

Bylaws

Revised April, 26 2011

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:

1. 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.
2. A "sitting member" is a duly elected or appointed member of Council who currently occupies a seat.
3. A "member in attendance" is a sitting member present at an official Council meeting.
4. An "official meeting" is any meeting at which Council business can be conducted.
5. A "vacant seat" is a seat for which there is currently no sitting member.
6. "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 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 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 for all meetings of council or subcommittees thereof shall be publicly posted at least one week in advance. Any expenditures incurred during meetings held in violation of this requirement shall not be eligible for reimbursement without a majority vote of council.

Section E.

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

1. 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.
2. 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.
3. 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.

Section H.

All vice-presidents and staff receiving stipends from AGS (executives and staff) must, unless already obligated to do so, apprise the council at least once a quarter of their progress towards meeting the goals set forth in their respective job descriptions. Council will, upon hearing these appraisals, make recommendations for continued funding of both the individuals holding these positions and the positions themselves. A majority of negative commentary among those who participate in the review, or a failure to complete this responsibility by the end of each quarter will result in a compulsory resolution to remove the individual in question, to be presented at the next council meeting.

WEB RESOLUTIONS

Section 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.

Section B.

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.

Section C.

Closed, anonymous voting will not be allowed for Web Resolutions.

Section D.

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.

Section E.

A block of Web Resolutions (if any) will appear on the AGS agenda to be ratified en-masse 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.

Section F.

The following items may never be voted for on using a Web Resolution:

1. Appointments to AGS Vice Presidential positions.
2. Expenditures more than \$1,000.

BUDGET PROVISIONS

Section A.

The AGS budget shall clearly indicate the following:

1. The President's and the Council Officers' stipends as approved for each.
2. AGS administrative expenses (the costs of operating the Council and supporting the duties and responsibilities of the Council and Officers).
3. 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:

1. In quorum count
2. Election or removal of Council Officers
3. Any Bylaw change
4. Removal of Council member
5. Whether to elect an acting Vice President Internal Affairs
6. Approving or changing the AGS budget
7. Changing the Officers' stipends

Section C.

The Judiciary Committee shall comprise three at-large members, all of whom are members of AGS but shall not be members of council or serve as a Council Officer in any manner other than as chair of this Committee pursuant with Section VII of the Constitution. For the purposes of hearing a case and rendering a decision an at-large member shall serve as the Committee chair and Council Officer, functioning as an intermediary between the Committee and the Council Officers. All three members shall vote on an issue presented to the Committee, rendering a single unanimous decision, or both majority and minority decisions if consensus cannot be reached. Decisions shall be submitted to the Council in writing and bearing the signature of all Committee members within 15 calendar days.

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 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.

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.

Section B.

All AGS legislation must be publicly posted three days prior to the AGS council meeting at which it is to be considered.

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:

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 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.
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. 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.