

# Draft AGS Compilation

Created May 09, 2010 by Chris Dunckle, AGS VP Admin

AGS Constitution July 26, 2005

AGS Bylaws April, 24 2007

## Purpose

The AGS compilation is a categorical reorganization and combination of the AGS Constitution and Bylaws as an indexing document that serves as a functional reference for AGS Council.

## I. Membership

### 1. AGS membership, cst art I

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

### 2. Function of Council, cst art II

- a. 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.

### 3. Council Representation, cst art III sect 1

- a. 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 which represent the needs of graduate students.
- b. 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.

### 4. Council Responsibilities, cst art III sect 2

- a. 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.

### 5. Pertinent Definitions, byl definitions (preamble)

- 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.
- 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.

**6. Head count, byl Memb. Prov. sect A**

- a. The Spring quarter Head Counts by Academic Unit and Level enrollment figures for graduate students as published by 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.

**7. ASUCI VP Admin Ex-officio, byl Memb. Prov. sect D**

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

**8. Resignation, byl Memb. Prov. sect F**

- a. 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.

**9. Replacement post-resignation, byl Memb. Prov. sect G**

- a. 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.

**10. Claiming Seats, byl Memb. Prov. sect H**

- a. 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.

**11. Removal, Method of, cst art III sect 5**

- a. 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 votes to remove. The recall election process must be approved by Council to be considered valid.

**12. Failure to Provide Representation, cst art III sect 6**

- a. 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.

**13. Replacement post-removal, cst art III sect 7**

- a. 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.

**14. Def. of Failure to Provide Representation, byl coun proc sect A**

- 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.

## **II. Professional Schools**

### **1. Elections and Representation, byl Memb. Prov. sect B**

- a. Election(s) for the representative(s) from Education 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.

### **2. AGS Fees, byl Memb. Prov. sect C**

- a. 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.

### **3. Exemption from summer quorum, byl Memb. Prov. sect H**

- a. .... 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.

## **Associated Medical Students (AMS)**

### **1. AGS Representation, cst art III sect 3**

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

### **2. Form and Function, cst art VIII sect 1**

- c. 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.

**3. AMS Constitution, cst art VIII sect 2**

- d. 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.

**4. AMS Representation, cst art VIII sect 3**

- e. 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.

**5. Fees and Membership in AGS, cst art VIII sect 4**

- f. 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.

**6. Relations with AGS, cst art VIII sect 4**

- g. The AMS Council and the AGS Council shall work together on those issues which 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.

### **III. Meeting Decorum and Council Function**

**1. Interaction with Campus Groups, cst art III sect 1**

- a. The AGS Council is encouraged to communicate with other campus groups which 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.

**2. Meeting Scheduling, cst art III sect 4**

- a. 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.

**3. Def. of a Meeting, byl definitions (preamble)**

- a. An "official meeting" is any meeting at which Council business can be conducted.

**4. Requirements for a Meeting, byl councc proc sect B**

- a. 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.

**5. Closed Meeting, byl councc proc sect C**

- a. 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.

**6. Mandatory Meeting Notification, byl councc proc sect D**

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

**7. Initial Meetings of New Council, byl councc proc sect E**

- a. The schedule of meetings of the Council shall include but not be limited to the following:
  - i. 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.
  - ii. 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.
  - iii. 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.

**8. Use of Robert's Rules, byl counc bus sect A**

- 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.

**9. Chair of meetings, byl counc bus sect B**

- a. 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:
  - i. In quorum count
  - ii. Election or removal of Council Officers
  - iii. Any Bylaw change
  - iv. Removal of Council member
  - v. Whether to elect an acting Vice President Internal Affairs
  - vi. Approving or changing the AGS budget
  - vii. Changing the Officers' stipends

## **IV. Legislation and Web Resolutions**

**1. Authorization of legislation, byl leg sect A**

- a. A member of the Council must author all legislation.

**2. Purpose of Web Res., byl web res sect A**

- a. Web Resolutions refers to resolutions, bills and other AGS business requiring a vote of AGS council members voted on using the AGS website, eee or another online polling resource. The purpose of these Web Resolutions is to prevent relatively unimportant (administrative) legislation from taking up undue council time. Web Resolutions must NOT be used to pass important legislation without proper consideration by the AGS council.

**3. Web Res Voting Procedure, byl web res sect B and C**

- a. All Web Resolutions must be voted on one week before the AGS council meeting at which they are going to be ratified so that they will appear on the draft AGS agenda posted one week before that AGS council meeting.

- b. Closed, anonymous voting will not be allowed for Web Resolutions.
- 4. Option to Mandate in Council Vote, byl web res sect D**
  - a. Any council member may anonymously force a Web Resolution to be become a regular piece of AGS business to be considered during the next AGS council meeting by emailing the AGS president. Text explaining this right must appear in all Web Resolutions.
- 5. Web Res. Ratification, byl web res sect E**
  - a. A block of Web Resolutions (if any) will appear on the AGS agenda to be ratified enmasse during the council meeting. Ratifying Web Resolutions requires unanimous approval of all members in attendance. Any Web Resolution that is not unanimously ratified will become an agenda item to be voted on as a usual piece of AGS business.
- 6. Web Res. Exemptions, byl web res sect F**
  - a. The following items may never be voted for on using a Web Resolution:
    - i. Appointments to AGS Vice Presidential positions.
    - ii. Expenditures more than \$1,000

## **V. Budget, Fees, Finances and Stipends**

- 1. Fees and Financial Independence, cst art III sect 1**
  - a. The AGS Council shall administer its fees and monies. It shall attempt to become financially independent of the AGS fee levied on AGS members.
- 2. Use of Fees, cst art V sect 1 and 2**
  - a. 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
  - b. 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
- 3. Raising Funds and Fees, cst art V sect 3 and 4**
  - a. 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.
  - b. 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.

**4. AGS Budget prep and approval, cst art V sect 5**

- a. 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.

**5. Special Projects, cst art V sect 6**

- a. Council shall allocate Graduate Student Project Funds within the following Project Funding guidelines:
  - i. Departments on campus should not get AGS funding.
  - ii. Costs of education that students normally should pay for are not eligible for funding (i.e., fees, rent, costumes, books, travel, etc.).
  - iii. 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).
  - iv. 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.
  - v. AGS project funds are intended to improve the social and academic environment of the UCI campus for graduate students. .
  - vi. Mechanism for funding allocation will be described in the Bylaws.

**6. Prof. Student Fees, byl Memb. Prov. sect C**

- a. 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.

**7. Working Budget and setting Stipends, byl councl proc sect E 2**

- 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.

**8. Budget Format, byl budg prov sect A**

- a. **The AGS budget shall clearly indicate the following:**

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

**9. Working Budget, byl budg prov sect B**

- a. 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.

**10. Changing Stipends, byl budg prov sect C**

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

**11. Special Projects Funding Format, byl budg prov sect D**

- a. 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.

**VI. Quorum and Proxy**

**1. Quorum, cst art III sect 1**

- a. 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.

**2. Proxy, byl counb bus sect C**

- a. 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 a graduate student in good standing with her/his proxy vote for all agenda or new business items presented at a meeting. Proxies must be publicly announced to the AGS council any time before quorum for that meeting is called. No person 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.

**VII. Elections**

**1. Rules on full AGS Elections, cst art VI preamble and sect 1-6**

- a. The following rules apply to elections conducted by the AGS Council for the members of AGS. These elections include but are not limited to: Election of Council members, Election of the AGS President, Any referendum or recall vote, and Constitutional revision

- i. cst art VI sect 1

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.

- ii. cst art VI sect 2

1. A reasonable time must be allowed for nominations and voting. Nominations must be closed later than five days before the election begins. At least three days must be allowed for voting.

- iii. cst art VI sect 3

1. All campaign advertisements must follow election procedures.

- iv. cst art VI sect 4

1. 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.

- v. cst art VI sect 5 (Invalidation)

1. 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

- vi. cst art VI sect 6 (Finalization)

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

**2. Council Rep. Election Timeframe, byl Memb. Prov. sect E**

- a. 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.

**3. VP Election Meeting, byl councc proc sect E**

- a. 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.

**4. Campaign Spending, byl Elections sect A and B**

- 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.
- 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.

**5. Disqualification, byl Elections sect C**

- a. 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.

**6. Campus Postings, byl Elections sect D**

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

**7. Personal Statements, byl Elections sect E**

- a. 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.

**VIII. AGS President**

**1. Exemption from Council Seat, cst art IV sect 2**

- a. The President may not concurrently hold a Council position.

**2. Def. of Position, cst art IV sect 2a**

- a. Term, Sub-Section 1.
  - i. 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.

b. Duties, Sub-Section 2

- i. 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:
  1. Serving as the Chief Executive Officer of AGS.
  2. 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.
  3. 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.
  4. Preparing, administrating, and expending, in conjunction with the Vice President-Financial Affairs, the AGS budget as indicated in this Constitution and its Bylaws.
  5. Coordinating fundraising for the AGS in conjunction with the VP-Financial Affairs. Creating long-term recommendations for the advancement of AGS.
  6. Preparing and conducting elections as directed by this Constitution and the Council
  7. Chairing all meetings and functions of the Council or AGS, except during absences or the Joint Council Meeting as described in the Bylaws.
  8. Performing any other duties as assigned by Council.

c. Removal and replacement, Sub-section 3 and 4

- i. 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.

- ii. 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.

**3. AGS Budget, cst art V sect 5**

- a. 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.

**4. Judiciary Commit. Appoint, cst art VII sect 1**

- a. 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.

**5. Resignation, byl Memb. Prov. sect F**

- a. 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.

**6. Post-resignation replacement, byl Memb. Prov. sect G**

- a. 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.

**7. Annual Report, byl councc proc sect E 1 and sect F**

- a. 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.
- b. 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.

8. **Working Budget and Meetings, byl councc proc sect E 2 and 3**
  - 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 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.
  - c. byl councc proc sect F
9. **President's Resignation: VP Internal, byl councc proc sect G**
  - a. 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.
10. **Serving as the chair, byl councc bus sect B**
  - a. 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:
    - i. In quorum count
    - ii. Election or removal of Council Officers
    - iii. Any Bylaw change
    - iv. Removal of Council member
    - v. Whether to elect an acting Vice President Internal Affairs
    - vi. Approving or changing the AGS budget
    - vii. Changing the Officers' stipends

## **IX. Officers, VP Jobs and Descriptions, Staff**

### **1. Interaction with Campus Groups, cst art III sect 1**

- a. The AGS Council is encouraged to communicate with other campus groups which 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.

### **2. Officers, cst art IV sect 1**

- a. 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.

### **3. Requirement for Officers, cst art IV sect 2**

- a. All Council Officers must be members of the AGS.

### **4. Vice Presidents, cst art IV sect 2b**

- a. VP elections, Sub-section 1
  - i. 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.

#### **b. VP Removal, Sub-section 2**

- i. 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.

### **5. Resignation, byl Memb. Prov. sect F**

- a. 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.

**6. Replacement post-resignation, byl Memb. Prov. sect G**

- a. 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.

**7. VP Election Meeting, byl counc proc sect E**

- a. 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.

**8. VP Internal**

**a. Interaction with Campus Groups, cst art III sect 1**

- i. The AGS Council is encouraged to communicate with other campus groups which 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.

**b. Duties, byl VP Job des sect A**

- i. Liaison with ASUCI, AMS, GSMSA, and all UCI groups that affect graduate student needs and rights. Proposes legislation in response to other groups' actions.
- ii. Coordinates AGS entertainment and cultural activities. Obtains all permits necessary for these events.
- iii. Coordinates publication of the AGS newspaper and all publicity.
- iv. Assumes the duties and responsibilities of the President in the President's absence
- v. Supervises the work of the Graduate Student Health Insurance Program (GSHIP) and its chair.
- vi. Other duties as assigned by the Council.

**c. GSHIP: VP Internal and Duties, byl GSHIP sect B**

- i. The VP Internal shall supervise the work of the GSHIP chair and committee, ensuring that the following set of milestones is met:
  1. 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.

2. 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
3. First (joint) meeting of the GHIP 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.
4. 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.
5. 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.
6. 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. 3? above). A copy of the report shall be provided to Council and to the members of the incoming GSHIP committee.

**d. Supervision and notification of changes, byl GSHIP sect C**

- i. 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.

**9. VP Admin**

**a. Admin Orientation Meeting, byl counc proc sect E 2**

- i. 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. Duties, byl VP Job des sect B**

- i. Follows up on all Council action and legislation.
- ii. Appoints graduate students to Academic Senate, Administration, ad hoc, and any other committees and boards, and ad hoc committees, and monitors their performance.
  1. 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.
  2. 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.
- iii. Distributes minutes and other AGS documents to relevant individuals on- and offcampus.
- iv. Keeps a current roster and mailing list of AGS Council members and officers.
- v. Records and presents minutes of all meetings.
- vi. Chairs the Constitution Revision Committee.
- vii. Maintains the AGS files including the minutes, Bylaws, Constitution, and correspondence. Submits relevant files to the University Archives at the end of the year.
- viii. Maintains the AGS master calendar.
- ix. Other duties as assigned by the Council.

**10.VP Finance**

**a. AGS Budget, cst art V sect 5**

- i. 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.

**b. Working Budget and Meeting, byl counc proc sect E 2 and 3**

- i. 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.
- ii. 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.
- c. **Special Projects Funding, byl budg prov sect C**
    - i. 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.
  - d. **Duties, byl VP Job des sect C**
    - i. 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. (SFAC)
      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.

## **11. VP External**

- a. **Duties, byl VP Job des sect C**
  - i. Represents AGS to all external organizations including UCSA and other external student organizations except the UC Student Governments' Council of Presidents.

- ii. 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.
- iii. Requests assistance from external organizations to promote graduate student rights and needs.
- iv. Reports on State and Federal legislation that affects graduate students and recommends Council action.
- v. Assists the President and Council with external outreach.
- vi. Other duties as assigned by the Council.

**12. Staff Positions, cst art IV sect 2c**

- a. 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.

## **X. GSHIP**

1. **VP Internal supervision, byl VP Job des sect A**
  - a. Supervises the work of the Graduate Student Health Insurance Program (GSHIP) and its chair.
2. **Appointment and Membership, byl GSHIP sect A**
  - 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.
3. **VP Internal and Committee Duties, byl GSHIP sect B**
  - a. The VP Internal shall supervise the work of the GSHIP chair and committee, ensuring that the following set of milestones is met:
    - i. 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.
    - ii. 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
    - iii. First (joint) meeting of the GHIP 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.

- iv. 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.
  - v. 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.
  - vi. 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. 3? above). A copy of the report shall be provided to Council and to the members of the incoming GSHIP committee.
4. **Supervision and notification of changes, byl GSHIP sect C**
- a. 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.
5. **Review, byl GSHIP sect D**
- a. 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.

## **XI. Judiciary Committee**

### **1. Charge and appointment, cst art VII sect 1**

- a. 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.

### **2. Appointment Limitations, cst art VII sect 2**

- a. 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.

### **3. Appointment period and term length, cst art VII sect 3**

- a. 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.

#### **4. Removal, cst art VII sect 4**

- a. 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.

#### **5. Jurisdiction, cst art VII sect 5**

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

#### **6. Rulings, cst art VII sect 6**

- a. 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.

#### **7. Council Overruling, cst art VII sect 6**

- a. 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.

#### **8. Composition and Rulings, byl councc bus sect C**

- a. The Judiciary Committee shall comprise the Chair, and two additional members, all of whom 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.

### **XII. Constitutional Revision, Amendments and Referendums**

#### **1. Referendums, cst art VI sect 6**

- a. 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.

#### **2. Constitutional Revision, cst art IX sect 1**

- a. 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.

**3. Amendments and Bylaws Revision, cst art IX sect 2**

- a. 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 members.

**4. VP Admin, byl VP Job des sect A**

- a. Chairs the Constitution Revision Committee.

**5. Constitutional Committee, byl amend. to bylaws sect A**

- 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.]

**6. VP Admin, byl Amend to bylaws sect B**

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