Bylaws
Graduate Student Government
Northern Arizona University

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Article I — Representatives

Article I, Section 1 – Election
A. Any graduate student who is currently enrolled and is in good standing with a constituent unit and who wishes to represent that constituent unit may become a candidate for election to the seats reserved for the constituency in which he or she is enrolled.
B. Any graduate student who is currently enrolled in more than one constituent unit may represent only one constituent unit.
C. At least six (6) weeks prior to the elections, the Elections Director of the GSG shall examine the Fall 21-day census numbers which list the total number of graduate students enrolled in each constituent unit on the Flagstaff Mountain campus. This list shall then be used to determine the number of seats to be filled by each constituent unit.
D. Any student who is currently enrolled in good standing with a constituent unit and wishes to serve as At-Large Representative may become a candidate for election for an at-large seat.
E. Any seats not filled by the constituent units will become at-large seats to be filled by at-large candidates.

Article I, Section 2 – Responsibilities
Responsibilities of Representatives shall include:
A. Attending at least three-quarters of meetings of the GSG.
B. Appointing a proxy for any meetings that are not attended in person, telephone, or other comparable telecommunications.
C. Bringing constituent proposals before the GSG.
D. Serving on at least two (2) committees. Committees include GSG internal committees and university-wide external committees.
E. Informing their constituents, graduate program advisors, department heads, and graduate student organizations within their constituent units about GSG activities and events.
F. Constituent Representatives will conduct at least one (1) meeting per academic year with students in the constituent units. Representative constituency meetings shall be held no later than February 1.
G. At-Large Representatives will conduct at least one (1) meeting per academic year with a group of students as designated by the GSG. At-large constituency meetings shall be held no later than February 1.

H. Work with other Representatives to prepare, conduct, and analyze a survey of the graduate student body in order to determine how to best represent and address their current needs. The survey shall be distributed no later than November 1st and analyzed no later than Feb 1st.

Article I, Section 3 — Change of Constituency
Representatives elected to represent a constituency who then change enrollment to a different constituency may continue to represent the constituency they were originally elected to represent for the remainder of their term.

Article II - Representative Vacancies

Article II, Section 1 — Definition of Vacancy
A Representative position becomes officially vacant if (i) it is not filled during the regular election, (ii) the Representative is removed from office, or (iii) the Representative resigns.

Article II, Section 2 — Notification of the GSG Elections Director
Within one (1) week of a Representative position becoming vacant, The GSG President shall appoint a GSG Elections Director to oversee the process of filling the vacant position.

Article II, Section 3 — Alternate Representatives
When the results of a regular GSG election for GSG Representative are recorded, the recipient of the most votes for each constituent unit shall become the GSG Representative for that constituent unit. The remaining candidates shall be ranked by the number of votes they each received, and shall be designated first alternate, second alternate, etc. The same process shall be used for determining the at-large representatives and the at-large alternates.

Article II, Section 4 — Filling a Vacant Position with an Alternate
When a GSG Representative position becomes vacant, the position shall be filled by the first alternate of that constituent unit, after the GSG Elections Director determines that the first alternate still meets eligibility requirements. If the first alternate is ineligible to fill the position or if the first alternate declines the offer to become a GSG Representative, the position shall be offered to the second alternate (if one exists) subject to the same constraints. In the case of refusal, the third alternate will be offered the position, etc.

Article II, Section 5 - Filling a Vacant Position When There is No Alternate
A. If a constituent unit seat become vacant and there are no constituent alternates available to take the position, the position becomes an at-large representative position until the next regular election. The position will be filled by the first at-large alternate. If the first alternate is ineligible to fill the position or if the first alternate declines the offer to become a GSG Representative, the position shall be offered to the second alternate (if one exists) subject to the same constraints. In the case of refusal, the third alternate will be offered the position, etc.
B. If no at-large alternate exists, then the Elections Director will be responsible for locating candidates through an open application process. The application period shall last for a minimum of one (1) week and shall be available to all students in the constituency unit. A candidate will be voted into the position by the GSG membership through a simple majority vote. In the case no single candidate can receive a majority vote, then the candidate with the least votes will be removed from the running and another vote shall be held of the remaining candidates.

**Article III – Officers**

**Article III, Section 1 – Duties of the President**
The President shall:
A. Preside over the GSG, in accordance with the expressed will of the graduate students, and serve as the chief advocate for graduate students at NAU as the Graduate Student Body President, with the Arizona Board of Regents, local, state and federal governments, and all relevant media outlets.
B. Act as primary spokesperson for the GSG, in accordance with the expressed will of the graduate students at NAU.
C. Serve on or appoint other GSG officers or representatives to serve on university-wide external committees, GSG internal committees, Arizona Students’ Association (ASA) committees, and the National Association of Graduate Students (NAGPS).
D. Serve as a director on the Arizona Students’ Association or appoint a designee.
E. Serve as an ex-officio member of all GSG committees and sub-committees.
F. Chair and organize regular meetings of the GSG Executive and Voting Membership.
G. Co-sign on all GSG disbursements.
H. Serve as or appoint an Elections Director to facilitate electoral processes.

**Article III, Section 2 – Duties of the Vice President**
The Vice President shall:
A. Assist the GSG President in advocating for the needs of graduate students with the Arizona Board of Regents, local, state and federal governments, and all relevant media outlets.
B. Serve with the President, where possible, on university-wide committees.
C. Maintain close communication with the National Association of Graduate and Professional Students (NAGPS), providing regular reports to the GSG as needed.
D. Preside over the GSG in the President’s absence.
E. Assume the office of President in the event that the President does not complete his or her term.
F. Preside over the GSG when no President is elected in the regular elections, until a special election is held and a President installed.
G. Meet with each newly elected Representative to review their responsibilities.
H. Ensure that the Representatives hold constituency meetings once per academic year and, where necessary, assist the Representatives in coordinating the meetings.
Article III, Section 3 – Duties of the Treasurer
The Treasurer shall:
A. Be prepared to report on all fund balances at each meeting of the GSG.
B. Record in a monthly report all fund balances and maintain records of all income and expenditures, in accordance with applicable Northern Arizona University Policy.
C. Prepare the annual budget in consultation with the officers, committee and subcommittee chairs.
D. Report regularly to the Executive Board to recommend and formulate appropriate policies to most effectively utilize GSG resources.
E. Co-sign on all GSG disbursements.
F. Serve as chair for the GSG Services and Allocations Committee or serve as the vice chair and allow the committee to elect a chair.
G. Submit the names of those Representatives or Officers that will not be receiving a stipend for that semester (based on information provided by the Secretary) to the individual managing GSG accounts.

Article III, Section 4 – Duties of the Secretary
The Secretary shall:
A. Notify the GSG and all graduate students of meetings and ensure that the meeting time and places provide for a quorum.
B. Provide for the accurate keeping of GSG minutes and attendance.
C. Conduct an annual review of all GSG governing documents.
D. Shall be in charge of all GSG communications and assessments.
E. Shall monitor GSG Representative participation in meetings and committees during every semester.

Article III, Section 5 – Mid-year GSG Officer Vacancies
A. If an office, other than the Presidency, becomes vacant, the position may be filled by any Representative or graduate student in attendance with approval of the GSG voting membership.
B. If no graduate student accepts a nomination or is voted in, then the Elections Director will be responsible for locating candidates through an open application process. The application period shall last for a minimum of one (1) week and shall be available to the graduate student body.
C. In the case no single candidate can receive a majority vote, then the candidate with the least votes will be removed from the running and another vote shall be held of the remaining candidates.

Article III, Section 6 – Succession of the Presidency
A. If at any time there is no President, the Vice President will assume the role of President.
B. If no Vice President is available, then the position will fall in succession to the following people until an eligible person is found: Treasurer, Secretary, and Committee Chairperson. The successor cannot be sworn in until he/she resigns their previous position.
C. If no successor is available, then the position may be filled by any current Representative or graduate student in attendance with approval of the GSG voting membership.
D. If no eligible person is found, then the Elections Director will be responsible for locating candidates through an open application process. The application period shall last for a minimum of one (1) week and shall be available to the graduate student body.

E. In the case no single candidate can receive a majority vote, then the candidate with the least votes will be removed from the running and another vote shall be held of the remaining candidates.

Article IV - Removal of Officers or Representatives

Article IV, Section 1 – Causes for Impeachment of an Officer or Representative

A. Officers or Representatives may only be impeached from office for the following reasons:
   1. Failure to maintain enrollment.
   2. Conviction of a violation of the Northern Arizona University Code of Conduct.
   3. Continued, gross, or willful neglect of the duties of GSG Officers or Representatives.
   4. Failure or refusal to disclose necessary information on matters of GSG business.
   5. Unauthorized expenditures, signing of checks, or misuse of organization funds, supplies, facilities, or equipment.
   6. Misrepresentation of the GSG, its Officers, or its Representatives.

B. Invalid causes for impeachment from office are:
   1. A tendency to create friction and disagreement.

Article IV, Section 2 – Removal of an Officer or Representative by Impeachment

A. Any GSG Officer or Representative may initiate the impeachment of a GSG Officer or Representative by presenting the GSG with a petition signed by one-third (1/3) of the voting membership of the GSG to impeach the Officer or Representative.

B. In the case of impeachment of a GSG Officer or Representative, the GSG voting membership will elect a Committee Chairperson to oversee the impeachment proceedings.

C. The Committee Chairperson shall be responsible for conducting an impeachment vote at the next regular GSG meeting. The Committee Chairperson must inform all GSG voting members, including the Officer or Representative subject to impeachment, in writing of the impending vote at least seven (7) working days prior to the meeting. A quorum must be present at the meeting at which the impeachment vote is held. The Officer or Representative who is the subject of the vote must be allowed to speak in response to all charges. The GSG shall be guided by Article IV, Section 1 regarding valid causes for the impeachment. If two-thirds (2/3) of the votes favor the impeachment of the Officer or Representative, said Officer or Representative shall be removed from the GSG voting membership and/or relieved of office immediately following validation of the results by the Committee Chairperson. Upon removal of a Representative, the procedures given in Article II of the bylaws shall be instituted to determine a replacement.

D. Impeachment proceedings will occur in a closed session, with only voting members of the GSG in attendance, and the meeting minutes will serve as the official record of the proceedings and will not be made public.
Article IV, Section 3 – Removal of an Officer by Recall
A. Upon petition of twenty percent (20%) of the number of graduate students that voted in the election to which the Officer was elected, the GSG shall hold a referendum among the graduate student body on the question to remove the Officer. This referendum vote shall take place within four weeks of receiving the petition to recall.
B. An Officer will be recalled by a simple majority vote in favor of removing the Officer, provided that the total ballots cast in the recall election amount to two-thirds (2/3) of the total votes cast at the election in which the Officer was originally elected.
C. Upon recall, the Officer in question will be removed from office.

Article IV, Section 4 – Removal of a Representative by Recall
A. Upon petition of twenty percent (20%) of the number of graduate students that voted in the election to which the Representative was elected, the GSG shall hold a referendum among the graduate students within the Representative’s constituent unit on the question to remove the Representative. This referendum vote shall take place within four weeks of receiving the petition to recall. At-large representatives require a referendum vote of the entire graduate student body.
B. A Representative will be recalled by a simple majority vote in favor of removing the Representative, provided that the total ballots cast in the recall election amount to two-thirds (2/3) of the total votes cast at the election in which the Representative was originally elected.
C. Upon recall, a Representative will be removed from his or her position. If a Representative who is also a GSG officer is recalled by his or her constituency, he or she is immediately removed from office.

Article IV, Section 5 — Ineligibility of Future Involvement
Any GSG Officer or Representative removed from office by impeachment shall be ineligible to become a GSG Officer or Representative in the future. Removal by recall vote, failure to maintain registration, and/or voting irregularities outside the Representative’s control will NOT make one ineligible in the future.

Article V – Stipends

Article V, Section 1 – Qualifications for Awarding GSG Representative Stipends
A. The awarding of fall and spring GSG Representative stipends shall be based upon the following two (2) requirements:
   1. Attendance at least three quarters of the GSG meetings within the given semester. Two-thirds of the semester stipend will be based on this requirement. To receive the full two-thirds, a Representative must attend at least three-quarters of the GSG meetings held during the semester. If a Representative attends less than at least three-quarters of the GSG meetings in the semester, he or she shall forfeit the two-thirds of the semester stipend.
   2. Active participation two (2) GSG internal and/or university-wide external committees. Participation on GSG internal and university-wide external committees shall include attendance and other criteria determined by the committee chairperson
and/or GSG Officers. One-third of the semester stipend will be based on this requirement.

B. The GSG Executive Board may vote to reward a full or partial stipend to Representatives who are not in compliance with Section 1.A if an Officer requests a vote.

C. Representatives may appeal in writing to the GSG Executive Board to receive a full or partial stipend in extenuating circumstances. The decision of the Executive Board regarding such an appeal is final.

D. If a Representative resigns or is recalled mid-year, they will be awarded a pro-rated stipend determined by the GSG Executive Board for time served, providing they are in compliance with Section 1.A for the time served.

Article V, Section 2 – Monitoring of GSG Representative Participation
It shall be the duty of the Secretary to monitor GSG Representative participation during every semester. It shall be the duty of the Treasurer to submit the names of those Representatives that will not be receiving a stipend for that quarter to the individual managing GSG accounts.

Article V, Section 3 – Qualifications for Awarding Officer Stipends
GSG Executive Officers shall receive the stipends for their position provided that they:
1. Attend at least 3/4 of all GSG meetings.
2. Attend at least 2/3 of all Executive Board meetings.
3. Fulfill their appointed duties according to Article IV of the GSG Constitution and Article III of the GSG Bylaws.

Article V, Section 4 – Monitoring of GSG Officer Participation
It shall be the duty of the Executive Board to monitor GSG Officer participation during each semester. It shall be the duty of the Treasurer or other officer to submit the names of those Officers that will not be receiving a stipend for that semester to the individual managing GSG accounts.

Article V, Section 5 – Withholding of GSG Officer Stipends
A. Any Officer not in compliance with Section 3 of Article V shall be considered for a prorated stipend by the other members of the GSG Executive Board. The GSG Executive Board shall consider an Officer’s participation on GSG Committees and with GSG related business. Then, the Officer shall receive their pro-rated stipend, if he or she obtains a majority vote of approval from the GSG Executive Board.

B. If an officer is impeached, resigns or is recalled mid-year, they will be awarded a pro-rated stipend for time served, providing they are in compliance with Section 3 for the time served.

Article V, Section 6- Stipend and Workload Review
A. The outgoing Voting Membership, prior to the election of new representatives and officers, shall set stipends for the incoming representatives and officers. Stipend levels for respective positions shall be confirmed by a majority vote of the Voting Membership.

B. At least one meeting prior to the meeting at which representative and officer stipends are set, the Voting Membership shall discuss the workload and responsibilities of GSG representatives and officers. This review will serve as the basis for determining the officer
and representative stipends for the following year. The review may also serve as the basis of redefining the responsibilities of representatives and respective GSG officers.

**Article VI – Meetings**

**Article VI, Section 1 – Meeting Procedures**

A. Quorum for the purpose of meetings of the GSG shall be defined as a majority (more than 50%) of the active voting membership of the GSG.

B. If a quorum is present then the affirmative vote of a majority of voting members present is the act of GSG, except cases in which the GSG Constitution or Bylaws dictate a different voting procedure.

C. When a GSG Representative cannot attend a meeting, that representative must designate a proxy. That Representative's proxy may vote in his or her place. Proxy votes shall be given to the GSG Secretary at or before the GSG meeting, and shall be kept in the Secretary's file with the minutes of the meeting. Proxy votes may be forwarded to the GSG Secretary via email.

D. When a Representative or Officer cannot be present at a meeting, but can listen in and join the discussion by telephone (or comparable telecommunications), that Representative or Officer shall be considered to be in attendance.

**Article VI, Section 2 – Resolutions**

A. Resolutions are used to direct the actions of GSG or express an opinion.

B. Resolutions may be authored and introduced by a GSG Officer, Representative, or internal committee.

C. Resolutions must be reviewed by an internal committee or the Executive Board before being proposed at a GSG meeting.

D. Resolutions must be submitted to the GSG voting membership 48 hours before the resolution is brought to a vote.

E. Resolutions that comply to this section shall be brought to a vote by the GSG voting membership. Resolutions that do not comply to these criteria may be brought to a vote if a majority of the voting members present accept a proposal to hear the resolution.

**Article VI, Section 2 – Voting by Email**

When the GSG voting membership is not in session, votes may be called for by email to address pressing GSG business according to the following rules:

A. The vote must be kept open for no less than 48 hours from the time the motion is seconded. The voting time period will be established by the motioning member or committee.

B. Voting may be extended by 24 hours if quorum is not achieved.

C. Quorum for voting by email is defined as a majority (more than 50%) of the active voting membership of the GSG.

D. The Secretary is responsible for calling the vote and recording each member's vote. The results will be announced both via email and at the next GSG voting membership session.
Article VII – GSG Committees

Article VII, Section 1 – GSG Internal Committees
There shall be four standing committees of the GSG:
1. Advocacy
2. Public Relations
3. Social Outreach
4. Services and Allocations

Article VII, Section 2 – Committee Functions
A. Advocacy: Advocates for graduate students within NAU and through local, state, and national governing bodies. Conducts an annual review of the GSG Bylaws and the GSG Constitution and proposes amendments as needed in order to accommodate GSG practices, resolve discrepancies between GSG practices and governing documents, build organizational structure, and ensure future success.
B. Public Relations: Develops and implements marketing and communication strategies in order to promote both the GSG and NAU graduate students. Prepares and disseminates monthly updates to the NAU graduate-student population and manages GSG social media.
C. Social Outreach: Plans and hosts social events for NAU graduate students in order to increase the social well-being of graduate students and expand GSG participation and outreach.
D. Services and Allocations: Manages Travel Awards and other services provided by the GSG for graduate students. Conducts a review of the GSG budget at least once per academic year in order to ensure appropriate use of GSG funds and works to expand GSG services with unallocated funds.

Article VII, Section 3 – Committee Responsibilities
A. The committees shall perform their functions as stated in Article VI, Section 1. “Additional functions” can be created by the committee membership. “Additional functions” of the committees that are determined to be long-standing requirements shall be incorporated into Article VI, Section 1 of the GSG Bylaws through a bylaw amendment proposal.
B. The committees shall provide at least two (2) reports to the GSG membership during both the fall and spring academic terms and at least one (1) report to the GSG membership during the summer academic term. These reports will occur during GSG meetings, although reports can be emailed to the GSG membership in order to accommodate membership scheduling conflicts during the summer academic term.
C. The committees shall hold at least one meeting per month during the fall and spring academic terms. The committees shall hold at least one meeting during the summer academic term.

Article VII, Section 4 – Committee Membership
A. Committees will be populated with members for the following academic year during the last GSG meeting of the academic year by the incoming GSG Representatives and Officers. Members can change the committee(s) they serve on as long as doing so does not significantly affect the operation of the GSG Committees.
B. Current NAU graduate students can serve on GSG committees. A person who has been accepted into and plans to attend a NAU graduate program can serve on a GSG committee in the academic year that person enters into the NAU graduate or professional program.
C. Any graduate student who has attended at least one prior meeting can be a full voting member of the committee.

**Article VII, Section 5 – Committee Chair**
A. The committee membership shall internally elect a Chair at the first committee meeting except in the case of Services and Allocations, which is chaired by the GSG Treasurer according to Article III, Section 3.
B. It shall be duty of the committee chair to:
   1. Lead and manage the committee
   2. Schedule and run committee meetings.
   3. Ensure the committee is fulfilling its functions and responsibilities.
C. Elected committee chairs can be removed from their position if they do not uphold their responsibilities as indicated in Article VII, Section 5.B. The removal of a committee chair requires a two-thirds (2/3) majority vote of the GSG voting membership. Immediately following the removal of a chair, a new chair must be elected.

**Article VII, Section 6 – Committee Voting**
A. The committee membership shall determine their internal voting procedures.
B. A member of a committee can call any committee matter to a simple majority vote.

**Article VII, Section 7 – Ad-hoc Committees**
A. Ad-hoc committees can be formed to pursue new interests.
B. Ad-hoc committees will only be formed if their functions fall outside of the functions (Article VII, Section 2) or created “additional functions” (Article VII, Section 3) of the four standing GSG committees.
C. Ad-hoc committees will be formed through a simple majority vote of the GSG voting membership.

**Article VIII – Funding Guidelines**

**Article VIII, Section 1 – Club Funding**
A. The maximum award for an initial club funding requests will be $250.
B. Any recognized club with a membership of at least 50% graduate students may apply for GSG club funding provided that the club has not received ASNAU club funding during the present academic year, and is not presently applying for ASNAU club funding.

**Article VII, Section 3 – GSG Travel Awards**
A. The body of referees for GSG Travel Awards shall consist of NAU graduate students.
B. Criteria will be developed by this body and released to the graduate student body.
C. Students will have to apply for GSG Travel Awards according to criteria by the established deadline.

**Article IX – Additional Administrative and Budgetary Powers of the Voting Membership**
The Voting Membership shall be responsible for ratifying the GSG budget. It shall pass by a simple majority vote, and any changes thereto shall be carried out in an identical fashion.
(Approved Spring 2011; amended Fall 2013; amended Spring 2014)