



Elected and Appointed Officer Bylaws



ARTICLE I: STATEMENT OF PURPOSE

The purpose of these Bylaws is to define responsibilities of the elected officers of the Graduate Student Association of the University of California, San Diego (GSAUCSD) and the positions and responsibilities of appointed officers of GSAUCSD.

ARTICLE II: ELECTED OFFICERS

In the event that the GSAUCSD President is unable to fulfill their duties or the office is vacant, these duties will be assumed on an interim basis, based on the following order of succession:

- Vice President of Academic Affairs
- Vice President of Campus Affairs
- Vice President of External Affairs
- Vice President of Financial Affairs
- Vice President of Social Affairs
- Vice President of Equity, Diversity, and Inclusion
- Chief of Staff and Graduate Student Relations

The Chair of the Judicial Committee is excluded from the succession order if the chair is an elected or appointed officer.

ARTICLE III: APPOINTED OFFICERS

Section 1: Creation of Appointed Positions

The GSAUCSD Council shall have the power to create positions by a majority vote at two consecutive regularly scheduled Council meetings. These positions may serve any purpose defined by the Council not in conflict with the constitutionally stated purpose of the GSAUCSD. The positions and job expectations shall be amended into these bylaws.

Section 2: Definition of Job Expectations

When the Council creates an appointed officer position, it shall define job expectations



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for the position. It shall define what is expected of the appointed officer on a quarterly basis, and define during which quarters the job shall be filled and supported.

Section 3: Performance Review Process

At the last Executive Committee meeting of each quarter, the appointed officers shall report on their activities of the previous quarter. The Executive Committee shall subsequently meet in a closed session to consider of each appointed officer the question, "Has this officer fulfilled the job responsibilities outlined in these Bylaws?" If the Executive Committee decides, by a majority vote, that the job expectations have been satisfactorily met by the officer, they shall reappoint that person to another quarter in the position unless it is the end of the Spring Quarter. Otherwise, the position shall be open and another eligible student may be appointed through the standard appointment process.

Section 4: Appeal

An officer who is not renewed in an appointed position may appeal the decision of the Executive Committee to the Council, who may overturn the decision and continue the appointment with a two-thirds vote.

Section 5: Reporting

Each appointed officer shall report to the nominating officer for that position (as defined in these Bylaws). The appointed officer is expected to work with the nominating officer to achieve the goals of the Council.

Section 6: Nominating Responsibility

The Vice President of Academic Affairs shall nominate the following appointed officers:

1. Professional Development Coordinator

The Vice President of External Affairs shall nominate the following appointed officers:

1. Legislative Liaison for Local Affairs



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2. Legislative Liaison for National Affairs

The Vice President of Social Affairs shall nominate the following appointed officers:

1. Cultural Events Coordinator
2. Social Events Coordinator I

The Vice President of Financial Affairs shall nominate the following appointed officers:

1. Travel Grant Coordinator

The Vice President of Equity, Diversity, and Inclusion shall nominate the following appointed officers:

1. Community Outreach Coordinator

The elected officers shall nominate the following appointed officers:

1. Chief of Staff and Graduate Student Relations

The Chief of Staff will nominate the following appointed officer:

1. Council Parliamentarian

ARTICLE IV: Compensation

Officers shall be considered agents of the GSAUCSD. They may be stipended in accordance with the annual budget. A position created after the annual budget has been approved by Council will not be compensated until allocated in the annual budget, or until an alternate source of funding is allocated by Council. No funding source shall be allocated to provide compensation retroactively, nor shall any officer be financially compensated for any other GSAUCSD position which they may concurrently hold.

ARTICLE V: OFFICER RESPONSIBILITIES

Section 1: Duties of All Officers

Each officer shall perform the following duties:



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1. Keep detailed, accurate, up to date records of expenditures for any item in the annual budget under that officer's purview.
2. Report overspending of expenditures for any item in the annual budget under that officer's purview to the President, Vice President of Financial Affairs and the chair of the Finance Committee as soon as possible.
3. Appoint representatives to committees as described in the Chief of Staff's Official Committee List and GSA Committee Bylaws. If a position is open, it should be publicized by the appointing officer. If it is a campus committee, the appointing officer needs to notify the committee chair once a position is filled.
4. Serve as the vice-chair on their respective standing advisory committees, and appoint representatives to those committees, subject to GSAUCSD council approval.
5. Oversee budgets and responsibilities for all Appointed Officers who are nominated by that officer.
6. Report quarterly on the officer's accomplishments and agenda, including budget expenditures for any item in the annual budget under that officer's purview.
7. Complete and submit a detailed quarterly expenditure report with line items broken down into all relevant categories for any item in the annual budget under that officer's purview, where applicable, to the Vice President of Financial Affairs and Finance Committee.
8. Review, and be familiar with, the GSA Student Code of Conduct.
9. When reasonable, maintain an attendance record for all events using GSA monies, under that officer's purview, that includes both the total event attendance and the number of UCSD graduate students in attendance.

Section 2: Duties of Specific Officers

The President shall, in addition to constitutional responsibilities:

1. Oversee, maintain, and report to Council on the duties and powers delegated by Council to members of the Executive Committee and in the case of absence or inability of other officers, to ensure the execution of these duties.
2. Oversee the general marketing strategy of GSAUCSD and coordinate with other officers the advertisement of upcoming events and opportunities.



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3. Assemble a quarterly report on the activities of the GSAUCSD elected and appointed officers for delivery to the Council at the last meeting of each quarter.
4. Keep detailed, accurate, up to date records of expenditures incurred from the General Discretionary Fund.
5. In the absence of or the inability to carry out the duties of Chief of Staff, the GSAUCSD President will assume these duties.

The Vice President of Academic Affairs shall:

1. Serve as a GSAUCSD representative to the UCSD Academic Senate Graduate Council.
2. Serve as a GSAUCSD representative to the UCSD Academic Senate Representative Assembly.
3. Maintain, develop, and oversee professional development resources for graduate and professional students:
 1. Continue GSAUCSD's collaboration with and sponsorship of grAdvantage
 2. Co-organize with the UC San Diego Career Center the publicity, organization, and coordination of the Career Development Week
4. Ensure the quality of the graduate student orientation, including maintaining a high quality GSA Orientation packet, and organizing the GSA activity at orientation.
5. Oversee the planning of the Interdisciplinary Research Awards Ceremony.
6. Meet at least once per quarter with the Executive Vice Chancellor for Academic Affairs and report back to Council on the state of academic affairs on campus.
7. Convene the Academic and Judicial Committee.

The Vice President of External Affairs shall:

1. Promote the interests of GSAUCSD to the Regents of the University of California and the University of California Office of the President (UCOP).



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2. Work with the Student Regents, UC Board of Regents, UC Office of the President (UCOP), External Branches of other UC system GSAs, and UC Student Association (UCSA) as necessary to promote goals identified as beneficial by Council.
3. Inform the GSAUCSD of system-wide student action to lobby the UC Board of Regents and UCOP.
4. Keep GSAUCSD apprised of system-wide developments of importance to the GSAUCSD.
5. See that the GSAUCSD's interests are effectively represented to the State of California, state government agencies, and civic groups focused on matters of state importance.
6. Convene the Legislative Advocacy Committee.
7. Keep detailed, accurate, up to date records of expenditures incurred from the UC Travel Budget.

The Vice President of Campus Affairs shall:

1. Oversee the execution of the Graduate Student Community Awards Reception in the Spring Quarter.
2. Meet at least once per quarter with the Vice Chancellor for Student Affairs and report back to Council on the state of student affairs on campus.
3. Oversee maintenance of GSA communication channels, e.g. discussion board for reps, GSAUCSD website, and email digest (which will include information about upcoming events, highlights from GSA execs, and submissions from the graduate and professional community)
4. Advocate on behalf of graduate and professional students in regards to campus life issues.

The Vice President of Social Affairs shall:

1. Manage the GSAUCSD social portfolio.
2. Serve on the Grad Life Steering Committee.
3. Organize large-scale events that encourage interdepartmental interaction, including supervising four quarterly festivals.
4. Advise reps in planning intradepartmental and interdepartmental social events.



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5. Oversee the planning of the Graduate and Professional Student Appreciation Week.
6. Shall keep detailed, accurate, up to date records of expenditures incurred from the GSAUCSD event funds.
7. Coordinate with UCEN event managers to organize and promote graduate student events in the Loft and Pub spaces.
8. Manage the creation and distribution of GSAUCSD promotional materials for all social events, in collaboration with the VP of campus affairs.

The Vice President of Financial Affairs shall:

1. Convene the Finance Committee.
2. Review the Financial Bylaws with the Finance Committee, at least once a year. Perform any duties listed therein.
3. Maintain a clear set of finance procedures which shall be posted on the GSAUCSD website.
4. Quarterly inform the Council of the status of the GSAUCSD's finances and provide evaluations of the budgetary impact of money requests.
5. Implement the budgetary decisions of the Council.
6. In conjunction with the GSAUCSD financial staff person and the Finance Committee, maintain the GSAUCSD financial records. In particular, oversee the recording of the financial allocations of the year.
7. Oversee any fund-raising activities conducted by the GSAUCSD.
8. During winter break each year, audit all the GSAUCSD finances. At the first Council meeting of the winter quarter, the VP Finance will present the result of the audit as well as a report on the current and projected state of the finances.
9. Prepare the budget for the next academic year at the end of the current year.
10. Serve as a GSAUCSD representative to the UCSD Student Fee Advisory Committee or appoint, subject to Council approval, a replacement.
11. Serve as GSAUCSD representative to the UCSD Campus Budget committee or its equivalent or appoint, subject to Council approval, a replacement.

The Vice President of Equity, Diversity, and Inclusion shall:



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1. Coordinate programs and initiatives promoting growth of historically underrepresented populations among campus groups and student organizations, including the development and implementation of a strategic plan to increase diversity among the UCSD graduate and professional student population.
2. Serve as an alternate on the Grad Life Steering Committee.
3. Serve ex-officio to ARCH Housing Advisory Committee
4. Coordinate with the Vice President of External Affairs in promoting diversity through UCSA initiatives, resolutions, and/or lobbying.
5. Plan or support and promote one diversity event each quarter in collaboration with one of the campus community centers and/or campus co-ops and the GSA Community Outreach Coordinator; during the summer, coordinate with the Vice President of Campus Affairs and the Vice President of Academic Affairs to plan an orientation diversity based event.
6. Meet at least once per quarter with the Vice Chancellor for Equity, Diversity and Inclusion.
7. Quarterly report back to Council on the state of campus climate.
8. Convene the Diversity Advisory Committee.

Chief of Staff and Graduate Student Relations:

1. Publicize open Council representative and committee positions and maintain contact with graduate coordinators for each Department to ensure that each Department is represented on the Council
2. Promote the GSAUCSD brand, manage marketing strategies for GSAUCSD, and establish and maintain an effective relationship between the Council and the Graduate Student Body
3. Oversee the management of the GSAUCSD office, website, and email accounts.
4. Keep detailed and up-to-date records of committee appointments and reports from committees.
5. Manage and oversee GSAUCSD's undergraduate student workers.
6. Make all necessary appointments to committees that do not have a specified appointing officer. Assist in appointments to which Council nominates.



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7. Maintain and certify physical copies of the official governing documents, initiate and oversee updates to these documents as needed, and ensure their proper and timely distribution.

The Legislative Liaison for State and Local Affairs shall:

1. Develop legislative proposals and platforms beneficial to GSAUCSD in collaboration with the Vice President of External Affairs and the Council
2. Inform state and local legislators of the benefit and need to support graduate education at UCSD.
3. See that the GSAUCSD's interests are effectively represented to the City of San Diego, County of San Diego, San Diego Association of Governments (SANDAG), state legislators, and other government agencies and civic groups focused on matters of local importance.
4. Keep regular contact with local and state representatives.
5. Coordinate on-campus voter registration campaigns.
6. Serve as an ex-officio member of the Legislative Advocacy Committee.

The Legislative Liaison for National Affairs shall:

1. Develop legislative proposals and platforms beneficial to GSAUCSD in collaboration with the Vice President of External Affairs and the Council
2. Inform national legislators of the benefit and need to support graduate education at UCSD.
3. See that the GSAUCSD's interests are effectively represented to the U.S. Congress, federal government agencies, and civic groups focused on matters of national importance.
4. Keep regular contact with national representatives.
5. Maintain GSAUCSD relations with the National Association of Graduate and Professional Students (NAGPS) and Student Advocates for Graduate Education (SAGE).
6. Serve as an ex-officio member of the Legislative Advocacy Committee.

The Cultural Events Coordinator shall:



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1. Organize ticket purchase and distribution/resale to graduate and professional students for at least two events, of a cultural or artistic character, per quarter during Fall, Winter, and Spring, and as available in summer.
2. Organize at least 1 "field trip" per quarter.
3. Shall keep detailed, accurate, up to date records of expenditures incurred from the Cultural Events Fund.
4. Organize and facilitate events promoting interaction with GSA Executives, including "Coffee and Bagels."
5. Serve as an ex-officio member of the Campus Planning Committee.

The Social Events Coordinator(s) shall:

1. Host four quarterly festivals in each of the Summer, Fall, Winter, and Spring Quarters.
2. Organize at least 5 social events per quarter.
3. Work to publicize GSAUCSD social events and to promote new departments taking part.
4. Oversee GSAUCSD responsibilities for the graduate student lounge located at the Student Center and for Café Vita located at One Miramar Street.
5. Shall keep detailed, accurate, up to date records of expenditures incurred from the Social Events Fund.
6. Serve as an ex-officio member of the Campus Planning Committee.

The Community Outreach Coordinator shall:

1. Plan or support and promote one service oriented event per quarter. The event should contribute to fostering relationships between UCSD graduate/professional students and the greater San Diego community.
2. Serve as an ex-officio member of the Diversity Advisory Committee.
3. Oversee collaborations with the greater San Diego community, specifically those who belong to historically underrepresented and under-resourced communities in academia.



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The Professional Development Coordinator shall:

1. Plan and host up to 10 grAdvantage Career Nights per year.
2. Attend grAdvantage Committee meetings.
3. Assist with planning the Career Development Week.
4. Act as a liaison with Graduate Division with respect to professional development resources.
4. Act as liaison with Alumni Association with respect to professional networking and Grads & Grub events.
5. Assist VP Academic in planning and putting on GSA awards events, such as Interdisciplinary Research Awards, Travel Grants Showcase—Drinks & Diss, Chancellor's Dissertation Medal, and GPSES Departmental Awards.
6. Serve as ex-officio on the Academic and Judicial Committee.

Travel Grant Coordinator

1. Oversee the execution of the Travel Grants Program, on behalf of the GSA.
2. Assist the GSA President, VP Finance, and VP Academic in coordinating funding with the University fund manager, Graduate Division, Vice Chancellor for Student Affairs, and the Office of the Chancellor, and any other identified funding sources.
3. Hold four rounds of travel grant applications each year, one per quarter.
4. Maintain and understand the selection system, eligibility requirements, award policies, and reimbursement information.
5. Send all necessary notifications to applicants and be the GSAUCSD official point of contact for travel grant information.
6. Report to Council quarterly on the status and usage of the Travel Grants Program.
7. Assist VP Academic with planning and hosting "Drinks and Dissertations."
8. Maintain and update Travel Grant standard operating procedures for GSAUCSD.

The Council Parliamentarian, shall:

1. Promote the clarity, efficiency, and decorum of Council meetings.



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2. Ensure the democratic participation and freedom of discourse of Council meetings.
3. Assist the Chief of Staff with the upkeep of Council's Operational Rules, that contain enforceable rules by which Council meetings are to operate.
4. Be well versed in the Governing Documents of GSAUCSD, Robert's Rules of Order, Newly Revised, and the operation of Council meetings, including Council's Operational Rules.
5. Maintain non-enforceable, official notes on the proceedings and operation of Council meetings, including precedents, issues, and deviations from Robert's Rules.
6. Clarify, explain, and enforce the proper operation of Council meetings, as defined by Council's Operational Rules.
7. Suggest improvements to Council meeting procedures and corresponding modifications to Council's Operational Rules, pending approval by Council.
8. Participate in the training of GSAUCSD Representatives.
9. Act as Vice-Chair of the Governing Documents Maintenance Committee.

ARTICLE VI: AMENDMENTS TO THE BYLAWS

These Bylaws may be amended by a two-thirds vote of those present at a regularly scheduled Council meeting after the amendments have been proposed at the previous regular meeting.

HISTORY

Amended 17.6.5. Council Meeting #15

[http://gsa.ucsd.edu/attachments/resolution_minutes/Council%20Meeting%2015%20Minutes%20\(2016-2017\).2017-06-05.pdf](http://gsa.ucsd.edu/attachments/resolution_minutes/Council%20Meeting%2015%20Minutes%20(2016-2017).2017-06-05.pdf)

Amended 17.5.8 Council Meeting #13

[http://gsa.ucsd.edu/attachments/resolution_minutes/Council%20Meeting%2013%20Minutes%20\(2016-2017\).2017-05-08.pdf](http://gsa.ucsd.edu/attachments/resolution_minutes/Council%20Meeting%2013%20Minutes%20(2016-2017).2017-05-08.pdf)

Amended 16.5.2 Council Meeting #13



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[http://gsa.ucsd.edu/attachments/resolution_minutes/Council%20Meeting%202013%20Minutes%20\(2015-2016\).2016-05-02.pdf](http://gsa.ucsd.edu/attachments/resolution_minutes/Council%20Meeting%202013%20Minutes%20(2015-2016).2016-05-02.pdf)

Amended 15.11.30 Council Meeting #5

[http://gsa.ucsd.edu/attachments/resolution_minutes/Council%20Meeting%20Minutes%2005%20\(2015-2016\).2015-11-30.pdf](http://gsa.ucsd.edu/attachments/resolution_minutes/Council%20Meeting%20Minutes%2005%20(2015-2016).2015-11-30.pdf)

Amended 14.11.24 Council Meeting #4

http://gsa.ucsd.edu/files/gsa_council/minutes/2014-2015/14.11.24CouncilMeeting4.pdf