

Bylaws of the Associated Graduate Students of the University of California, Irvine

UPDATED: October 24th, 2017

I. PURPOSE

The purpose of these Bylaws shall be to provide procedures to be used in conducting the business of the Associated Graduate Students of the University of California, Irvine (AGS).

II. AUTHORITY

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

III. DEFINITIONS

A. The following definitions shall be established for these Bylaws:

1. The "AGS Council" is a body consisting of representation from each academic unit. For each recognized academic unit there shall be one "seat" on the council for each one hundred (100) graduate students or fraction thereof. In addition, for students in Professional Schools paying full dues to AGS there shall be one seat for each one hundred (100) graduate students or fraction thereof; for students in Professional Schools paying partial dues to AGS there shall be one seat for each two hundred (200) graduate students or fraction thereof.
2. A "sitting member" is a duly elected or appointed member of Council who currently occupies a seat.
3. A "vacant seat" is a seat for which there is currently no sitting member.
4. An "academic year" shall begin on the first day of Summer Quarter and end on the last day of Spring Quarter the following year.

IV. MEMBERSHIP PROVISIONS

A. Seats and Division Thereof.

1. The most current, official Head Count by Academic Unit and Level shall be used to determine Council representation, this is currently provided by the Office of Institutional Research.
2. The following academic units are recognized as required in the Constitution, Article III, Section 1: Arts, Biological Sciences, Education, Engineering, Humanities, Information and Computer Sciences, Medical Academics, Physical Sciences, Social Ecology, and Social Sciences.
3. The following Professional Schools are recognized as required in the Constitution, Article III, Section 1: Business, Education, Law, and Medicine.
4. Council shall revise these lists when Graduate Division or the Provost officially declares a change or addition to the recognized units.

B. Professional Schools

1. The Associated Medical Students and the Paul Merage School of Business will select their respective representatives.
2. The selections and 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.

3. Once selected, representatives from the Schools of Business, Education, Law, Medicine are AGS Council members subject to the AGS Constitution and Bylaws.
4. Professional School students within Professional Schools paying partial dues will remit to AGS the cost of \$4.50/ per quarter for each student. Professional School students within Professional Schools paying full dues will remit to AGS the cost of \$9.00/ per quarter for each student.
5. Professional School students will have all the rights, privileges, and responsibilities of members of AGS.

C. Reservation of Seat. Newly elected council members are required to attend an AGS meeting after elections in order to claim their seats. A Council seat shall be considered unoccupied but reserved until the corresponding council member meets this requirement 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 Schools of Business, Medicine, and Education, given that their appointment procedure may not coincide with academic school elections, are exempted from this requirement.

V. COUNCIL PROCEDURES

A. Failure to Provide Representation. "Failure to provide representation" shall be defined as the non-attendance of a Council member at more than two meetings in an academic quarter (excluding summer) or more than five meetings during his/her term of office. 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 that member. This definition satisfies the requirements of the Constitution in Article III, Section 3.

B. Council Resignation. Council members may resign at any time. All resignations shall be non-revocable. Resignations shall become effective when received in writing by the Vice President of Administrative Affairs. No reasons or explanations need to be given for resignation. The seat shall be declared vacant. The Executive Cabinet is empowered to appoint a graduate student to a vacant seat with preferential consideration to runner-up candidates in the prior general election.

C. Calling a Meeting. A meeting of the Council may be called by the President at his/her discretion or at the request of any two sitting Council members, provided a week's prior notice in order for official business to be conducted. Informal meetings may be called with shorter notice, but no formal council business may be undertaken at these meetings.

D. Closed Session. 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 the Executive Cabinet, upon a simple majority vote of sitting members. The AGS Constitution currently recognizes the following items as appropriate for closed meetings:

personnel matters, pending litigation, or investments.

E. Prior Notice of Meetings. Prior notice for all meetings of council or subcommittees thereof shall be publicly posted at least one week in advance. Any expenditure incurred during meetings held in violation of this requirement shall not be eligible for reimbursement without a majority vote of council.

F. Schedule of Meetings. The schedule of meetings of the Council in an academic year shall include but not be limited to the following:

1. A joint council meeting of the current council and the newly elected council after the general election is ratified. The purpose of this meeting shall be to provide for a smooth and effective transition of Council. The outgoing President shall chair this meeting. The outgoing President shall prepare and present an Orientation program, including a draft provisional budget prepared with the cooperation of the outgoing Vice President of Financial Affairs, for the incoming Council at this meeting. The current council holds authority over time-sensitive regular business that must be conducted at this meeting.
2. At or after the joint meeting, the outgoing President shall present the Annual Report.
3. The elections for the council officers shall take place at or after the joint meeting.
4. A council meeting following the joint council meeting to determine and approve a provisional budget for the academic year, which shall include the stipends of the council officers. The budget shall be prepared by the incoming President and the Vice President Financial Affairs. A provisional budget must be approved before conducting regular business. An annual budget shall be submitted for approval at or prior to the first meeting of the Fall Quarter, and if it does not pass, a budget shall be submitted at each subsequent Council meeting for approval until such time that a budget is approved.

VI. BUDGET PROVISIONS

A. Budget Format. The AGS budget shall clearly indicate the following:

1. The chart of accounts, the allocations to each account, and a brief summary of appropriate uses for each account.
2. The President's and the Council Officers' stipends as approved for each.
3. AGS administrative expenses (the costs of operating the Council and supporting the duties and responsibilities of the Council and Officers).
4. Project funds available to graduate students and graduate student groups.
5. Travel grant funds available to graduate students.

B. Changing Budget Allocations. Budget allocations may be changed after their original adoption by a simple majority vote of Council.

C. Special Projects. Processes for allocation of project funds available to graduate students and graduate student groups are determined by the Vice President of Financial Affairs and subject to the approval of the AGS 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. No more than ten percent of project funds available to graduate students and graduate student groups, as determined in the

AGS Budget per VI.A.3 of these Bylaws, may be used to fund of any individual campus organization in a single Academic year.

D. Travel grants. Processes for the allocation of travel grants available to graduate students are determined by the Vice President of Financial Affairs and are subject to the approval of AGS Council. The availability of these funds must be widely publicized to graduate students. The procedures must be as fair and equitable in distribution of these funds as is reasonably possible.

VII. COUNCIL BUSINESS

A. AGS meetings will use a derivation of Robert's Rules of Order unless a different procedure is voted on by AGS the first month of fall quarter.

B. Voting by the Chair. 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. 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

C. Legislation. Council shall conduct business by means of legislation. Legislation addressing funding allocations shall be referred to as "Bills", while all others fall under the designation of "Resolutions". All financial allocations, formal declarations of positions held by the AGS Council, appointments and bylaw amendments shall be recorded and presented in written legislation. A council member may request formal legislation be drafted for all motions that bring business before the council; this should not be used to impede council business. All legislation must meet the following requirements:

1. Sponsored by a member of the Council
2. Publicly posted three days prior to the AGS council meeting at which it is to be considered.

D. Web Resolutions. Legislation and AGS business requiring a vote of AGS council members may be voted on using the AGS website, EEE or another polling method. Votes conducted in this manner shall be referred to as "Web Resolutions". Web resolutions must meet the following requirements:

1. Individual votes on Web Resolutions shall be made public.
2. Any council member may force a Web Resolution to 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.

3. 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.
4. The following items may never be voted on using a Web Resolution:
 - a. Appointments to AGS Vice Presidential positions.
 - b. Expenditures of greater than \$1,000.

E. Proxy. In the event that a Council Member is unable to attend a scheduled AGS meeting, a Council Member may choose to entrust an AGS member in good standing with her/his proxy vote for a given meeting. To do so, the Council Member must publicly announce their proxy 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.

G. Decorum: An AGS representative and executive board member shall behave at all times in a manner that shall reflect creditably on AGS. An AGS representative and executive board member shall not impugn the integrity of another representative or executive board member in AGS business.

VIII. Executive Cabinet and Staff

A. President. The office of the president shall be subject to the following provisions in addition to those listed in the AGS Constitution:

1. 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 the President's stipend. Council shall elect an "Acting Vice President Internal Affairs" by simple majority vote.
2. Present the annual report to the incoming Council as indicated in the Constitution and Council Procedure, Section F, subsection 1 of these bylaws, and also provide public access to the report.

B. Vice President of Internal Affairs. The Vice President of Internal Affairs shall have the following duties:

1. Serve as liaison to ASUCI, AMS, MSA, SBA, and all UCI groups that affect provide a student voice in University and Campus governance. Propose legislation in response to other groups' actions.
2. Assumes the duties and responsibilities of the President in the President's absence.
3. Supervises the work of the Student Health Insurance Advisory Committee (SHIAC) and its chair.
4. In cooperation with the President, address all on-campus graduate student issues including, but not limited to campus housing, parking dining, and other student-facing policies.
5. Serve as a liaison to major groups representing the interests of a specific student population or populations, including but not limited to the academic student employee

union, umbrella organizations, or Irvine Queers.

6. Oversee the Internal Committee.
7. Other duties as assigned by the Council.

C. Vice President of Administrative Affairs. The Vice President of Administrative Affairs shall have the following duties:

1. Follows up on all Council action and legislation.
2. Appoints graduate students to Academic Senate, Administration, and any other committees and boards and monitors their performance.
 - a. AGS appointments are effective upon consensus of the Executive Cabinet, conditioned on the approval of AGS Council at our next regularly scheduled meeting at which there is quorum.
 - b. Should consensus by Executive Cabinet not be reached for given appointments, appointments become effective upon approval by AGS Council.
 - c. All appointments must be approved by a majority vote of council at the next official meeting.
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 official council meetings.
6. Coordinates publication of the AGS newsletter and all publicity.
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. With the assistance of the Executive Cabinet, develop and present an Orientation program at the joint council meeting.
10. Other duties as assigned by the Council.

D. Vice President of Financial Affairs. The Vice President of Financial Affairs shall have the following duties:

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 Student Fees Advisory 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. Administers the AGS Travel Grant Program.
8. Other duties as assigned by the Council.

E. Vice President of External Affairs. The Vice President of External Affairs shall have the following duties:

1. Represents AGS to all external organizations including UCSA, NAGPS, SAGE 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. Coordinate lobbying at the state and federal levels.
7. Other duties as assigned by the Council.

F. Vice President of Social Affairs. The Vice President of Social Affairs shall have the following duties:

1. Chairs the Social Committee and ensures that an appropriate number and selection of social events are held for the UCI graduate student community.
2. Coordinates the AGS Retreat to introduce new Council Members to the organization, Council responsibilities, and procedures.
3. Coordinates recruitment for AGS.
4. Administers other events as needed, ex. AGS Bagel Day, AGS Coffee Cart.
5. Other duties as assigned by the Council.

G. Parliamentarian. The Parliamentarian shall have the following duties:

1. To offer advice and recommendations to the council and the Chair on a procedural dispute when the meeting chair's decision has been appealed.
2. To advise the Chair on procedure.
3. To serve as a resource to AGS representatives and the executive board for the purpose of making procedures clear.
4. Other duties assigned by Council.
5. Must temporarily relinquish role if chairing a meeting or will be absent from a meeting.

H. Stipends. When changing stipends for Council Officers and staff, a two-thirds vote of sitting Council members is necessary.

I. Staff Job Descriptions. When hiring staff, a clear description of goals and expectations must accompany each appointment to allow council a reasonable framework upon which to conduct a review.

J. Review. All council officers and staff receiving stipends from AGS must apprise the Council at least once a quarter of their work and progress on established goals.

K. Resignation. Council Officers and staff may resign at any time. All resignations shall be non-revocable. 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 position shall be declared vacant. Council Officer and staff positions may remain vacant if the Council determines that there is no reason to fill that position.

IX. Elections

A. Time frame. Council members shall be elected by their respective academic units during the first eight weeks of the Spring quarter, for terms to begin the following July 1st. This does not apply to Professional School or Education representatives that are appointed through their own respective means as dictated in the Professional Schools Section of these Bylaws.

B. Candidate Statements. Candidates shall be given a reasonable opportunity to submit a statement to the Elections Officer prior to the beginning of balloting. The Elections Officer will set a deadline for candidate statements to be due before the start of the election. 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 after the deadline. Candidates shall submit their statements electronically, and all statements will be stripped of any HTML markup except for links, bold, or italic, if they include them. Candidates are responsible for the accuracy of their statements. Candidates may also submit a photo headshot to be included with the statement. Photos must be free of other people, text, or campaign materials.

C. Disqualification. 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. The following are recognized grounds for disqualification:

1. Violation of campus policy that biases the election

D. Elections Officers. In the event that there is no Council Officer qualified to serve as the Elections Officer, council may appoint an individual not running for a position in the current election as the Elections Officer.

X. Student Health Insurance Advisory Committee (SHIAC)

A. Graduate Delegation. Council shall appoint six graduate student members, four standing members and two alternates to the UCI SHIAC committee, hence forth called the "graduate delegation." In the event the chair of the SHIAC committee is a graduate student, appointed by AGS, that individual shall be paid a monthly stipend of an amount to be approved by Council.

B. VP Internal Associated Responsibilities. The VP Internal shall supervise the work of the graduate delegation of the SHIAC committee, ensuring that the following set of goals are met:

1. Advertisement of the SHIAC committee seats: By the 1st of August, the VP Internal shall send out an announcement to all graduate students soliciting applications for service.
2. Appointment of committee members by the first regular Council meeting of the fall term, the VP Internal shall offer a resolution appointing all committee members and alternates.
3. A copy of all reports and relevant document produced by the SHIAC committee is presented to Council.

C. AGS Committee. Council may appoint additional individuals not recognized by the SHIAC

committee to support the graduate delegation and assist in deliberation outside of official SHIAC committee meetings.

D. SHIAC Charter. Sections of the AGS Bylaws regarding the SHIAC committee are to be written in accordance with the SHIAC committee charter.

XI. JUDICIARY

A. Appointment. The Judiciary Committee shall comprise three at-large members, all of whom are members of AGS but shall not be members of the AGS council or serve as a Council Officer in any manner other than as chair of this Committee pursuant with Section VII of the Constitution.

B. Procedures. 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.

XII. AMENDMENTS TO THE AGS BYLAWS

A. Review. The Bylaws shall be reviewed on a yearly basis and approved by council no later than the first meeting of fall term either as is or provisionally. Should the bylaws be approved provisionally an ad hoc committee shall be formed by the VP Admin to address elements of concern.

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