

# **By-Laws of the Graduate School Student Association of Tulane University of Louisiana**

## **Article I. Authority**

The authority of the GSSA Assembly is the GSSA Constitution as approved by the Associated Student Body (ASB) Senate.

## **Article II. Powers and Jurisdiction**

### Section 1. Powers

The powers of the Assembly shall be those granted in Article III, Section 2 of the GSSA Constitution.

### Section 2. Jurisdiction

The Assembly may make recommendations on all matters of general concern to the graduate students of Tulane University.

## **Article III. Meetings**

### Section 1. Regular Meetings

The Assembly shall meet as per Article III, Section 4, Parts A and B of the GSSA Constitution.

### Section 2. Special Meetings

Special Meetings of the Assembly may be called in accordance with Article III, Section 4, Part C of the GSSA Constitution.

### Section 3. Notice of Meetings

A.. Written notice of all regular meetings shall be distributed by the Secretary at least one week in advance of each Assembly meetings and shall be distributed in writing to all Assembly members at or before the first meeting of each semester. Unavoidable delay shall not invalidate any action taken at these meetings.

B. Written or verbal notice of a special meeting shall be sent to each member of the Assembly at least 12 hours prior to the date of such special meetings.

C. Departments without representation will receive notification through the department chair.

### Section 4. Meeting Time and Place

Meetings of the Assembly shall be held at the hour and place designated by the GSSA Officers.

## **Article IV. Quorum**

Quorum for all votes is as defined in Article III, Section 5 of the GSSA Constitution.

## **Article V. Officers**

### Section 1. GSSA Officers

A. The officers of the GSSA, as provided in the GSSA Constitution, shall serve as the officers of the Assembly.

B. Duties shall include all directives of the GSSA Constitution, these By-Laws, and the Assembly.

C. Each shall be accorded a vote in all meetings, except when serving as the presiding officer. In that case, the presiding officer may only vote to resolve a tie vote.

#### Section 2. Specific Duties of Officers

A. The President of the Assembly is responsible for overseeing all facets of student government, as per Article IV, Section 7, Part B, of the GSSA Constitution.

B. The Vice President shall perform all duties as specified in Article IV, Section 7, Part C of the GSSA Constitution. The Vice President shall serve as the chair of the Subsidiary Committee.

C. The Treasurer shall perform all duties as specified in Article IV, Section 7, Part C. The Treasurer shall serve as the chair of the Proposal Committee. The Treasurer shall distribute written reports on the state of the budget at each Assembly meeting.

D. The Secretary shall perform all duties as specified in Article IV, Section 7, Part E. The Secretary shall also distribute a schedule of meeting dates at the first meeting of each semester.

E. The Financial Officer shall perform all duties as specified in Article IV, section 7, part F.

#### Section 3. Reports

A. The GSSA President shall give a report to the Assembly at each meeting of the GSSA Assembly.

B. The Treasurer shall distribute a written report on the state of the budget at each Assembly meeting.

C. Other officers shall report to the Assembly as needed to keep the Assembly and the Graduate Student Body informed.

D. Committee chairs shall give reports as required to keep the Assembly and Graduate Student Body informed.

E. At the request of the Assembly, all reports may be written or oral.

### **Article VI. The Executive Committee**

#### Section 1. Membership

The Executive Committee shall be composed of the officers as per Article IV of the GSSA Constitution.

#### Section 2. Powers and Duties

Duties shall include:

A. preparing the agenda of the Assembly.

B. advising the President on the appointment of the Assembly committee Chairpersons.

C. advising on any other appointments to the University and Student government bodies as required.

D. and any other duties provided for by the GSSA Constitution, the By-Laws, or special order of the GSSA Assembly.

### **Article VII. Function of Standing Committees**

Standing Committees are committees that address continuing concerns which fall within the jurisdiction of the Assembly and shall be ultimately responsible to the GSSA Assembly.

#### Section 1. Appointment and Term of Office

A. Members of the Standing Committees shall be determined annually.

B. The tenure of Standing Committees closes with the end of Spring Semester. Any or all

members of a committee may be reappointed.

#### Section 2. Reports

A. Standing Committees shall present interim reports as requested by the Assembly.

B. Each Standing Committee shall submit an annual written report.

#### Section 3. Meetings

The frequency of committee meetings shall be determined by each committee chair unless otherwise designated by the Assembly or the Executive Committee.

#### Section 4. Committee Chairs

The President shall appoint chairpersons to these committees unless otherwise specified by the GSSA Constitution or these By-Laws. The appointments of these chairpersons must be approved by simple majority of the Assembly.

#### Section 5. Administration of Committees

Each Standing Committee shall operate in accordance with GSSA policy and regulations.

#### Section 6. Procedures for Operation

The Proposal and Subsidiary Committees shall establish guidelines for operation that are approved by the Assembly.

#### Section 7. Creation and Dissolution of Standing Committees

A. Creation of a new Standing Committee will require approval of the Assembly and amendment to these By-Laws. Proper justification must be presented to the Assembly outlining the committee's purpose and function.

B. Dissolution of a Standing Committee will require approval of the Assembly and amendments to these By-Laws. Proper justification must be presented to the Assembly outlining reasons for dissolving a Standing Committee.

### **Article VIII. Standing Committees**

The GSSA Assembly shall have the following Standing Committees:

#### Section 1. Proposal Committee

The Proposal Committee shall be chaired by the GSSA Treasurer who will not have a vote except in the instance of a tie. The committee shall be composed of three (3) members, with one from each of the three divisions of the Graduate School. These members shall be nominated by the President and be confirmed by the Assembly at the last business meeting of the spring semester. This committee is responsible for reviewing all proposals for the funding of speakers submitted to GSSA. The committee should formulate their standard procedures and present them to the Assembly at the first meeting where allocations are made.

#### Section 2. Subsidiary Committee

The Subsidiary Committee shall be chaired by the GSSA Vice President who will not have a vote except in the case of a tie. The committee shall be composed of three (3) members, with one from each of the three divisions of the Graduate School. These members shall be nominated by the President and be confirmed by the Assembly at the last business meeting of the spring semester. This committee will be responsible for assessing the formation, activation, and funding of the GSSA subsidiary organizations. The committee should formulate their standard procedures and present them to the Assembly at a fall business meeting.

#### Section 3. Social Committee

The Social Committee shall be composed of volunteers with the chair as prescribed by Article VII, Section 4 of these By-Laws. This committee will provide refreshments at monthly business meetings and make arrangements for all other social events including fall orientation and the spring crawfish boil.

#### Section 4. Awards, Elections, and Facilities Committee

The Awards, Elections, and Facilities Committee Chair is appointed as per Article VII, Section 4 of these By-Laws. This committee administers awards, publicizes and oversees election of GSSA officers and oversees maintenance of the GSSA office.

#### Section 5. Newsletter Committee

The chair of this committee is appointed as per Article VII, Section 4 of these By-Laws and shall serve as the editor of the GSSA Newsletter. This committee is responsible for publishing and distributing the GSSA Newsletter.

### **Article IX. Special Committees**

Special Committees are committees that address short-term concerns which fall within the jurisdiction of the Assembly and shall be ultimately responsible to the Assembly.

#### Section 1. Appointment and Term of Office

A. Special Committees shall be created as needed by the Assembly. Proper guidelines shall be presented to the Assembly explaining the purpose, function, and need for such a committee.

B. Membership of Special Committees shall be determined by the Assembly, or by Presidential appointment with Assembly Approval.

C. The tenure of a Special Committee closes with its completion of its assignment.

#### Section 2. Reports

A Special Committee shall make a written report to the Assembly on completion of its assignment.

#### Section 3. Meetings

The frequency of committee meetings shall be determined by each committee chair unless otherwise designated by the Assembly.

#### Section 4. Administration of Committees

Each Special Committee shall operate in accordance with GSSA policy and regulations.

#### Section 5. Assembly Review

Upon request by the Assembly, a Special Committee shall update the Assembly on its progress.

### **Article X. Student Representation to ASB**

The GSSA representatives to the ASB Senate will be elected at the last meeting of the spring semester. The number of representatives is to be determined by the ASB.

### **Article XI. Enactment/Amendment of By-Laws**

#### Section 1. Enactment

These By-Laws will be enacted by a 2/3 vote of the Assembly.

#### Section 2. Amendment

These By-Laws may be amended at any Assembly meeting by a 2/3 vote.

### **Article XII. Awards**

Graduate School Student Association Award for Excellence in Graduate Level Teaching:  
The Graduate School Student Association Award for Excellence in Graduate Level Teaching shall be presented annually to an outstanding member of the Graduate School

Faculty for excellence in Graduate level teaching. The committee shall be appointed by the President and consist of the following members:

1. A GSSA Executive Officer
2. A Graduate School Student from the Humanities
3. A Graduate School Student from the Sciences
4. A Graduate School Student from the Social Sciences
5. A Graduate School Student at Large
6. A member of the Graduate Faculty, or a previous award winner.

The committee shall elect its own chair. Nominations shall be solicited by general announcement. Only one letter of nomination shall be accepted for review by the committee for any candidate. The committee shall have access to teaching reviews, and if possible, an evaluation of each of the faculty nominees teaching ability by a fellow faculty member, as well as any other material which they deem relevant. The committee shall maintain permanent files on each nominee, so that subsequent nominations can be placed in context with those previous. Previous award recipients are not eligible for a second award.

### **Article XIII. Rules of Order**

In the conduct of meetings of the Assembly and its committees the newly revised Robert's Rules of Order shall prevail except as otherwise provided in the GSSA Constitution or by these By-Laws.

REVISED AND APPROVED 4/95.