Rules.

§	Purpose	You Say	Interrupt?	2nd	Debate?	Amend?	Vote?
§34	Take a matter from the table	I move to take from the table	No	Yes	No	No	Majority 2/3 or majority with notice
§35	Cancel previous action	I move to rescind	No	Yes	Yes	Yes	Majority
§37	Reconsider a motion	I move to reconsider...	No	Yes	Varies	No	Majority

For more information, see the packet on Parliamentary Procedure and Short Robert's Rules of Order included in your Council Orientation Binder.

AGS Governing Documents

AGS is governed by a constitution, bylaws, and University policy. These documents are available online at <<http://www.ags.uci.edu/>>.

Constitution

Preamble

We, the graduate students at the University of California, Irvine (UCI), by the authority of the Regents of the University of California, declare ourselves a unique and autonomous body within the university community. We further declare that we will maintain an organization whose purposes shall be to provide a forum for the expression and recognition of graduate students' needs and rights; to represent graduate students in the university community and elsewhere; to promote those needs and rights; and to participate in the governance of this university.

Name

The name of this organization, the official graduate student government recognized by the Regents of the University of California, shall be the Associated Graduate Students (AGS).

Article I: Membership

All registered graduate students who pay the AGS fee shall be voting members of the AGS. All voting members shall be eligible to seek and/or hold an AGS office or AGS Council position.

No member of the AGS shall be discriminated against because of race, age, sex, religion, marital status, national origin, sexual preference, or physical abilities.

Article II: Representation

The Associated Graduate Students Council (hereafter referred to as Council) and Officers, separately and together shall represent the AGS. Representation shall include campus representation, University of California system-wide representation, and representation to external non-university individuals and groups.

Article III: The AGS Council

Section 1.

It shall be the responsibility of the Council to represent AGS, and to fulfill the provisions of this Constitution and its Bylaws.

The AGS Council is encouraged to communicate with other campus groups that represent the needs of graduate students. Examples of these groups include cross cultural, disabled, gay and lesbian, international, non-traditional, and single-parent student groups. Such communication shall be coordinated with the VP-Internal Affairs.

The AGS Council shall administer its fees and monies. It shall attempt to become financially independent of the AGS fee levied on AGS members.

Membership of the Council will be elected from the academic units (schools, departments, or programs). The recognized units and the basis for representation shall be defined in the Bylaws.

The quorum required to conduct business during Council meetings shall be the smallest number of Council members greater than fifty percent of the number of sitting Council members. The Council shall conduct business with Robert's Rules of Order, Revised, subject to the provisions of this Constitution and Bylaws. Council members must be present to vote.

Section 2.

The primary responsibility of each Council member shall be to represent his/her constituency to the Council. Council members shall be elected in their respective academic units during the spring quarter. Council members terms shall begin on July 1 and continue through June 30 of the following calendar year.

Students from the Graduate School of Management and the School of Medicine shall hold terms beginning October 1 and continue through September 30 of the following calendar year.

Section 3.

Medical students shall be represented on the AGS Council as prescribed in the AGS Bylaws.

Section 4.

The Council shall fulfill its responsibilities in an organized and timely manner. A quarterly meeting schedule shall be established and publicized. The Council shall meet not less than once in each calendar month of the regular academic terms, and as necessary during summer sessions. All meetings of the Council shall be open to anyone wishing to attend, except when the Council deals with personnel matters, pending litigation, or investments.

Section 5.

Council members are subject to removal by their appropriate constituency. Upon the presentation to the AGS President of a petition requesting the removal of Council member which contains the valid signatures of at least ten percent of that Council member's constituents, the President shall prepare and conduct the recall election of that Council member within fifteen days. The Council member shall be removed if a simple majority of at least twenty percent of that Council member's constituents vote to remove the Council member. The recall election process must be approved by Council to be considered valid.

Council members are subject to removal by their appropriate constituency. The recall election process must be approved by Council majority vote to be considered valid. Upon the presentation to the AGS Executive Council of a petition requesting the removal of Council member which contains the valid signatures of at least twenty percent of that Council member's constituents, the Executive Council shall prepare and conduct the recall election of that Council member within fifteen days. The Council member shall be removed if a simple majority of that Council member's constituents vote to remove.

Section 6.

Council members shall be subject to removal for failure to provide representation for their academic unit. Failure to provide representation and the mechanism for removal of a Council member for this reason shall be defined in the Bylaws.

Section 7.

Upon removal or resignation of a Council member, that seat shall be declared vacant. Vacant seats shall be filled as soon as is reasonably possible by appointment or special election as determined by Council. Appointments shall be made by the President and must be approved by a 2/3 majority of Council members present at a meeting in which there exists a quorum. If a special election is held, the President shall conduct it.

Upon removal or resignation of a Council member, that seat shall be declared vacant. Vacant seats shall be filled by replacement using results from the previous election. The vacant seat will be offered to the candidate who received the next highest vote percentage (2nd place) for that seat. In the event of ties (for second place), a lottery will determine which of the candidates is offered the seat first. In the event that the second place candidate(s) is (are) unable to serve, appointment shall be made by the Executive Council and must be approved by a majority of Council members present.

Article IV: AGS Officers

Section 1.

There shall be established Officers of AGS; the President and four Council Officers; the Vice President-Internal Affairs of the AGS Council, the Vice President-Administrative Affairs of the AGS Council, the Vice President-Financial Affairs of the AGS Council, and the Vice President-External Affairs of the AGS Council. The immediate past president shall be a non-voting ex-officio Council member. The order of succession shall be as listed above.

Section 2.

All Council Officers must be members of the AGS. The President may not concurrently hold a Council position.

a) AGS President

Sub-Section 1.

The official term of the President and Council Officers shall begin on July 1 and continue through June 30 of the following calendar year. The month of June shall be a "transition" period. During this period, both new and current Officers shall work together to assure a smooth transition.

Sub-Section 2.

The President of AGS shall be chosen from the voting AGS membership in a general election of all voting members of AGS during the spring quarter. The timing of this election shall be as indicated in the Bylaws. The President shall receive a stipend beginning in July and continuing through June of the following year of an amount to be approved by Council. The President shall receive a half-time stipend during the June "transition" period. The duties of the President shall include but not be limited to:

- a. Serving as the Chief Executive Officer of AGS.
- b. Representing AGS to the Chancellor and the campus administration, the Dean of the Graduate Division, and non-campus individuals and groups, for the promotion of graduate student needs and rights.
- c. Preparing and presenting during the spring quarter an Annual Report indicating the activities and accomplishments of the Council during the preceding year. This report shall be available to all groups and individuals who request a copy.
- d. Preparing, administering, and expending, in conjunction with the Vice President-Financial Affairs, the AGS budget as indicated in this Constitution and its Bylaws.
- e. Coordinating fundraising for the AGS in conjunction with the VP-Financial Affairs. Creating long-term recommendations for the advancement of AGS.
- f. Preparing and conducting elections as directed by this Constitution and the Council.
- g. Chairing all meetings and functions of the Council or AGS, except during absences or the Joint Council Meeting as described in the Bylaws.
- h. Performing any other duties as assigned by Council.

Sub-Section 3.

The President of AGS is subject to removal by the members of AGS. Upon presentation to the Vice President-Administrative Affairs of a petition requesting the removal of the President, which contains the valid signatures of ten percent of the members of AGS, the Vice President-Administrative Affairs shall hold a recall election for the office of President. The Vice President-Administrative Affairs shall prepare and conduct the recall election of the President subject to the approval of Council. The President shall be removed from office if a simple majority of at least twenty percent of the members of AGS votes to remove.

The President of AGS may be subject to recall. Upon presentation to the Vice President-Administrative Affairs of a petition requesting the removal of the President, which contains the valid signatures of ten percent of the AGS Body, the Vice President-Administrative Affairs shall hold a recall election for the office of President. The Vice President-Administrative Affairs shall prepare and conduct the recall election of the President subject to the majority vote approval of Council. The President shall be removed from office if a simple majority of the members of AGS vote to remove.

Sub-Section 4.

Upon removal of the President, the office of President shall be declared vacant. If the office of President becomes vacant for this or any other reason, a special election of all members of AGS shall be held as soon as possible to fill the vacancy.

b) Council Officers

Sub-Section 1.

Vice Presidents shall be elected by a simple majority of Council members in attendance at the appropriate meeting as specified in the Bylaws. The Officers shall receive a stipend beginning in July and continuing through June of the following calendar year of an amount to be approved by the Council. The Officers may also receive a half-time stipend during the June "transition" period as determined by Council. The duties of the Council Officers are described in the Bylaws. Council Officer positions may be combined.

Sub-Section 2.

Council Officers are subject to removal by the Council. Upon an affirmative vote of a simple majority of sitting Council members, the Council shall consider removal of a Council Officer. A Council Officer shall be removed if 2/3 of the sitting Council vote to remove. Upon removal, or if that Council Officer's position becomes vacant for any reason, a Council member to fill that position may be elected by a simple majority of sitting Council members.

c) AGS Staff

The AGS Council has the authority to create Staff positions and make appointments to these positions. Typical positions may include commissioners, delegates, an editor, a director of social programming, staff positions in any enterprise owned or operated by AGS, and AGS office staff.

Article V: Finances

Section 1.

Graduate students have needs and priorities which require the application of their established fees in the interest of graduate students, as determined by the AGS Council. The administration of the use of these fees is the responsibility of the Council as defined in this Constitution.

Section 2.

The monies collected as AGS fees will be used in the interests of all members of AGS. AGS may contract with ASUCI for inclusion of all AGS members in ASUCI sponsored activities, programs, and services, if any.

Section 3.

The Council may raise funds for specified purposes in any manner consistent with campus rules and regulations and state laws, with the exception of the imposition of an additional graduate student fee, or an increase in the fee. Additional fees or an increase in the AGS fee may only be approved by an affirmative vote of at least 2/3 of all members of AGS in an open referendum in which at least twenty percent of those members vote.

Section 4.

The purpose and use of any additional fee must be clearly stated, and pro and con arguments must be included in the referendum. The administration of any monies raised by an additional fee will be consistent with the stated purposes and uses indicated in the referendum and must be consistent with the applicable provisions of this Constitution.

Section 5.

The President and the Vice President-Financial Affairs shall prepare the AGS budget in a clearly defined manner. Council shall approve this budget at the appropriate meeting as stated in the Bylaws. The fiscal year of AGS shall commence on July 1 and end on June 30 of the following year.

Section 6.

Council shall allocate Graduate Student Project Funds within the following Project Funding guidelines:

1. Departments on campus should not get AGS funding.
2. Costs of education that students normally should pay for are not eligible for funding (i.e., fees, rent, costumes, books, travel, etc.).
3. Projects which form a central part of degree projects, such as those required for thesis, dissertation typing, plays, sculpture, etc., should not be funded unless there is a clear demonstration that there is a benefit for the graduate population at large (i.e., advertising events).
4. Council should fund projects that are available to all graduate students, or should give money to many different groups so that nearly all or all graduate students benefit from AGS funding.
5. AGS project funds are intended to improve the social and academic environment of the UCI campus for graduate students.
6. Mechanism for funding allocation will be described in the Bylaws.

Article VI: Elections

The following rules apply to elections conducted by the AGS Council for the members of AGS. These elections include but are not limited to:

- a. Election of Council members
- b. Election of the AGS President
- c. Any referendum or recall vote
- d. Constitutional revision

Section 1.

The election must be prepared and conducted by the highest-ranking AGS Officer who is not running for office, herein known as the Election Officer. The election procedures and schedule must be approved by the AGS Council by a simple majority no later than four weeks before the election.

Section 2.

A reasonable time must be allowed for nominations and voting. Nominations must be closed no later than five days before the election begins. At least three days must be allowed for voting.

Section 3.

All campaign advertisements must follow election procedures.

Section 4.

At the meeting immediately following the close of the election, Council will consider ratification of the election results. At this meeting, the Election Officer shall make a short presentation on how the election was run. Council must approve the election process by a 2/3 majority votes for the results to be ratified, or else the election is invalidated.

At the meeting immediately following the close of the election, Council will consider ratification of the election results. At this meeting, the Election Officer shall make a short presentation on how the election was run. Council must approve the election process by a simple majority votes for the results to be ratified, or else the election is invalidated.

Section 5.

The following are the only causes to invalidate the election results, as determined by the AGS Council:

- a. Biased election procedure by any school or department
- b. Bias on the part of the election officer
- c. Violation of the election procedures

Section 6.

Once the Council ratifies the election results, they may not be reconsidered, and those results are final.

Section 7.

Referendums may be placed on an AGS Elections ballot by a motion from Council passed by simple majority of Council or by AGS members who present a petition containing the valid signatures of at least ten percent of the current members of AGS. A referendum shall require an affirmative vote of AGS in an open election, in which at least twenty percent of those members vote, to pass.

Section 8.

All Executive Council Officers and Members are subject to removal by impeachment. Any elected Council Member of the AGS council may petition for the impeachment of an Executive Officer or Council Member by invoking the Judiciary Committee to review charges against that person made by the petitioning member or members. Officers and Members may be subject to impeachment for violating the obligations of their office or otherwise failing to represent graduate students as outlined in the Preamble of the Constitution. The Judiciary Committee will be called into session if, after the charges have been brought before an AGS council meeting, a simple majority of Council Members votes to bring the Judiciary Committee into action. The terms of deliberation and decision of the Judiciary Committee on matters of impeachment are the same as for other judicial matters, as outlined in Article VII. No other business will be conducted by AGS during impeachment proceedings.

Article VII: Judiciary Committee

Section 1.

All judicial powers of AGS shall be vested in the Judiciary Committee. The Judiciary Committee shall include a Council Officer appointed on an ad hoc basis.

All judicial powers of AGS shall be vested in the Judiciary Committee.

Section 2.

The President, Council Officers, and Council members cannot serve on the Judiciary Committee with the exception of the Council Officer. The Chair of the Judiciary Committee shall be the Council Officer appointed by the President and approved by the Council on an ad hoc basis.

The President and Council Officers will not serve on the Judiciary Committee. The Committee members on an ad hoc basis shall determine the Chair of the Judiciary Committee.

Section 3.

The at-large members shall be nominated by the President and approved by the Council by a 2/3 vote after June 1 and no later than the first meeting of the fall quarter. Vacancies shall be filled by the same procedure. Terms of at-large members shall last until the first meeting of the fall quarter of the following year or until new members are appointed after June 1 of the following year. At-large terms are renewable.

Three members of the AGS Council will be chosen, by lottery administered by the Vice-President Administrative Affairs and as her/his first official duty, to sit on the Judiciary Committee. Terms of the Judiciary Committee members shall last until the first fall meeting of the following year.

Section 4.

At-large members are subject to removal by the Council. Upon an affirmative vote of a simple majority of sitting Council members, the Council shall consider removal of an at-large member. An at-large member shall be removed if 2/3 of the sitting Council members vote to remove. Upon removal, that at-large position shall be declared vacant.

Judiciary Committee members are subject to removal by the Council. If a Committee member does not wish to serve, she/he must present an argument to justify not serving on the Judiciary Committee at the time they are chosen. Upon affirmative vote by a simple majority of Council members, that seat may be declared vacant and another lottery held to fill that seat. If the conduct of a sitting Committee member is the judicial matter bringing the Judiciary Committee into action, such that a conflict of interest impedes the impartial judgment of the Committee, the case must be made for removal before a Council meeting. Upon

affirmative vote by a simple majority of Council Members, that Judiciary Committee seat will be declared vacant and another lottery held to fill that seat.

Section 5.

The Judiciary Committee shall have jurisdiction in the following areas when any member of AGS or the Chancellor or his/her designate refers cases to it.

- a. Interpretations of the Constitution, Council Bylaws, election procedures, or other rules and regulations.
- b. The constitutionality of any Council legislation.

The Judiciary Committee shall have jurisdiction in the following areas:

- a. Interpretations of the Constitution, Council Bylaws, election procedures, other rules and regulations, and removal of Council members or Executive Officers.
- b. The constitutionality of any Council legislation.

Section 6.

When presented with a case, the Judiciary Committee shall meet and render a decision based on facts, the AGS Constitution, the Council Bylaws, election procedures, University rules and regulations and precedents. The Judiciary Committee shall prepare a written report of its proceedings accompanied by its written decision. All decisions of the Judiciary Committee shall be public and its written report shall be available to the public.

The Judiciary Committee is not a standing committee and is not required to meet on a regular basis. The Judiciary Committee may only be called to action after a case has been made to the Council. Upon a simple majority vote of the Council, the Judiciary Committee shall consider the matter brought before the Council. In its first meeting regarding said matter, which will be within 7 days of the decision calling the Committee to action, the Judiciary Committee shall appoint a Chair and a schedule for the consideration of testimony, examination of relevant documents and evidence, to be conducted in a timely matter.

Section 7.

All decisions of the Judiciary Committee, within its jurisdiction, shall be final unless overruled by a 3/4 vote of the sitting members of Council based on biased proceedings or a failure to provide due process.

The Judiciary Committee shall prepare a written report of its proceedings accompanied by a written decision regarding what action the Council shall take. If the Judiciary Committee is unable to reach consensus on what action should be taken, a majority and minority decision will be presented to Council. All unanimous or majority decisions of the Judiciary Committee shall be final unless overruled by a 2/3 supermajority of sitting Council members.

Article VIII: Associated Medical Students

Section 1.

The Associated Medical Students (hereafter referred to as "AMS") shall be a unique and autonomous body within AGS and the University community whose purpose shall be to promote and provide for the distinct needs and priorities of medical students. The Associated Medical Students Council shall represent AMS and its Officers as described in the AMS Constitution.

Section 2.

The AMS Constitution shall be ruled binding and valid upon approval by a majority vote of each of the four classes within the College of Medicine and is subject to review by the Chancellor.

Section 3.

The AMS Council and the AMS Officers, separately and together, shall represent AMS either directly or through AGS as deemed appropriate by the AMS Council. Representation shall include campus

representation, University of California system-wide representation, and representation to external non-university individuals and groups.

Section 4.

The monies collected as Associated Graduate Students fees from medical students will be used in the interests of all members of AMS. AMS shall remit monies to AGS for inclusion of all members in AGS and ASUCI sponsored activities, programs, and services. The AMS Council and the AGS Council must approve the portion of monies remitted and services provided. All medical students shall be considered members of AGS as prescribed in the AGS Bylaws.

Section 5.

The AMS Council and the AGS Council shall work together on those issues that affect both medical and graduate students. It shall be the responsibility of AMS Officers and Council to inform AGS of the needs and priorities of medical students. It shall be the responsibility of AGS Officers and Council to inform AMS of issues that may be of importance to medical students. It shall be the responsibility of both organizations to develop and maintain a strong rapport.

The AMS Council and the AGS Council shall work together on those issues that affect both medical and graduate students. It shall be the responsibility of AMS Officers and Council to inform AGS of the needs and priorities of medical students. It shall be the responsibility of AGS Officers and Council to inform AMS of issues that may be of importance to medical students.

Article IX: Constitutional revision

Section 1.

The Constitution shall be reviewed at least once every four years. During a re-ratification procedure, at the direction of the Council, a Constitutional Committee shall develop a revised Constitution and present it to the AGS Council.

Section 2.

Amendments or revisions of this Constitution may be proposed by a motion from Council passed by a simple majority of those Council members present at a meeting of AGS, or AGS members by presenting a petition containing the valid signatures of at least ten percent of the current members of AGS. This vote shall be conducted in an open referendum according to Article VI, Section 7, and shall include complete explanations of the proposed changes with associated pro and con arguments as submitted. The Bylaws of this Constitution may be changed by a 2/3 vote of sitting Council member

By-laws

PURPOSE

The purpose of these Bylaws shall be to provide procedures to be used in conducting the business of AGS.

AUTHORITY

These Bylaws are formed under and are subject to the terms and limitations of the AGS Constitution.

DEFINITIONS

The following definitions shall be established for these Bylaws:

- a. A "seat" shall be an established position on the Council. One seat for each one hundred (100) graduate students or fraction thereof in recognized academic units shall be established. In addition, one seat for each two hundred (200) graduate students or fraction thereof in each recognized Professional School shall be established.
- b. A "sitting member" is a duly elected or appointed member of Council who currently occupies a seat.
- c. A "member in attendance" is a sitting member present at an official Council meeting.
- d. An "official meeting" is any meeting at which Council business can be conducted.
- e. A "vacant seat" is a seat for which there is currently no sitting member.
- f. "Registered graduate student" shall mean any graduate student in good standing who is enrolled in any approved full-time or part-time graduate program or school working toward an advanced degree or teaching credential.

MEMBERSHIP PROVISIONS

Section A.

The spring quarter Head Counts by Academic Unit and Level enrollment figures for graduate students as published by the Registrar shall be used to determine Council representation.

The following academic units are recognized: Arts, Biological Sciences, Education, Engineering, Humanities, Information and Computer Sciences, Medical Academics, Physical Sciences, Social Ecology, and Social Sciences. The following Professional Schools are recognized: Management and Medicine. Council shall update this list when the Office of Research and Graduate Studies officially declares a change in any recognized unit. The above list indicates the list of current academic units as required in the Constitution, Article III, Section 1.

Section B.

Election(s) for the representative(s) from Education(s) shall be conducted within the first six weeks of fall quarter, and shall be the responsibility of the President. Associated Medical Students Group and the Graduate School of Management Student Association will select College of Medicine and Graduate School of Management representatives respectively. The selection procedures must be ratified by a two-thirds majority vote of AGS Council members present. In ratifying these procedures, the AGS Council will consider whether they provide that all AGS members in that unit are eligible for consideration in the selection process. Further, all AGS members in that unit should be given equal voice in the selection of their AGS representatives, either directly or through their representative government. Once selected, representatives from College of Medicine, Education and Graduate School of Management are AGS Council members subject to the AGS Constitution and Bylaws.

Section C.

Professional School students will remit to AGS the cost of \$4.50/student/quarter. Professional School students will have all the rights, privileges, and responsibilities of members of AGS.

Section D.

The ASUCI Vice President of Administrative Services shall be an ex-officio non-voting member of the AGS Council.

Section E.

Council members shall be elected in their respective academic units during the first eight weeks of the Spring quarter, for terms to begin the following July 1. This does not apply to Professional School or Education representatives.

Section F.

The President, Council Officers, or Council members may resign at any time. Resignations shall become effective when received in writing by the Vice President Administrative Affairs. In the case of the Vice President Administrative Affairs' resignation, the written resignation shall be presented to the President. No reasons or explanations need to be given for resignation. The seat or position shall be declared vacant.

Section G.

All resignations shall be non-revocable. Upon resignation, the President must inform the appropriate constituency of the resignation. The Executive Council is empowered to appoint a graduate student to a vacant seat only in the event that there are no second place candidates in the prior election, or where those persons decline the opportunity to serve. Council Officer positions may remain vacant if the Council determines that there is no reason to fill that position.

Section H.

Newly elected officers are required to attend the first AGS meeting after elections in order to claim their seats (See Council Procedures, section E). As newly elected members, their first official act will be to determine the availability of members and schedule meetings for business conducted between July 1 and the first meeting of the fall quarter. Quorum requirements for meetings between July 1 and the first meeting of the fall quarter will be based on the availability of officers as established in this meeting. A Council seat shall be considered unoccupied but reserved until such persons meets these requirements and shall not be considered in a quorum count. Any council seat not taken by the first meeting of the Fall Quarter will be considered vacant. Council members from the Graduate School of Management (GSM) and the School of Medicine, given that their elections are held during the fall quarter, are exempted from this requirement.

COUNCIL PROCEDURES

Section A.

"Failure to provide representation" for the purposes of this Constitution shall be defined as unexcused non-attendance of a Council member at more than two meetings in an academic quarter or more than five meetings during his/her term of office. Council shall determine on an individual basis whether absences are excused or not. Possible reasons to excuse absences include: accidents, illnesses, injuries, time conflicts, field research, etc.

A Council member may be removed from office for failure to provide representation at a meeting of Council at which at least two-thirds of those in attendance vote to remove. This definition satisfies the requirements of the Constitution in Article III, Section 3.

Section B.

A meeting of the Council may be called by the President at his/her discretion or at the request of the Chancellor, the Graduate Dean, or any two sitting Council members, as agreed to at a previous week's notice in order for official business to be conducted. Informal meetings may be called with less notice, but no formal council business may be undertaken at these meetings.

Section C.

When permitted by the AGS Constitution (Article III, Section IV), the Chair may move to conduct a meeting or portion of a meeting in closed session, open only to Council Members and Council Officers, upon a simple majority vote of sitting members.

Section D.

Prior notice of meetings of Council must be publicly posted at least one week in advance.

Section E.

The schedule of meetings of the Council shall include but not be limited to the following:

- a. The newly elected incoming Council shall meet with the current Council within two weeks after AGS elections. The purpose of this meeting shall be to provide for a smooth and effective transition of Councils. The outgoing Vice President Administrative Affairs shall chair this meeting. The outgoing Vice President Administrative Affairs shall prepare and present an Orientation program, including a "Working Budget" prepared with the cooperation of the outgoing Vice-President Financial Affairs, for the incoming Council at this meeting. The members of the joint Council shall determine stipends for the Incoming officers at this meeting.
- b. The incoming Council shall meet again in June following the Joint Council meeting for an Election meeting. This meeting shall follow the election of the new AGS President. All Council Officers shall be elected at this meeting. The outgoing President shall present the Annual Report at this meeting.
- c. The Council shall meet again in June for the Budget meeting. The purpose of this meeting shall be to approve an annual budget for Council funds allocation. This budget shall be prepared by the President and the Vice President Financial Affairs jointly in conjunction with the outgoing President and Vice President Financial Affairs. After the budget is approved, regular business may be conducted. This section satisfies the requirements of this Constitution in Article III, Section 4. The above meetings may be conducted in sequence at the same meeting time.

Section F.

The Annual Report prepared by the President shall be presented to the incoming Council as indicated in the Constitution and also distributed to the Chancellor, the Graduate Dean, the incoming President of ASUCI, and all other interested parties. Its availability should be printed in the AGS official publication.

Section G.

If the President resigns and a special election for a new President cannot be held immediately, the Vice President Internal Affairs shall take the position of President and shall receive only President's stipend. Council shall elect an "Acting Vice President Internal Affairs" by simple majority vote.

BUDGET PROVISIONS

Section A.

The AGS budget shall clearly indicate the following:

- a. The President's and the Council Officers' stipends as approved for each.
- b. AGS administrative expenses (the costs of operating the Council and supporting the duties and responsibilities of the Council and Officers).
- c. Project funds available to graduate students and graduate student groups.

Section B.

The "Working Budget" shall be submitted newly elected Council members at their first meeting. Budget allocations may be changed after their original adoption by a majority affirmative vote of Council members in attendance. The "Final Budget" shall be approved/amended at the first meeting of the Fall Quarter.

Section C.

When changing stipends for Council Officers or the President, a two-thirds affirmative vote of sitting Council members is necessary.

Section D.

The application procedure, evaluation criteria, and review process for the allocation of project funds is the responsibility of the Vice President Financial Affairs and are subject to the approval of Council. The availability of these funds must be widely publicized to graduate students. These funds must be made

fully available no later than two weeks before the fall quarter. Funds must be set aside for allocation each quarter.

COUNCIL BUSINESS

Section A.

Council meetings shall be conducted according to parliamentary procedures as outlined in the most recent edition of Robert's Rules of Order, unless a majority of present Council members vote to suspend such rules.

Section B.

The Chair shall vote only to break a tie on an issue before the Council. The President may not vote on items specified by the Constitution as being retained by Council members.

The President may relinquish the Chair to any member of the Council upon the approval of a simple majority of Council members in attendance.

The acting Chair may relinquish the Chair to the President following any vote or upon a motion supported by a simple majority of Council members in attendance.

If the President has relinquished the Chair, the President has full voting rights on all issues except those specified by this Constitution as being retained by Council members. Currently, these issues are the following:

- a. In quorum count
- b. Election or removal of Council Officers
- c. Any Bylaw change
- d. Removal of Council member
- e. Whether to elect an acting Vice President Internal Affairs
- f. Approving or changing the AGS budget
- g. Changing the Officers' stipends

Section C.

The Judiciary Committee shall comprise the Chair, and two additional members, all of who must be acting AGS elected officers, pursuant to Article VII of the Constitution who shall be members of AGS but shall not be members of AGS Council. All three members may vote on any issue presented to the Committee, and decisions shall be reached by a majority of sitting members of the Committee. A single unanimous decision, or both majority and minority decisions if consensus can not be reached, must be rendered, in writing and bearing the signature of all Committee members, within 15 calendar days, to the Council, pursuant to Article VII, Sections 5 and 6 of the Constitution.

Section D.

In the event that a Council member is unable to attend a scheduled AGS meeting, it is possible for a member to be "present" through either a conference call or a proxy vote. A Council Member may choose to entrust another Council Member with her/his proxy vote for specific agenda items, to be validated either by written and signed letter, carried by the proxy holder to that meeting, or by electronic mail from the person giving her/his proxy to another member, notifying all AGS Council Members at least 24 hours prior to the meeting. No Council Member may hold more than two proxies at any given meeting. For purposes of establishing quorum, one proxy counts as 1/2 of a Council Member.

VICE PRESIDENTS' JOB DESCRIPTIONS

Section A. Vice President Internal Affairs

1. Liaison with ASUCI, AMS, GSMSA, and all UCI groups that affect graduate student needs and rights. Proposes legislation in response to other groups' actions.

2. Coordinates AGS entertainment and cultural activities. Obtains all permits necessary for these events.
3. Coordinates publication of the AGS newspaper and all publicity.
4. Assumes the duties and responsibilities of the President in the President's absence.
5. Supervises the work of the Graduate Student Health Insurance Program (GSHIP) and its chair.
6. Other duties as assigned by the Council.

Section B. Vice President Administrative Affairs

1. Follows up on all Council action and legislation.
2. Appoints graduate students to Academic Senate, Administration, ad hoc, and any other committees and boards, and ad hoc committees, and monitors their performance.
 - a. To facilitate appointments and ensure timely representation, any AGS appointments are effective upon consensus of the AGS Executive officers, conditioned on the approval of AGS Council at our next regularly scheduled meeting at which there is quorum.
 - b. Should consensus by AGS Executive officers not be reached for given appointments, then those appointments will need to be approved by AGS Council at our next regularly scheduled meeting at which there is quorum.
3. Distributes minutes and other AGS documents to relevant individuals on- and off-campus.
4. Keeps a current roster and mailing list of AGS Council members and officers.
5. Records and presents minutes of all meetings.
6. Chairs the Constitution Revision Committee.
7. Maintains the AGS files including the minutes, Bylaws, Constitution, and correspondence. Submits relevant files to the University Archives at the end of the year.
8. Maintains the AGS master calendar.
9. Other duties as assigned by the Council.

Section C. Vice President Financial Affairs

Performs all duties related to the expenditure of AGS resources including:

1. Administers and prepares the AGS budget in conjunction with the AGS President.
2. Maintains accurate and current financial records, and reports these to the Council.
3. Administers the process that allocates monies to graduate projects and activities.
4. Serves on the Registration Fee Committee.
5. Maintains and monitors usage of all AGS property and office equipment including phone, computer, and copier. Administers service contracts. Monitors usage and replenishes office supplies. Negotiates for AGS office space.
6. Coordinates fundraising for the AGS Council in conjunction with the AGS President.
7. Acts as the sole executive officer for the pub.
8. Other duties as assigned by the Council.

Section D. Vice President External Affairs

1. Represents AGS to all external organizations including UCSA and other external student organizations except the UC Student Governments' Council of Presidents.
2. Seeks information about policies from external organizations that may affect AGS or graduate students. Reports this to the Council, and recommends action by the Council.
3. Requests assistance from external organizations to promote graduate student rights and needs.
4. Reports on State and Federal legislation that affects graduate students and recommends Council action.
5. Assists the President and Council with external outreach.
6. Other duties as assigned by the Council.

Section E.

The Vice President of Financial Affairs will maintain the Alcohol License from the California Department of Alcoholic Beverage Control for AGS. This officer must be 21 years of age or older.

LEGISLATION

Section A.

A member of the Council must author all legislation.

ELECTIONS

Section A.

Funds spent by or donated by those assisting a candidate's campaign, and fair market value of donated materials, shall be considered part of the total amount spent by a party in any election.

Section B.

All sponsors and opponents of a referendum, and all candidates for office, must submit a financial statement form to the Elections Officer within one week of the close of balloting or shall be liable for disqualification in accordance with Section F. The form must include each item purchased or donated, the source, and the cost or fair market value, and must be signed by the responsible party.

Section C.

A candidate or referendum measure shall be disqualified should two-thirds of the sitting Council members so vote. The candidate or referendum sponsor must be given at least a week's notice of the action to be taken against him or her, and must be given the opportunity to speak in his or her defense if he or she chooses to attend the meeting. The Elections Officer shall inform the candidate or referendum sponsor of his or her disqualification within one week of the action.

Section D.

Candidates are expected to adhere to campus posting policies, but shall not be considered for disqualification on the basis of posting infractions.

Section E.

Candidates shall be given a reasonable opportunity to submit a statement of no more than 350 words to the Elections Officer prior to the beginning of balloting. All statements shall be made publicly available, free of charge to the candidates. The Elections Officer shall keep all statements confidential until they are distributed with ballots. Candidates shall submit their statements as an electronic text file on a floppy disk or by e-mail. Candidates are responsible for the accuracy of their statements.

GRADUATE STUDENT HEALTH INSURANCE PROGRAM (GSHIP)

Section A.

Council shall appoint six graduate student members, two graduate student alternates, and a graduate student as chair.

The chair of the committee shall be paid a monthly stipend of an amount to be approved by Council.

The VP Internal Affairs shall supervise the chair.

The President and VP Internal Affairs shall be non-voting ex-officio members of the GSHIP committee.

Section B.

The VP Internal shall supervise the work of the GSHIP chair and committee, ensuring that the following set of milestones is met:

- a. Advertisement of the GSHIP committee seats: By the end of the first week of the spring term, the VP Internal shall send out an announcement to all graduate students soliciting applications for service on the committee and for the position of chair.
- b. Appointment of committee members and chair: By the last regular Council meeting of the spring term, the VP Internal shall offer a resolution appointing all committee members, alternates and the chair.
- c. First (joint) meeting of the GSHIP committee: The incoming GSHIP committee shall hold its first meeting with the outgoing GSHIP committee before the end of the spring term. The outgoing VP Internal and GSHIP chair shall prepare an orientation packet for the incoming members.
- d. Selection of a broker or consultant: The GSHIP committee shall review the performance of the current broker/consultant and, if necessary, select a new broker/consultant at the end of the summer. An open selection process for the broker/consultant must be performed every four (4) years, regardless of the performance of the current broker/consultant.
- e. Initial requests for bids: The GSHIP committee shall produce (with the assistance of the broker/consultant) the initial RFP, with a copy presented to Council by November.
- f. Final report: The GSHIP chair shall produce a detailed report on the GSHIP process, including recommendations, by the time of the joint GSHIP committee, which meets in the spring quarter (see subsection c. above). A copy of the report shall be provided to Council and to the members of the incoming GSHIP committee.

Section C.

The VP Internal shall closely supervise the work of the GSHIP committee, making regular reports to Council on the committee's progress. Any exceptions to these guidelines must be formally approved by the GSHIP committee and communicated to Council.

Section D.

The GSHIP committee shall collect and review each month the utilization data from the current GSHIP plan. This data shall be saved and provided to the next GSHIP committee.

AMENDMENTS TO THE AGS BYLAWS

Section A.

The Constitutional Committee, appointed at a minimum of every four years by the Executive Council, shall annually review the AGS Bylaws and make recommendations for improvement. The Committee must report its recommendations within one quarter of being appointed.

Section B.

The AGS Bylaws may be amended or revised by a two-thirds vote of the sitting members.

AGS Council Orientation Packet

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