

February 5, 2019 | 7:00 p.m.
Nebraska Union | Ballroom

CALL TO ORDER

APPROVAL OF THE MINUTES - Moved to March meeting by Julia Reilly - seconded by several members of the assembly

OPEN FORUM

Civil Engineering Representative - Shahab Karimifard: A presentation on forming departmental GSAs
(Refer to end of the document with the materials they have provided)

- General Notes: Previous accomplishments include holding a social with over 60 people in Omaha and updating the department websites (personal biographies and filling in missing information). They also host an orientation for new graduate students. Future plans include establishing a similar group at the College of Engineering, seminars, and orientations. There is an SOP below for learning how to standardize a departmental GSA.

EXECUTIVE REPORTS

President Reilly - 1) Health Care Provision for graduate students - there are things we can do to make this better, but we should keep our eyes open for this. There are two changes that happened to university policy that negatively affect grad students: last year, ASUN voted in a series of changes that would increase the cap of free mental health visits that all students at UNL are entitled to through CAPS, but now there are more people seeking CAPS visits and there are some grad students who have had long-standing relationships with CAPS providers who are now being told that they can no longer see those providers and need to go somewhere else in the community; Students who need longer-term care will be referred to community providers. The other change is that our health insurance provider is united health care (we transitioned about a year ago from BCBS) and there are only 20 mental health care providers in Lincoln with UHC. Some of these providers will not provide mental health care to grad students at UNL because they find the reimbursement process too cumbersome, so CAPS may refer out students who need long-term care to providers who won't see them because they have UHC. Administration is trying to draw up a list of who those are so that students won't get referred to someone who won't see them, so if you know of any examples (heard a name mentioned or whatever), please send an email to gsa@unl.edu with the name of that person so they can go on the no-referral list. There are broader concerns about UHC. The university is currently renegotiating our contract with UHC because they aren't happy either (faculty, staff), so Julia is meeting with Bill Nunez and a few other people on the team negotiating with UHC and they would be happy to collect stories of how UHC is not working for you. If you've had an experience that something you need isn't covered or options are narrowed, please send it to gsa@unl.edu so that it can go into negotiations. 2) Been asked to attend a meeting to see how graduate students will respond to requirements to use a husker email - if you have ideas on issues or happiness with it, tell Julia. 3) Stipend advocacy: Julia, Shawn, and Tony went to a meeting with Dean Carr and EVC Plowman - recognized that stipends in many departments are too low (moved by some anecdotes in the letter); one of the biggest concerns from the conversation is the timeline they proposed to making stipend changes was way too quick to make impactful changes for grad students; Data and Analytics department looking at current

stipends, hours, and working responsibilities, so they're getting a broad picture of what the state of stipends actually look like - then 5 administrators will meet to talk about plans to raise stipends (trying to be **bold** in their thinking); when they've made progress, they'll present alternative proposals to Julia, Shawn, and Tony for feedback. We need everyone to go back to their departments to tell everyone that these conversations are happening and they're happening in a real way and to communicate what changes would be unacceptable - what are the potential ramifications in your department to any type of change in stipends?

Civil Engineering asking on clarification on permanent switches of UNL email addresses

Earth and Atmospheric Sciences: had issues with getting bills paid through insurance and had to call Mechanical and Materials Engineering - emails will apply to ALL students

United 3 or 4 times to finally update it, but that may be the issue with other providers (their system for dealing with claims and explanation/benefit is very inaccessible)

Check on if UNO students attending UNL classes and what they need to do for email - civil engineering, electrical, architectural engineering, and construction.

Sociology: Doesn't use UNL email because they refuse to change her last name when she got married; some of the UHC policies are company wide which would have to be negotiated in our contract, but won't change company-wide

Food Science and Technology: When you graduate, do you keep the UNL email address? I believe so. If you have serious reservations against the stipend letter, please come talk to Julia after meeting.

Executive Vice President Ratcliff - No report. Bless.

Vice President of Student Affairs Martin - HuskerOut 4.0 went extremely well - thank you for your participation; If you are interested in running for a position (especially VPSA) and want to learn the ropes, please contact AM; Donde Plowman, the Executive Vice Chancellor and Chief Executive Officer of UNL, is now instituting one hour every week of "open office hours," where any student, faculty, or individual can go in and meet with her. It is on Mondays from 5-6PM in her office, Canfield 208. If you or anyone you know are particularly affected by current stipends, please use it as an opportunity to go in person and tell her - it may help bolster our case for stipend restructuring. Also, we need to update the welcome packet for academic affairs, so we should meet at some point soon.

Vice President of Representation Stehle: Sent out attendance summary. Just so you're aware, if there's a dash, that means there was an absence for the first 3 meetings, but with communication issues, they aren't actual absences. People who are here probably don't have to worry that much about absences, but if you're borderline, you can have 2 excused and 1 unexcused, but if you're close to that, email Chelsea by Friday, because if you are beyond those guidelines and she doesn't hear back from you for negotiation, she'll have to contact department chairs on Monday

Vice President of Finance Bhinderwala: Met with Marlene, has system down from last VP Finance, and she'll get GTAP receipts this week.

COMMITTEE REPORTS

Diversity and Inclusion Co-Chairs Sotelo and Suchato - HuskerOut 4.0 was incredibly successful; reached about 150 people and affected an ASUN bill GB24 to express condemnation of Title IX amendments; Academic Freedom event (look at FB) and share with constituents and friends

GTAP Chair Dahdolan - \$4000 awarded to 10 recipients from 8 different departments; 21 applications - 10 accepted, 10 declined, 1 not submitted in time; struggled with reviewers in background of music and prompt submission - GTAP Spring open until Mar 31

Professional Development Chair Atieno - Setting up meeting with associate dean for professional development ? Something about a workshop; Special Projects Grant - only have two applicants so send information to your departments because the next due date for a special project is april 30 and this will fund projects running between Jul 1 and Sep. Planning to set up a coffee hour with QOL.

NEW BUSINESS

GSA Bill #13 A bill amending the GSA bylaws

Unanimously approved

ANNOUNCEMENTS

Plant Health - to be involved to write a letter to faculty about work loads, coursework, and time, contact Plant Health

Academic Freedom - Feb 21!!

ADJOURNMENT

Startup and Standard Operating Procedure (SSOP) for a Departmental Graduate Student Association (January 2019) Matthew Thompson and Shahab Karimifard Civil Engineering Department, College of Engineering, University of Nebraska–Lincoln (UNL)

Introduction

As our university grows, graduate students' involvement in the institution becomes increasingly essential. Formation of student associations at the departmental level can provide a more formal avenue to help students voice concerns and interests regarding actions by the university by acting as a liaison between the departmental faculty/administration and the graduate students. The body also provides an excellent opportunity for information exchange between the ASUN Graduate Student Assembly (GSA) and departments. Equally important is the role group can play in fostering a sense of community among graduate students within a department. This document is intended to provide some guidance on the startup and operation of new

departmental graduate student associations within the college of engineering. It provides some recommendations regarding the organization and structure of operating this kind of group in hopes to make the process easier for new groups to navigate.

Startup of a New Group

Establish your group as an RSO

There are a few steps in starting up departmental graduate student association. Please note that the suggested procedure comes from our experience in establishing the Civil Engineering Graduate Students Association (CIVE-GSA) in February of 2018. Generally, you will want to recruit the appropriate people to register your group as an RSO. First, you must identify and connect with a faculty member within your department that can act as your advisor for setting up the group as a registered student organization (RSO). It is great if this person has a higher role in the department because they may also be able to help promote the group to new graduate students. For instance, in the Civil Engineering Department, the graduate chair (Dr. Yusong Li) acts as the advisor of CIVE-GSA. The second big step in getting things started by recruiting a minimum of three graduate students that can work as leaders in the group and a total of five. In CIVE-GSA, the student leading roles are President, Primary Programmer and Treasurer.

Is establishing the core leadership, the most important step is to start with close friends who are motivated enough to take on the leading roles. After you have an advisor and a team of at least three motivated fellow students, you can work with the faculty advisor to make it so all newly admitted graduate students to the department would be members of the group. By the time you are recruiting members, the leadership will need to develop a constitution and finalize getting the group registered as an RSO which requires the student leaders to attend a two-hour seminar that is presented by the Student Involvement. An example constitution is provided in the appendix of this document. More information about starting an RSO can be found at the following links:

<https://involved.unl.edu/organizations/start>

<https://involved.unl.edu/organizations/resources>

Who should you try to get involved?

Many departments often have sub-disciplines within a degree. For example, civil engineering has specializations in Environmental, Water Resources, Geotechnical, Transportation and Structural Engineering. For your group to better represent your department, it is recommended to try to recruit at least one student from each subdiscipline to be involved with leadership. This can help aid in communicating information to those parts of the department because the representative might be able to share the word of events occurring by word of mouth and in general, these groups of students seem to be better connected. It might help to see if your advisor can assist in facilitating these connections since you may not know the other students or their respective advisors. In addition to having these representatives, it is important to have at least one representative present that is active in the ASUN GSA. This person can help act as liaison to communicate anything that is going on at the university-wide level (i.e., important issues occurring, the feedback they are reaching out for, events occurring, etc.). Moreover, students can voice concerns to the departmental reps that can

then take them to the ASUN GSA to be heard.

Operations

Once you get your group up and running, it's time to get some stuff done. There are some good practices that can help in operating your group. It is entirely up to you and your team on what direction you want to go and how much energy/time you are willing to invest. Our group will meet on a bi-weekly basis to discuss ongoing work and to plan. We highly recommend designating a person to keep meeting minutes of every meeting that can be shared with the active group member and used as a guide in keeping track of progress. Also setting up a webpage for your group on the department page and an @UNL email account for your group makes it look more professional. To establish a webpage and email account, our faculty advisor (Dr. Yusong Li), the coordinator of our department's website committee (Dr. Xu Li) and the department's digital communications associate (Keith McGuffey) helped a lot in implementing what we had in mind. You can find the CIVE-GSA website and email here:

<https://engineering.unl.edu/civil/civil-gsa/>
civegsa@unl.edu

More information about setting up a website and @UNL email for your group can be found in the link below:

https://involved.unl.edu/organizations/website_email

Initially attracting support from the department's decision makers might be a challenge, mainly because of the rational skepticism about having such a group at departmental level. Therefore, to prove your group's potentials and capabilities, you have to start from scratch by little and simple steps, aiming for short-term missions with subjects that can be important for graduate students, but forgotten in your department. For instance, the civil engineering department dedicates an annual budget for a graduate picnic. Our group took the responsibility of the annual departmental picnic and we developed the social event further to be more inclusive and fun which was a very successful experience that "put us on the map". In this social, we brought graduate students and faculty from all the departments sub-disciplines together, having a lot of fun with interactive games such as Charades, Just Dance, etc. We got to meet new people within the department that helped us in recruiting more grad students to our group.

Then, we started to identify what we can do as graduate students to improve the quality of our department. At the beginning of the group's first meetings, it is important to determine what objectives the group wants to accomplish over time (primarily during that semester, but also perhaps over the next few years). For instance, we thought improving the website quality of department, and student visibility on the website would be a very manageable task with very tangible results for short- and long-term. Improving the quality of the graduate section of CIVE website, updating the graduate students' online profiles and directory, working with faculty to update their web pages, establishing the graduate students' alumni section, and video introduction of faculty to put on the website were among the tasks that we've done so far. In addition to this, we wanted to work with the department faculty to make the new graduate student orientation more interactive. As a part of facilitating the orientation for new graduate students, we held a student panel of current graduate students to help share good practices and

lessons learned in their time here to help improve their experience. Moreover, we designed and printed a constant template for graduate students' nameplates with their specialization logo to install outside their offices. This was missing in our department, and we thought such a small task could help improve graduate students' visibility within the department's office.

Another important step for us was to be active on social media. Therefore, we appointed a member as the social media coordinator. We used our @UNL email to establish all these accounts for future students. Currently, we have active accounts on Facebook, Instagram, Twitter and LinkedIn. The contents that we put on these platforms are decided upon in our bi-weekly meetings, that range from our meeting discussions to highlighting our alumni's current status.

The links to our social media accounts are as follows:

Facebook: <https://www.facebook.com/CIVEGSA/>

Instagram: <https://www.instagram.com/civegsa/>

Twitter: <https://twitter.com/CIVEGSA>

LinkedIn: <https://www.linkedin.com/company/civegsa/>

As Grace Hopper once said, "It's easier to ask forgiveness than it is to get permission".

Therefore, if you take initiative to try novel ideas at your department and get results, you can then present those to the department leadership which will demonstrate the group's value and potential for future endeavors. The sky's the limit on things you can do. Just look at your organization's purpose and try to develop objectives that strive towards achieving that purpose.

Here is a list of suggested activities/objectives:

1. Host a social event for all graduate students within the department
2. Host a panel for new student orientation to have students help share their experiences/life hacks to help manage graduate school
3. Work to help improve the department's website
4. Contact the Nebraska Alumni Association to get information about your department's graduate alumni
5. Help host workshops on: "methods to be a better researcher and/or TA" and "professional development"
6. Coordinate with other departmental GSAs at the college/university level.

Please always feel free to contact CIVE-GSA members if you needed any more information. Let's all work together in taking steps to improve graduate education at the University of Nebraska.

CONSTITUTION FOR CIVE-GSA (Civil Engineering Graduate Student Association)

ARTICLE 1

Name: The name of this organization shall be Civil Engineering Graduate Student Association (CIVEGSA).

ARTICLE 2

Purpose

The purpose of CIVE-GSA shall be:

I. Serve as a liaison between civil engineering graduate students in the department administration – department chair or graduate committee – or faculty by advocating for students' interests and perspectives.

II. Act as a medium for information exchange between the ASUN Graduate Student Assembly (ASUN-GSA) and graduate students in the civil engineering department.

III. Connect graduate students across the department to help foster a broader sense of community through social activities, outreach projects, and community service.

ARTICLE 3

Members

Membership. All enrolled civil engineering graduate students can be members of the CIVEGSA.

Dues. It is suggested that the CIVE-GSA does not have requirements for dues.

Non-student participation. A student organization shall consist of at least five currently enrolled student members. Non-students will be allowed to participate in any student organization activity, but will not be a voting member, or an elected or appointed officer of said organization.

A non-student is someone who is not currently enrolled at the University of Nebraska-Lincoln for the fall or spring semester.

Non-discrimination clause. This organization does not discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of gender, age, disability, genetic information, race, color, religion, pregnancy, marital status, veteran's status, national or ethnic origin, gender identity or expression, place of residence, political affiliation, or sexual orientation.

ARTICLE 4

Officers

Officers and Duties. The CIVE-GSA officers shall include representatives from each graduate Civil Engineering disciplines, ASUN-GSA representatives, Civil Engineering Leadership Council representatives, and representatives from the Civil engineering Lincoln and Omaha Campuses. At least three officers shall have the responsibility of the President, Primary Programmer (Vice-president), and Treasurer as follows

President Duties. The President shall preside over all CIVE-GSA and meetings and consult regularly with the faculty advisor. The President shall formulate and continually update a list of goals and keep of a list of contact information for all the CIVE-GSA members.

Primary Programmer (Vice President) Duties. The Primary Programmer (Vice President) shall work with the president and the executive committee to plan events of the association members. The Primary Programmer (Vice President) shall preside in the absence of the President and oversee association.

Treasurer Duties. The Treasurer shall collect and disperse all funds, report regularly on CIVEGSA's financial state to the president and develop an annual budget.

ARTICLE 5

Officer Selection

Qualifications. Any Civil Engineering graduate student from Omaha or Lincoln Campuses can serve as officers, in addition to ASUN-GSA representatives and Civil Engineering Leadership Council representatives

Nominations. Nominations shall be collected by the president working with graduate students and faculty at the beginning of each academic year. Members may nominate themselves or others.

Vacancies. All vacancies shall be filled by the out-going officers using the nominated graduate students. If the office of President becomes vacant, the primary programmer (Vice President) shall become President for the remainder of the term.

Removal from Office. An officer may be removed from office by a four-fifth vote of present members, provided the President notify the membership at least three days before the vote.

All RSOs must be categorized as a Fall or Spring Organization with ASUN and Student Involvement. CIVE-GSA officers must take office on one of the following dates: On the first day classes commence fall semester (Fall Organization), the first day classes commence spring semester (Winter Organization), or the second Tuesday of April (Spring Organization). All paperwork will be filed at those times to remain in compliance.

ARTICLE 6

Meetings

Meetings of the officers or the members shall be at the call of the president or officers. At least one meeting shall be held after the selection of the new officers each year.

ARTICLE 7

Advisors

Advisors. This organization shall have one Primary Advisor, which must be a regular Academic/Administrative or Managerial/Professional faculty/staff member of the University of Nebraska-Lincoln, and may have any number of Secondary Advisors, which may be regular Academic/Administrative, Managerial/Professional, or Office/Service staff members or Graduate Assistants of the University of Nebraska-Lincoln.

All advisors shall be a part of the department of Civil Engineering at the University of Nebraska-Lincoln.

ARTICLE 8

Finance

CIVE-GSA shall operate according to the rules and guidelines of a non-profit entity. No part of CIVE-GSA's net earnings will inure to the benefit of individuals. CIVE-GSA must establish that it will not be organized or operated for the benefit of private interests, such as the creator or the creator's family, shareholders of the organization, other designated individuals, or persons controlled directly or indirectly by such private interests. CIVE-GSA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in this document. CIVE-GSA will not, as a substantial part of its activities, attempt to influence legislation (unless it elects to come under the provisions allowing certain lobbying expenditures) or participate to any extent in a political campaign for or against any candidate for public office. Notwithstanding any other provision of this constitution CIVE-GSA shall not carry on any other activities not permitted to be carried on

by an organization exempt Federal Income Tax under Section 501 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue laws). Organizational monies will be handled by Student Organizational Financial Services, regardless of source.

ARTICLE 9

Process for Dissolution

Upon the dissolution of CIVE-GSA the officers and advisors shall after paying or making provisions for the payment of all liabilities of CIVE-GSA, dispose of all the assets of CIVE-GSA exclusively for charitable, educational, religious, or scientific purpose as shall at the time qualify as an exempt organization. Under section 501C of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue Law), as the officers and advisors shall determine. Any such assets not disposed of shall be disposed of by the Office of Vice Chancellor of Student Affairs, exclusively for such purposes to such organization(s), as determined by the Office of Vice Chancellor of Student Affairs.

ARTICLE 10

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern CIVE-GSA in all cases to which they are applicable and in which they are not inconsistent with the Constitution and any special rules of order CIVE-GSA may adopt.

ARTICLE 11

Amendments

This Constitution may be amended by a two-thirds of the present officer vote. All amendments must be approved by ASUN.

ARTICLE 12

Effective Date

This Constitution shall go into effect January 31, 2018

ARTICLE 16

President's Signature: Hamzeh Haghshenas -Fatmehsari

Vice President's Signature: Rami Ziara

Treasurer's Signature: Matthew Thompson

Association of Students of the University of Nebraska

Graduate Student

Assembly

Bylaws

Part I – The Assembly

Article I – Members

Section 1. Composition

The Graduate Student Assembly (GSA) shall consist of one (1) representative per department or program of the University that awards a graduate or professional degree.

Section 2. Qualification

1. Every representative is required to be a full-time or full time-certified graduate or professional student in a department or program, with a cumulative grade point average of 3.0 or higher.
2. No graduate or professional student shall serve on the Assembly if that student is currently on academic or disciplinary probation.

3. All department representatives must be enrolled in the department which they are representing.

Section 3. Election/Appointment

1. For such departments or programs where a departmental graduate or professional student association (DGSA) exists, and is in full compliance with Student Involvement, said organization shall be responsible to determine the method of election or appointment of the representative.
2. In departments or programs without a DGSA, or in which such DGSA is not in full compliance with Student Involvement, the graduate chair or director of the department or program shall be responsible for organizing the selection of the representative.
3. For each principal representative, an alternate may be appointed, who shall meet all the qualifications of office, be a graduate or professional student in said department or program, and shall hold all the same powers to attend, speak and vote at meetings in the absence of the principal representative.
4. After the fall semester, all representative vacancies shall be filled by the constituent DGSA or graduate chair or director within a period of one (1) month of the vacancy's occurrence, after which such vacancies may be filled by an at-large representative nominated by the Vice President of Representation and approved by two-thirds (2/3) of the Assembly.
 - a. A vacancy shall occur when the principal and alternate representative Page 2 of 11 accumulate two (2) absences from Assembly meetings during a single term, without reasonable excuse as determined by the Vice President of Representation or appealed to the Executive Committee.
 - b. A vacancy shall occur when the principal and alternate representative fail to fulfill their standing committee duties as determined by the standing committee chair, or appealed to the Executive Committee.
 - c. At-large representatives shall meet all the qualifications of office and shall hold all the same powers to attend, speak, and vote at meetings, but they may not have alternates.
5. All representatives shall serve a renewable term of one (1) year, starting the first day of September and finishing the last day of August.

Section 4. Duties

Duties of representatives include, but are not limited to:

1. Attending all meetings of the Assembly, unless excused by the Vice President of Representation.
2. Serving on a GSA, ASUN or University-wide committee and attending all committee meetings, unless excused by the committee chair.

3. Meeting with the representative's DGSA and/or graduate chair or director.
4. Posting pertinent material in designated buildings and sharing GSA communications via email per the request of the Executive Committee.

Section 5. Disciplinary Procedures

1. The President, the Executive Vice President, or a majority of the Assembly may call for a disciplinary hearing of any officer, standing committee chair, or representative if said person has committed any of the following infractions:
 - a. Manifesting negligence generally in assigned duties.
 - b. Committing any action unbecoming of a GSA officer or representative.
 - c. Failure to report a change in eligibility resulting in disqualification.
2. The Executive Vice President will notify the officer, standing committee chair, or representative of the hearing with no less than three days' notice. If the hearing is for the Executive Vice President, the President shall notify the Executive Vice President with no less than three days' notice.
3. The Assembly will conduct the hearing in closed session, but will vote on the removal in open session. A two-thirds (2/3) vote shall remove the officer, standing committee chair, or representative from office.

Article II – Meetings

Section 1. Meetings

1. The Assembly shall regularly meet on the first Tuesday of classes of each month during the regular school year.
2. The President may change the time or place of the meeting, provided one (1) week advance notice is given to the Assembly and this change is published on the GSA Page 3 of 11 website prior to the meeting.

3. The Assembly may be convened in special session provided two-thirds (2/3) of the Executive Committee or twenty percent (20%) of the voting membership requests it.

Section 2. Quorum

Quorum shall be fifteen (15) members of the Assembly and shall be necessary to transact all business except that fewer members may adjourn a meeting. A quorum must be called at a given Assembly meeting in order to affect business that may come before the Assembly.

Section 3. Voting

A simple majority of those members present, unless otherwise stated, shall be sufficient to adopt any resolution.

Section 4. Bills

All bills included on the GSA meeting agenda must:

1. **Be submitted to the President no later than two weeks prior to the GSA assembly meeting at which the bill is to be voted on.**
2. **Be reviewed by at least one member of the Executive Committee.**
3. **Not violate federal, state, and university laws and regulations.**
4. **Clearly state how the bill is relevant to UNL graduate and professional students.**
5. **Be disseminated to GSA representatives one week prior to the assembly meeting at which they are to be voted on.**

Article III – Committees

Section 1. Standing Committees

1. The Assembly shall have the following standing committees:
 - a. The Committee for Academic Affairs shall identify and advocate on behalf of graduate and professional students regarding any issues pertaining to academic affairs, including, but not limited to, access to facilities and funding for research, the faculty-graduate student mentoring relationship, and academic policies pertaining to graduate and professional education and teaching for graduate and professional students.
 - b. The Committee for Diversity and Inclusion shall encourage and promote participation by students from throughout the University community, including, but

not limited to, students from racial and ethnic minorities, international students, women, the LGBTQA+ community, and distance learning students, and ensure that GSA programming is available and pertinent to the diverse graduate and professional student community.

c. The Committee for Graduate Travel Awards shall manage the Graduate Travel Awards Program (GTAP) as defined in the Special Rules.

d. The Committee for Professional Development shall coordinate and implement a series of activities to promote the development of graduate and professional students, including but not limited to, networking activities, guest lectures, and career development workshops, **and** shall manage the Special Projects Grants Program (SPGP). and shall plan, coordinate, and execute the Midwest Graduate Career Fair (MGCF).

e. The Committee for Quality of Life shall attend to issues relevant to graduate and professional student life including, but not limited to, housing, transportation and parking, child care, and health benefits, and shall organize events or develop policies that support the improvement of graduate and professional students' quality of life.

f. The Committee for Social Events shall plan, coordinate, and execute social events throughout the fall and spring semesters for all graduate and professional students, including those for Graduate-Professional Student Appreciation Week (GSAW), and shall organize and staff all GSA activities during new graduate student welcome.

2. The Executive Vice President shall appoint, taking into account individual preferences, every representative to a standing committee.

3. Service in University-wide or ASUN committees shall exempt representatives from service in GSA standing committees.

Section 2. At-Large Members

1. Any graduate or professional student may petition the Executive Committee in writing to be appointed to a standing committee as an at-large member.

2. The Executive Committee may approve or deny this request by a simple majority vote taking into consideration the opinion of the standing committee chair.

3. At-large standing committee members shall meet all the qualifications of office required for representatives and shall hold all the same powers to attend, speak and vote at standing committee meetings.

Section 3. Standing Committee Chairs

1. Standing committee chairs shall be elected, independently, and in the order stated in Part I - Article III - Section 1, by a ballot majority vote of those present and voting. The Assembly may proceed with the election of standing committee chairs by individual ballots, or combine all positions into a single ballot.

- a. All nominees and subsequently elected committee chairs shall meet requirements 1 and 2 in Article I, Section 2 of this document for being a representative
 - b. Nominations for the election of standing committee chairs shall follow the election of all officers during the first meeting of the GSA following the ASUN spring elections. All nominations, including self-nominations, shall be taken from the floor, defined as those present during the meeting in which the vote takes place. Candidates may be nominated for multiple standing committee chair positions, but may only be elected to one such position.
 - c. Co-chairs shall run for office and be elected as a slate.
 - d. Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five (5) minutes in which they shall disclose all prior involvement in ASUN, GSA and any DGSA or similar student government organization, or lack thereof. Upon completion of each individual's speech, the floor shall be opened for questions from members of the Assembly not to exceed a total time of five (5) minutes. While each candidate presents **their** speech, the other candidates shall remain outside the room of the Assembly meeting.
 - e. After the last candidate has finished answering questions, all candidates shall remain outside of the Assembly meeting room for representatives to discuss the candidates for no more than fifteen (15) minutes.
 - **Following the discussion period, should there be any outstanding questions, the candidate shall be called back into the room for further clarification for no more than five (5) minutes.**
 - **Following the clarification period of all candidates, the candidate(s) shall leave the room and the body shall continue discussion for no more than ten (10) minutes.**
 - f. Representatives, including the candidates, shall vote by ballot. If no candidate receives a majority, only the two (2) highest vote-getters shall be considered, and the Assembly shall re-ballot until one candidate receives a majority. Provided only one candidate runs for a position, the Assembly may proceed with a vote by acclamation.
2. Standing committee chair vacancies shall be filled by the Assembly during the first meeting of the GSA after which the vacancy arises.

Section 4. Standing Committee Rules

1. Quorum for standing committees shall be three (3) members or one-third of its membership, whichever is larger, and shall be necessary to transact all business except that fewer members may adjourn a standing committee meeting.
2. Standing committee chairs may distribute, taking into account individual preferences, committee members into subcommittees.
3. Standing committees may elect a vice chair from among its members.
4. Alternate representatives shall hold all the same powers to attend, speak and vote at standing committee meetings in the absence of the principal representative. Alternate

representatives may seek further appointment to another standing committee as an at-large member.

Section 5. Special Committees

1. Any other special committee, created by the Assembly, shall be appointed by the Executive Vice President taking into consideration individual preferences of the Assembly membership.
2. At-large members may be appointed to special committees.
3. The chair of any special committee shall be elected by simple plurality of its membership, unless otherwise outlined specifically in the legislation creating such committee.
4. Standing committee rules, as outlined in Part I – Article III - Section 4, shall be applicable to special committees.

Section 6. Ad-hoc Members

Ad-hoc members are to be restricted to undergraduate students, post-baccalaureate non-degree students, part-time graduate and professional students, faculty, or staff who carry skills or experience above and beyond the normal graduate or professional student to warrant special consideration for addition to one of the GSA's committees. These ad-hoc members are to be considered on an individual basis, and must meet all of the following requirements:

1. Come at the official recommendation of the chair of the committee. This recommendation must be in writing, and given to the Executive Vice President and the advisor of the GSA.
2. Be approved by a majority vote of the Assembly.
3. Ad-hoc membership to any standing or special committee shall not entail voting privileges in said committee.

Article IV – Advisors

Section 1. Advisor

1. The Advisor must be a graduate faculty member and shall be nominated by the President at the first meeting of the GSA following the ASUN spring elections and confirmed by the Assembly with a two-thirds (2/3) vote.
2. The Advisor shall serve a renewable term of one (1) year.

Section 2. ASUN Director of Administration

The ASUN Director of Administration shall serve as an advisor to the GSA.

Section 3. Past President

The immediate past President shall serve as an ex officio advisor to the GSA, provided he/she meets all requirements for being a representative.

Part II – The Executives

Article I – The President and Executive Vice President

Section 1. Qualifications

1. The President and Executive Vice President shall meet all the requirements in Part I, Article I, Section 2, have completed nine (9) credit hours of graduate or professional work at the University, and have served on GSA or any DGSA in any capacity for at least one semester.
2. The President and Executive Vice President shall not concurrently serve as representatives.

Section 2. Election/Appointment

1. The President and Executive Vice President shall be directly and independently elected during the ASUN spring elections by a ballot majority vote of those voting.
 - a. Only graduate or professional students shall be eligible to vote, support the election of and be elected as President or Executive Vice President.
 - b. Candidates for President or Executive Vice President may run in a Student Election Group (SEG), independently, or as write-ins.
 - c. If no candidate receives a majority, the Assembly shall elect a President and/or an Executive Vice President, in said order, among the two (2) highest vote-getters. The representatives, including the candidates, shall vote by ballot. If there is a tie vote, the Assembly shall re-ballot until one candidate receives a majority.
2. In the case of vacancy of the office of the President, the Executive Vice President shall assume the duties of the President for the remainder of the term. If the office of the Executive

Vice President becomes vacant, or both the office of the President and the Executive Vice President become vacant, the Assembly shall elect a President and/or an Executive Vice President, in said order, among its officers, standing committee chairs and representatives by a ballot majority vote of those present and voting.

- a. Nominations for the election shall be the first order of business of the agenda of the first meeting of the GSA after which the vacancy arises. All nominations, including self-nominations, shall be taken from the floor, defined as those present during the meeting in which the vote takes place. Candidates may be nominated for multiple positions, but may only be elected to one such position.
- b. Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five (5) minutes. Upon completion of each individuals' speech, the floor shall be opened for questions from members of the Assembly not to exceed a total time of five (5) minutes. While each candidate presents **their** speech, the other candidates shall remain outside the room of the Assembly meeting.
- c. After the last candidate has finished answering questions, all candidates shall remain outside of the Assembly meeting room for representatives to discuss the candidates for no more than thirty (30) minutes.
 - **Following the discussion period, should there be any outstanding questions, the candidate shall be called back into the room for further clarification for no more than five (5) minutes.**
 - **Following the clarification period of all candidates, the candidate(s) shall leave the room and the body shall continue discussion for no more than ten (10) minutes.**
- d. The representatives, including the candidates, shall vote by ballot. If no candidate receives a majority, only the two (2) highest vote-getters shall be considered.

Those two (2) candidates shall leave the room for no more than fifteen (15) minutes for discussion of the Assembly. Then the representatives, including the candidates, shall vote by ballot with the candidate receiving a majority being elected. If there is a tie vote, the Assembly shall re-ballot until one candidate receives a majority. Provided only one candidate runs for a position, the Assembly may proceed with a vote by acclamation.

3. Candidates for President and Executive Vice President shall abide by all Electoral Commission rules when applicable.

Section 3. Duties

1. The President shall:
 - a. Serve as the official representative from the GSA to the University **and to the community.**
 - b. Set the agenda and chair the GSA Executive Committee and Assembly meetings.
 - c. **Set and disseminate the agenda for GSA Assembly meetings, along with all meeting documents, no later than 7 days before the assembly meeting.**

- d. Periodically attend Senate meetings to report on the activities of the GSA.
 - e. Meet every semester with the Vice Chancellor of Student Affairs and the Dean of Graduate Studies.
 - f. **Maintain working relationships with the Chancellor, the Executive Vice Chancellor, and the Vice Chancellor for Student Affairs.**
 - g. Serve as a member of the Academic Planning Committee, the Graduate Council and ASUN Executive Committee, or appoint another officer in **their** representation.
 - h. Serve as liaison to the National Association of Graduate-Professional Students.
2. The Executive Vice President shall:
- a. **Chair all GSA assembly meetings.** Record the minutes of all GSA meetings.
 - b. Appoint representatives to standing committees, taking into account their preference, and **notify representatives of their placements no later than one week prior to the October GSA assembly meeting.**
 - c. Serve on the Graduate Council.
 - d. Attend ASUN Electoral Commission meetings in representation of GSA.
 - e. **Serve as an ASUN Senator in the event of a vacancy in allocated graduate student Senate positions.**

Article II – Officers

Section 1. Officers

In addition to the President and Executive Vice President, the GSA shall have the following officers:

1. Vice President of Student Affairs.
2. Vice President of Representation.
3. Vice President of Finance.

Section 2. Qualifications

1. Officers shall meet all requirements for being a representative and have served on GSA or any DGSA in any capacity for at least one semester.
2. Officers may not concurrently serve as representatives.
3. Should an officer position remain vacant at the beginning of the fall semester only the requirements for being a representative need be met.

Section 3. Election/Appointment

1. The Vice President of Student Affairs, the Vice President of Representation, and the Vice President of Finance shall be elected, independently, and in said order, by a ballot majority vote of those present and voting.

a. Unless there is a vacancy in the office of the President and/or Executive Vice President, nominations for the election shall be the first order of business of the agenda of the first meeting of the GSA succeeding the ASUN spring election. All nominations, including self-nominations, shall be taken from the floor, defined as those present during the meeting in which the vote takes place. Candidates may be nominated for multiple positions, but may only be elected to one such position.

b. No candidate who campaigned with a Student Election Group (SEG), and no independent candidate with any campaign expenditures, may accept a floor nomination if they have failed to submit the Graduate Student Campaign Finance Disclosure Form by March 25.

i. The Graduate Student Campaign Finance Disclosure Form can only be amended by a two-thirds vote of the assembly.

ii. Once submitted, any Graduate Student Campaign Finance Disclosure Forms will be posted on the GSA website no later than one week prior to the April assembly meeting, and will be sent to all GSA members in advance of the April assembly meeting.

iii. Once elected, if errors are found on the Graduate Student Campaign Finance Disclosure form, the elected officer will have 14 (fourteen) days to rectify the error and resubmit the form for review by the Executive Committee. If the officer fails to submit the corrected form, the Executive Committee may commence disciplinary proceedings on these grounds.

c. Candidates, one at a time, in reverse order of nomination, shall give speeches not to exceed five (5) minutes in which they shall disclose all prior involvement in ASUN, GSA and any DGSA or similar student government organization, or lack thereof.

Upon completion of each individual's speech, the floor shall be opened for questions from members of the Assembly not to exceed a total time of five (5) minutes. While each candidate presents **their** speech, the other candidates shall remain outside the room of the Assembly meeting.

d. After the last candidate has finished answering questions, all candidates shall remain outside of the Assembly meeting room for representatives to discuss the candidates for no more than fifteen (15) minutes.

i. **Following the discussion period, should there be any outstanding questions, the candidate shall be called back into the room for further clarification for no more than five (5) minutes.**

- **Following the clarification period of all candidates, the candidate(s) shall leave the room and the body shall continue discussion for no more than ten (10) minutes.**

- e. Representatives, including the candidates, shall vote by ballot. If no candidate receives a majority, only the two (2) highest vote-getters shall be considered. Those two (2) candidates shall leave the room for no more than fifteen (15) minutes for discussion of the Assembly. Then the representatives, including the candidates, shall vote by ballot with the candidate receiving a majority being elected. If there is a tie vote, the Assembly shall re- ballot until one candidate receives a majority.
2. Officer vacancies shall be filled by the Assembly during the first meeting of the GSA after which the vacancy arises.

Section 4. Duties and Committee Membership

1. The Vice President of Student Affairs shall:
 - a. **Record minutes at all GSA assembly meetings and submit a draft of the minutes to the President no later than one week after the assembly meeting.**
 - b. Chair the GSA meeting or record minutes in the absence and/or at the request of the President and/or Executive Vice President, respectively.
 - c. **Upkeeps and posts all content on social media platforms including, but not limited to, Facebook and Twitter.**
 - d. **Approve and disseminate all mass outreach e-mails publicizing GSA events and activities.**
 - e. Coordinate activities with DGSA's and other graduate and professional student organizations.
 - f. Serve on the Parking Advisory committee and the **Executive Vice Chancellor's Student Advisory Board** Student Affairs Advisory Council.
 - g. **Interview and nominate all graduate or professional students to University-wide committees and submit nominations two weeks in advance of GSA assembly meetings in which the nomination will take place for approval of the assembly.**
 - h. **Serve as an ASUN Senator in the event of a vacancy in allocated graduate student Senate positions.**
2. The Vice President of Representation shall:
 - a. Chair the GSA meeting in the absence of both the Executive Vice President and the Vice President of Student Affairs, or at the request of the Vice President of Student Affairs when he/she is to preside.
 - b. Ensure each department or program is represented in the Assembly, and maintain a full list of members.
 - i. **No later than two weeks after their election, shall notify all possible department chairs, support staff, and graduate chairs about the August 15 deadline to provide names of GSA representatives.**
 - ii. **On July 15, remind all possible department chairs, support staff, and**

graduate chairs about the August 15 deadline to provide names of GSA representatives.

- iii. **On the first day of the fall semester, identify departments with missing representatives and individually e-mail department chairs, support staff, and graduate chairs to confirm/identify GSA representatives for the current academic year by August 15.**
- iv. **No later than two weeks prior to the September assembly meeting, submits to the Executive Committee a list of all possible incoming Assembly member names and e-mail addresses.**
- v. **No less than one week after the September meeting, for all departments that have not yet appointed a representative, inform department chairs, support staff, and graduate chairs that, pursuant to Article I, Section III, Item IV of the GSA Bylaws, if the department does not appoint a GSA representative by the October GSA meeting, their department's seat will become an at-large position, they will forfeit GSA representation, and other consequences specified in Section 7 of the GTAP Special Rules and Section 6 of the Special Projects Grants Special Rules.**

- c. **Keep and update the following documentation:** Interview and nominate all graduate or professional students to University-wide committees.
 - i. Names and department or program affiliations of all GSA representatives and, if applicable, alternates.
 - ii. E-mail listserv of all possible GSA Representatives and Alternates, as well as Department Chairs, Support Staff, and Graduate Chairs.
 - iii. An attendance roster to be used at all GSA Assembly meetings
- d. Interview and nominate all at-large representatives **and submit names of at-large representative nominees at least two weeks in advance of GSA assembly meetings at which the assembly will vote on the nomination.**
- e. **Take attendance at all GSA assembly meetings.**

3. The Vice President of Finance shall:
 - a. Maintain all GSA fiscal records; including monthly balancing the ledger against the GSA budget within ASUN.
 - b. Provide a monthly fiscal report during the GSA meeting.

- c. Coordinate with the ASUN Treasurer and Director of Administration, the advisor and officers and standing committee chairs all budgets and activities.
- d. Coordinate with the Executive Committee to identify possible sources of internal and external funding for GSA, and oversee all fundraising activities.
- e. **Serve on the Committee for Fee Allocations.**
- f. **Provide an oral fiscal report at each GSA Assembly meeting, along with a written budgetary report for each GSA Executive Committee meeting submitted one week prior to the meeting.**

Article III – The Executive Committee

Section 1. Composition

1. The Executive Committee shall consist of the following voting members: President as chair, Executive Vice President, Vice President of Student Affairs, Vice President of Representation, Vice President of Finance, and standing committee chairs. The Executive Committee shall also include the ASUN Director of Administration, the GSA Advisor and the immediate past President.
2. Executive Committee members shall be required to attend all meetings unless **informing and receiving written approval from the President no less than one week prior to the Executive Committee Meeting** excused by the President.
3. **At each Executive Committee Meeting, all Executive Committee members shall provide an oral report of activities and plans.**

Section 2. Meetings

1. The Executive Committee will meet at **on the third Tuesday of each month** the call of the President with no less than forty- eight (48) hours' notice.
2. The quorum for the Executive Committee will be a majority of the voting members.

Section 3. Officer Preparation

Officers and appointed chairs must attend an orientation session prior to the first assembly meeting of the school year (or their term of service) led by the outgoing officers or their appointees. The orientation must include an introduction to Robert's Rules of Order,

a mock assembly session, review of GSA Bylaws, training in how to draft a piece of legislation, and time to get to know the other officers and chairs. The orientation will be required for all officers and chairs but will be open to all assembly members and to University of Nebraska, Lincoln, graduate or professional students interested in running for or applying for a position within the assembly. Should an officer or chair be unable to attend the orientation, they must arrange an alternate orientation session with the organizer(s). Officers or chairs who do not attend the orientation will be considered on probation and will have one month to rectify the situation. If a month passes without orientation participation, the officer or chair will be removed from their position.

Article IV – Appointments

Section 1. Appointment

1. The Vice President of Representation shall interview and nominate graduate or professional students to serve on University-wide committees and as at-large representatives in the Assembly.
2. The Vice President of Representation may not seek to be appointed to a University-wide committee or as an at-large representative during **their** tenure.
3. All open positions shall be advertised for a period no shorter than two (2) weeks.
4. Appropriate records shall be maintained on interviews and appointments to University-wide committees at the ASUN office.
5. Graduate or professional students nominated to University-wide committees must be ratified by a majority vote of the Assembly and two-thirds (2/3) vote of the Senate.
6. At-large representatives must be confirmed by a two-thirds (2/3) vote of the Assembly.

Section 2. Resignation

Any principal or alternate representative, at-large representative, or graduate or professional student appointed to a University-wide committee must give the Vice President of Representation two (2) weeks' notice should they choose to forfeit their position.

Part V – General Provisions

Article I – Senatorial Supremacy

The GSA shall operate in accordance to the ASUN Constitution and Bylaws and Special Rules and these bylaws. The President shall report regularly to the Senate.

Article II – Non-Discrimination Clause

Neither ASUN nor the GSA or any DGSA may discriminate in the selection of members or appointments when discrimination is defined as denying individuals membership or appointment on the basis of a person's age, race, national or ethnic origin, color, gender, religion, sex, identity or expression, sexual orientation, disability, veteran's status, marital status, or place of residence.

Article III – Special Rules

The GSA may adopt Special Rules to govern the GSA with a vote of two-thirds (2/3) of those present and voting. Any standing committee or officer may request to have the Special Rules concerning their functions amended in a written request to the Executive Committee.

Article IV - Bylaws

Section 1. Amendment

1. All bylaw amendments shall be submitted to the Executive Committee in writing for review. The Executive Committee shall have the authority to amend or kill the bylaw amendment in addition to sending it to the Assembly.
2. Bylaws may be amended by a three-fourths (3/4) vote of those present and voting taken by roll call vote, provided written previous notice of the amendment was electronically distributed at least seven (7) days in advance of the meeting.
3. All bylaws amendments shall be submitted to the Senate which may reject them by a two-thirds (2/3) vote, but may not introduce any modifications.

Section 2. Suspension

None of these bylaws may be suspended at any time.

Article V – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the GSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and the ASUN Bylaws and Constitution.

Adopted by the Graduate Student Assembly on April 5, 2016.

Amended by the Graduate Student Assembly on October 4, 2016.

Amended by the Graduate Student Assembly on April 4, 2017.

Amended by the Graduate Student Assembly on November 7, 2017.

Amended by Graduate Student Assembly on April 3, 2018.

Submitted to the Graduate Student Assembly Executive Committee on January 23, 2019.