



GSA Standing Rules



I. GSA Policy for Listserv Communications

The GSA Representative listserv (gsareps-l, hereafter “Rep List”) should serve as the internal communications channel for Council Representatives, as well as the priority channel for disseminating timely and important information to representatives and their constituencies. To that end, communications on the Rep List should be limited to:

1. Internal discussions amongst Council Representatives, as pertaining to Council business, operations, and agenda items;
2. A forum for dissemination of information to the representatives’ constituencies, when approved by:
 - a. The VP of Campus Affairs or the Chief of Staff, for items not appearing in the GSA Digest or determined by the Executive Committee to be of paramount importance to all graduate students; or
 - b. The Chair of the Student Affairs Committee, for items not appearing in the GSA Digest or determined by the committee to be of paramount importance to all graduate students; or
 - c. The GSA Council, for items not appearing in the GSA Digest or determined by the Council to be of paramount importance to all graduate students.

The GSA Announcement listserv (gsa-announce, hereafter “Announcement List”) should serve as the public forum for dissemination of info about other student groups and programming. This listserv is an opt-in communications channel, and graduate students should be informed of its purpose. To that end, the GSA should advertise the list in its regular digest communications, and communications on the Announcement list should be limited to:

1. Regular or singular postings of UCSD student group events;
2. Regular or singular advertisements of UCSD student groups and organizations seeking new members;
3. Singular advertisements or promotions of non-UCSD affiliated events, opportunities, and resources when approved by the VP of Campus Affairs or the Student Affairs Committee;



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4. All communications to the gsa-announce listserv are moderated for appropriate content by the GSA Chief of Staff, and must allow for up to 3 business days for processing time before approval.

II. GSA Policy for External Committee Proxies

The appointment of graduate students to external committees represents a commitment by the GSA and the appointed representative to prioritize their contribution to the committee's work and advocate in the best interest of all graduate students on campus. As an appointed representative of the GSA, members of external committees are entrusted with following the committee's activities, but recognizing the burdens of graduate student life, occasional absences are warranted.

Proxied representation on committees -- whether temporary or long term -- is detrimental to institutional memory and the ability of GSA to hold representatives accountable, and should only be used with consultation from the appointing officer when absolutely necessary. To that end, the protocol for appointing a temporary proxy to an external committee is as follows:

1. The representative should contact the appointing officer and Chief of Staff with notice of the intent to proxy, including a reason for their absence, at least 5 business days in advance of the meeting.
 - a. The representative is encouraged to provide a suggested GSA member as a proxy to the appointing officer and Chief of Staff.
2. The appointing officer (or Chief of Staff in their absence) will determine if the proxy is warranted, in the case of excessive use of proxies or otherwise.
3. If necessary, the Chief of Staff will reach out to other GSA representatives to serve as a temporary proxy.
4. Upon approval by the appointing officer, both the representative and their proxy will be notified and recorded by the Chief of Staff.
5. This procedure applies for each individual meeting to which a representative would like to appoint a proxy

In addition, the onus of debriefing with the proxy on the proceedings of the committee in their absence lies on the GSA representative appointed to the committee. If an appointed representative believes they are no longer able to fulfill their obligations as



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the appointed GSA member on an external committee, they should inform the appointing officer as soon as possible.

History

Amended 11.6.17 Council Meeting #3

[Adopted GSA Policy for External Committee Proxies](#)

Amended 10.9.17 Council Meeting #1

[Adopted GSA Policy for Listserv Communications](#)