

# Bylaws *for the* Graduate Student Government of Michigan Technological University

Updated April 21, 2016

## I. Definitions

- A. A “session” shall be defined as: the year-long term beginning each May first (1<sup>st</sup>) during which the elected body of Graduate Student Government (GSG) meets and conducts business.
- B. “Good Standing” as applied to a particular department within Michigan Technological University (Michigan Tech) with representation within GSG, shall be defined as at least one (1) Departmental Representative from the home department that has fulfilled representative duties and remains in good standing without excessive absences as outlined in II.D.i for the session.
- C. The “Executive Board” shall be defined to include the President, Vice-President, Secretary, Treasurer, Public Relations Committee Chair, Academic Committee Chair, and Social Committee Chair collectively.

## II. Departmental Representatives

- A. Graduate Student Departmental Representatives must be currently enrolled, on-campus graduate students.
- B. Allotment
  - i. The constituency of each department determining the allowable number of Departmental Representatives shall be based upon the on-campus enrollment figures of the most recent fall semester.
    - 1. Enrollment estimates shall be determined by the GSG Secretary in collaboration with the Graduate School.
    - 2. Each department under 50 graduate students shall have 1 representative but also have the option of having one additional representative. Each department with 50 to 100 graduate students shall have 2 representatives. Each department with 100 to 200 students shall have 3 representatives and any department with 200 or more students shall have 4 representatives. No department will have more than 4 representatives.
    - 3. Departmental Representative terms shall last no longer than one (1) year.
  - ii. Executive Board Members may be Departmental Representatives for their home departments if they so choose and are able to fulfill both duties in full.
  - iii. Departments with graduate program(s) with fewer than five (5) graduate students shall be exempt from the requirement to have a Departmental Representative.
  - iv. Representation of interdisciplinary programs is by home department.

C. Elections

- i. Elections for Departmental Representatives shall be held as closely as possible to the thirteenth (13<sup>th</sup>) week of the spring semester, until the number of allotted Departmental Representative positions are filled.
- ii. These elections must be democratic and open to all of the department's currently enrolled students.
- iii. Vacancies occurring during the semester:
  1. Shall be filled as soon as possible.
  2. Shall be filled by election when time remaining in the Departmental Representative's term is greater than ninety (90) days.
  3. Shall be filled at the discretion of the GSG Secretary in coordination with the Departmental Representative's department when time remaining in term is less than ninety (90) days.
- iv. Any Departmental Representative is eligible to run for re-election in the per-session elections following their term.

D. Duties

- i. Departmental Representatives
  1. Attend all regularly scheduled GSG meetings to represent the interest of their constituents.
  2. Serve the GSG in the following ways:
    - a. Actively participate on a GSG committee and directly contribute to at least half of the events per semester and/or University committee.
      1. Departmental Representatives who serve on a University committee (acting as a Liaison) must also actively participate on a GSG committee with the following exception(s):
        - i. The Liaisons to University Senate and Undergraduate Student Government are not required to also serve on a GSG committee.
    - b. Departmental Representatives may serve on more than one committee provided they specify a primary committee for which they devote the majority of their time and for which they can be held accountable.
    - c. Assist the Secretary in ensuring their department has filled its allotted number of Departmental Representatives to the GSG.
    - d. Regularly poll, survey, and/or otherwise communicate with their constituents as to the needs and concerns of graduate students, sharing these with GSG; recommended form of communication is by email.
    - e. Assist GSG in communicating with graduate students across campus, including informing their constituents in a timely manner of issues being discussed or events being hosted by GSG.
    - f. Hold Departmental Meet and Greets at least one (1) per session prior to 5pm by the end of the 6<sup>th</sup> week of the spring semester.

1. The following should occur for each Meet and Greet:
    - i. Publicize current issues and activities within GSG.
    - ii. Solicit questions and issues from graduate students in the department.
    - iii. Report highlights using the online report form and at the regularly scheduled General Meeting.
  - ii. Alternates
    1. Alternates act on behalf of Departmental Representatives in their absence, and in their absence shall have all the rights and privileges of Departmental Representatives as outlined in the Bylaws and Constitution.
  - iii. Members-at-Large
    1. Members-at-Large shall include non-elected and currently enrolled graduate students.
    2. Members-at-Large have the rights and privileges outlined in the Bylaws and Constitution.
    3. Members-at-Large who serve as Liaisons are required to adhere to the same attendance policies as Departmental Representatives.
- E. Absences
- i. An “excused absence” shall be any absence from a regularly scheduled General Meeting of the GSG for which the Departmental Representative or their alternate has notified the Secretary in writing via email or written letter prior to the meeting, with the following exception:
    1. No more than two (2) excused absences will be granted to any Departmental Representative per semester.
  - ii. An “unexcused absence” shall be:
    1. Any absence from a regularly scheduled GSG General Meeting for which the Departmental Representative or their alternate has not notified the Secretary in writing via email or written letter prior to the Meeting.
    2. Any normally “excused” absence beyond the second will be considered “unexcused.”
  - iii. Disciplinary action due to absence:
    1. After the first (1<sup>st</sup>) and second (2<sup>nd</sup>) unexcused absences, the Secretary will notify the Departmental Representative of the violation.
    2. After the third (3<sup>rd</sup>) violation, the Executive Board will convene to vote on whether to indefinitely suspend the Departmental Representative.
      - a. The Departmental Representative will have the right to make a formal verbal or written defense to the Executive Board before it makes its decision.
      - b. Departmental Representatives removed for failure to attend are no longer eligible to serve as a Departmental Representatives, though they may continue to serve GSG as Members-at-Large.
  - iv. A leave of absence, no more than thirty (30) days, may be granted by the Executive Board to any Departmental Representative who submits a formal request to the

Secretary via email or written letter. Such requests must state the length of absence, dates of departure and return, reason for request, and how the Departmental Representative's position will be filled during his or her absence.

- v. Currently enrolled, on-campus Students who have time conflicts and are unable to attend the scheduled biweekly General Meetings of the GSG are not eligible for election as Departmental Representatives.

F. Dereliction of Duty Impacts on Good Standing

- i. Shall be defined as any action or inaction that prevents the completion of one's or others' responsibilities as Members of GSG, and may include a failure to represent the best interests of the GSG or to perform one's duties, as outlined in the Bylaws.
- ii. Any member accused of dereliction of duty shall undergo the following:
  - 1. The Departmental Representative will have the right to make a formal verbal or written defense to the Executive Board before it makes its decision.
  - 2. If the Executive Board, with a two-thirds (2/3) majority, deems the charge warranted, the member will be placed on a fifteen (15) day probation.
  - 3. After the probationary period, the Executive Board will re-evaluate the Member. If the Executive Board, with a two-thirds (2/3) majority vote, again finds the Member in dereliction of duty, the Executive Board shall indefinitely suspend the Member from acting as a Departmental Representative.

III. Executive Board

- A. Shall be comprised of the Principal Officers and the Committee Chairs, as defined by the Constitution.
- B. All Executive Board members must be currently enrolled, on-campus graduate students.
- C. Principal Officers
  - i. Principal Officers may serve as Departmental Representatives for their home departments as stated under 'Allotment'.
  - ii. Each Principal Officer shall have the executive duties as described below:
    - 1. Is not required to serve on a standing committee but may act as Liaisons or serve on other types of committees.
    - 2. Fully train the incoming Principal Officer to the best of their knowledge and ability prior to vacating the position.
    - 3. Is a voting member of GSG.
    - 4. Shall hold regular office hours each week.
    - 5. Must adhere to the same attendance policies as Departmental Representatives.
  - iii. President
    - 1. Call and chairs meetings of the GSG and the Executive Board.
    - 2. Prepares and distributes agenda for all GSG meetings at least twenty-four (24) hours prior to the meeting.
    - 3. Liaise on a regular basis with the Dean of the Graduate School, the Vice-President of

Student Affairs, the Dean of Students, and the Undergraduate Student Government, University Senate, and other administrative officials as needed.

4. Represent GSG to the Board of Control and to the Graduate Faculty Council and serve or appoint a delegate to serve on crucial committees or task forces addressing issues that affect graduate students.
  5. Act as the official voice of GSG to other governmental bodies and appoint GSG Liaisons to the University Senate, Undergraduate Student Government, and other relevant organizations who will attend meetings and report back to the GSG on the proceedings.
  6. Reassess the necessity of Liaison and delegate positions at the conclusion of each semester.
  7. Identify and investigate the issues, questions, and concerns of graduate students at Michigan Tech.
  8. Appoint, when necessary, an ad hoc committee to formally address issues, questions, and concerns of graduate students at Michigan Tech.
  9. Is responsible for no more than twenty (20) hours per week of work for GSG, including holding a minimum of five (5) office hours per week during the academic year, with the exception of University breaks.
  10. Manage the all-Michigan Tech Graduate Student listserv, approving or rejecting messages from individuals and student organizations who request to send a message to the entire graduate student body.
  11. Coordinate the Transition Dinner to include both current and newly elected members of the Executive Board.
  12. Maintain, in conjunction with the Treasurer, the GSG debit card and checking account.
- iv. Vice-President
1. Assume the duties of the President in absence, and succeed the President should the office become vacant, as outlined in the Bylaws.
  2. Assume any projects delegated (after successful negotiation and consistent with pay and responsibility levels) by the President that do not fall under the duties of a standing committee.
  3. Communicate with incoming graduate students one month prior to Fall and Spring semesters with useful information pertaining to Michigan Tech, the surrounding community and GSG. .
  4. Solicit applications and recommend candidates for the Softball Coordinator position before week twelve (12) of the spring semester.
  5. Monitor the state of graduate student health insurance at Michigan Tech, including representing GSG on any health-related University committees. The Vice-President will develop recommendations for the GSG on such programs.
  6. Organize and host an annual health-related open forum.

7. Monitor the state of graduate student housing at Michigan Tech, including representing GSG on any housing-related University committees. The Vice-President will develop recommendations for the GSG on such programs.
  8. Co-chair the Michigan Tech Student Commission.
  9. Participate on the student health service advisory committee.
  10. Oversee and assist Committee Chairs in their operations and facilitate evaluations of committee chairs, members and events by the 12th week of the fall semester .
  11. Oversee and assist the Softball Coordinator in the operation of the summer softball league.
- v. Secretary
1. Attend and take accurate minutes at GSG General and Executive Board Meetings, or arrange for a temporary replacement to take minutes when absent during any regularly scheduled GSG Meetings.
  2. Keep accurate records of excused/unexcused absences from GSG and Executive Board meetings, and shall inform the Executive Board of any attendance-based violations.
  3. Ensure publication of the minutes according to the Bylaws, together with the Public Relations Committee Chair.
  4. Maintain and provide for posting on the web (in conjunction with the Public Relations Chair) current records of the: Constitution and Bylaws; archive of all GSG Meeting minutes; and legislative records-excluding financial records-including an updated contact list for the GSG, record of Departmental Representatives, and an updated list of University committees, councils and boards.
    - a. Updates are to be made monthly by sending a list of current Departmental Representatives, Liaisons, and committee assignments to the Public Relations Committee Chair for publication on the web.
  5. Keep the GSG listservs up to date.
  6. Oversee annual GSG elections in accordance with the Bylaws.
  7. Compile Departmental GSG Meet and Greet information.
  8. Assist University departments, as necessary and by request, in the election of Departmental Representatives.
    - a. This assistance is to include two (2) reminders to a department with open Departmental Representative positions, with one (1) additional reminder the following semester (if applicable).
  9. Maintain the Welcome Packet for new GSG Departmental Representatives with the assistance of the President at the start of the session.
- vi. Treasurer
1. Maintain all financial records for GSG.
  2. Maintain current, computerized budget and account transaction information for

each budget expenditure category, reconciling any discrepancies between GSG records and Michigan Tech accounting records.

3. Maintain current GSG checking account and reconcile any discrepancies in a timely manner.
4. Provide updated reports regarding GSG's financial status at each regularly scheduled meeting.
5. Provide monthly reports to each Committee Chair of their budget status.
6. Administrate, with the assistance of Executive Board Members and Ways and Means Committee Members upon request, the GSG Travel Grants Award Program, including assisting applicants, overseeing selection of winners, and handling any correspondence necessary in conjunction with such awards.
7. Chair the Ways and Means Committee.
8. Plan the next session's budget in conjunction with the Executive Board, and submit annual proposed budget to the GSG for approval, as set forth in the Bylaws.
9. Maintain, in conjunction with the President, the GSG debit card and checking account.
10. Identify (in conjunction with the President) and train a member of the Ways and Means Committee to perform the duties of the Treasurer. This person shall be identified by the end of the second (2<sup>nd</sup>) week of the Fall semester

#### D. Committee Chairs

##### i. Duties

1. Attend Executive Board meetings and present reports on their committee's progress.
2. Delegate committee work fairly among committee members.
3. Maintain an archive of any business transacted, procedures, and/or documents developed in accomplishing the work of the committee; archive shall be stored in the GSG Committee Offices.
4. Committee Chairs are voting members of their respective committees and of GSG.
5. Keep regular office hours in the GSG office.
6. Must adhere to the same attendance requirements as Departmental Representatives.

#### E. Representation

##### i. Nominations

1. The Secretary shall open nominations for the Principal Officers elections to Departmental Representatives and Executive Board Members no later than the seventh (7<sup>th</sup>) week of the spring semester. The Secretary shall open nominations for the Committee Chair elections to Members of GSG no later than the ninth (9<sup>th</sup>) week of the spring semester. These announcements may be made by email to either of the GSG listservs.
2. At least twenty-four (24) hours prior to the election, the Secretary shall publish the list of nominees by email to the appropriate GSG listservs.
3. Nominations shall also be accepted from the floor during elections.

ii. Elections

1. Elections shall be held during a regularly scheduled GSG meeting.
2. Elections for the Principal Officers shall be held as closely as possible to the ninth (9<sup>th</sup>) week of the spring semester.
3. Elections for the Committee Chairs shall be held as closely as possible to the eleventh (11<sup>th</sup>) week of the spring semester.
4. Elections shall be conducted by secret vote with tallies recorded during the GSG Meeting.
5. A simple majority vote in the presence of quorum is sufficient for election.
6. The newly-elected Executive Board will assume its duties on May first (1<sup>st</sup>).

iii. Vacancies

1. Should the President be unable to fulfill the duties, and with fewer than thirty (30) days left in the session, the Vice-President shall immediately succeed to the presidency, and a special election must be held to fill the office of Vice-President.
2. Should the Vice-President be unable to assume the office of President, this duty shall immediately fall to an able officer of the Executive Board, in this order: Secretary, Treasurer, Academic Chair, Social Chair, Public Relations Chair. A special election shall then be held to fill the position of the Executive Board officer assuming the presidency.
3. Should the President be unable to fulfill the duties, and with greater than thirty (30) days left in the session, the Vice-President shall immediately be appointed President pro tem. A special election shall be held at the next regularly scheduled GSG meeting to fill the office of President.
4. Should the Vice-President be unable to assume the office of President pro tem, this duty shall immediately fall to an able officer of the Executive Board, in this order: Secretary, Treasurer, Academic Chair, Social Chair, Public Relations chair. A special election shall then be held at the next regularly scheduled GSG meeting to fill the office of President.
5. Should Committee Chairs or other Principal Officers besides the President be unable to fulfill their duties at any time during the session, a special election must be held.

iv. Executive Board Dereliction of Duty

1. Shall be defined as any action or inaction that prevents the completion of one's or others' responsibilities as a Member of GSG, and may include a failure to represent the best interests of the GSG or to perform one's duties, as outlined in the Bylaws.
2. Any Executive Board Member accused of dereliction of duty shall undergo the following:
  - a. The Executive Board Member will have the right to make a formal verbal or written defense to the rest of the Executive Board before it makes its decision.
  - b. If the Executive Board, with a two-thirds (2/3) majority, deems the charge warranted, the member will be placed on a thirty (30) day probation.

- c. After the probationary period, the Executive Board will re-evaluate the Member. If the Executive Board, with a two-thirds (2/3) majority vote, again finds the Member in dereliction of duty, the Executive Board shall indefinitely suspend the Member from acting as a Departmental Representative.

#### IV. Standing Committees

- A. Departmental Representatives shall be assigned to standing committees by the Secretary.
- B. Departmental Representatives may serve on more than one committee provided they specify a primary committee for which they devote the majority of their time and for which they can be held accountable for.
- C. Members-at-Large may serve on any committee they choose, pending approval of the Committee Chair.
- D. Academic Committee
  - i. Overseen by the Academic Committee Chair.
  - ii. Charge
    - 1. Oversee the development and running of extant GSG programs and research possible new programs and other opportunities aimed at providing personal, professional, and intellectual development for graduate students.
  - iii. Duties
    - 1. Investigate and develop recommendations for the GSG on any academic matters that may enhance the academic skills of the graduate student body.
    - 2. Organize and run the annual campus-wide Graduate Research Colloquium, Merit Awards Program, and Banquet.
    - 3. Organize and run the annual Graduate Professional Development Day(s).
    - 4. Organize the Three Minute Thesis (3MT) event.
    - 5. Organize and run a total minimum of five (5) lunch-n-learn seminars during a session with a minimum of two (2) lunch-n-learn seminars each fall and spring semester, respectively.
    - 6. Work with the Public Relations Chair to publicize all academic events.
- E. Social Committee
  - i. Overseen by the Social Committee Chair.
  - ii. Charge
    - 1. Oversee the development and running of extant GSG social events and research new programs, events, and other means of building community among graduate students.
  - iii. Duties
    - 1. Investigate and develop recommendations for the GSG on any and all social issues related to Michigan Tech's graduate student body.
    - 2. Budgeted "Traditions" include the Orientation Picnic, Quincy Mine Tour, First Fridays Social, and Chili Run; these Traditions shall not count toward the requisite

number of socials

3. Organize and run a minimum of two (2) campus-wide graduate student social events each fall and spring semester.
  4. Organize and run the First Friday Social, in conjunction with the Graduate School, at the beginning of the fall semester; the First Friday Social is a budgeted Tradition and shall not count toward the requisite number of socials, as stated above.
  5. Work with the Public Relations Chair to publicize all social events.
  6. Organize and supervise any social aspects of regularly scheduled or unscheduled GSG meetings (e.g. providing food and drink for meetings).
  7. Maintain a computerized inventory of GSG owned goods, not limited to but including the storage unit.
  8. Assist other Committee Chairs, when requested, with the processes of the social-organizational aspects of GSG events, such as ordering food and scheduling rooms, etc.
- F. Public Relations Committee
- i. Overseen by the Public Relations Committee Chair.
  - ii. Charge
    1. Promote an awareness of GSG among the University community, through creating professional publications and performing media outreach campaigns.
  - iii. Duties
    1. Update and maintain the GSG website as a portal for informing graduate students and the Michigan Tech community of the work of GSG. The website should be updated with information such as:
      - a. Announcements of any special projects and upcoming events organized and/or sponsored by GSG.
      - b. Approved meeting minutes shall be posted to the GSG website within five (5) business days of their approval by GSG.
      - c. GSG's online archive of procedural documents and multimedia resources, which serve the continuation and empowerment of the organization.
    2. The Public Relations Chair must act as Webmaster, maintaining and updating the GSG website and training material.
    3. The Public Relations Chair must respond to requests made through the general GSG email account.
    4. Assist other committees as requested, with publication materials.
    5. Maintain, in conjunction with the Secretary, a current list of Departmental Representatives by home departments, liaisons, and committee assignments.
    6. Maintain and publish on the web an up-to-date schedule of the GSG Office Hours.
    7. Maintain good working relations with the Michigan Tech Alumni Association.
    8. Maintain the Michigan Tech mandatory social network as required by Student Activities.

G. Ways & Means Committee

- i. Overseen by the Treasurer.
- ii. The Ways and Means Committee shall consist of at minimum two (2) additional Departmental Representatives.
- iii. Charge
  1. Assist in the review of all discretionary and surplus funding requests to ensure they conform to the requirements as set forth in the Bylaws and Discretionary Funding Guidelines, and to present committee recommendations to the GSG.
  2. Administrate the travel grant program.
- iv. Duties
  1. Review all discretionary and surplus funding requests to ensure they conform to the requirements.
  2. Present Committee recommendations to the GSG.
  3. Assist the Treasurer, upon request, with administration of the GSG Travel Grants Award Program, including assisting applicants, overseeing selection of winners, and handling any correspondence necessary in conjunction with such awards.

V. Ad Hoc Committees and Other GSG Positions

A. Ad hoc committees

- i. The President may create, by executive order, any ad-hoc committees deemed necessary.
- ii. All ad hoc committees must have:
  1. Specific start and end dates,
  2. A clearly articulated charge, and
  3. A committee chair, appointed by the President, who will lead the group for the life of the committee and present a report on its findings to GSG at the conclusion of the committee's work.

B. Liaisons

- i. Liaisons to University committees shall be appointed by the President from among the Members of GSG.
- ii. Liaisons shall report to the GSG on any matters of concern or interest to the GSG or to graduate students at Michigan Tech.
- iii. Liaisons shall report at each regularly scheduled GSG meeting on the progress of the committee with which they liaise.
- iv. Liaisons will represent the views of GSG and avoid any personal biases or agendas.

C. Softball Coordinator

- i. Oversee the development and running of the GSG inter-departmental summer softball league.
- ii. Organize and run a summer softball clinic before the start of the season.
- iii. Organize and run the summer softball social.
- iv. Shall be appointed by the Executive Board.

- v. Prepare training material for the the incoming softball coordinator prior to vacating the position.
  - vi. Is not a voting Member of GSG, unless they hold an additional position in GSG with voting privileges.
  - vii. Maintain clear and accurate financial records.
  - viii. Required to attend all regularly scheduled summer GSG General Meetings.
  - ix. Provide weekly updates to the PR Chair on the softball league during the summer semester.
  - x. Dereliction of Duty
    - 1. If the Softball Coordinator is accused of dereliction of duty he or she shall undergo the following:
      - a. The Softball Coordinator will have the right to make a formal verbal or written defense to the Executive Board before it makes its decision.
      - b. If the Executive Board, with a two-thirds (2/3) majority, deems the charge warranted, the Softball Coordinator will be placed on a fifteen (15) day probation.
      - c. After the probationary period, the Executive Board will re-evaluate the Softball Coordinator. If the Executive Board, with a two-thirds (2/3) majority vote, again finds the Softball Coordinator in dereliction of duty, the Executive Board shall indefinitely suspend the Softball Coordinator.
  - xi. Fellowship Conditions
    - 1. A \$500 fellowship shall be awarded to the Softball Coordinator at the end of the summer semester.
    - 2. In the case of the softball coordinator vacating his or her position early, the following procedure shall be followed:
      - a. Should the softball coordinator have left voluntarily, he or she will be immediately rewarded \$100 per full month of service, excluding any softball fellowship monies already disbursed; the remainder of the allotted per session monies shall be awarded to the person assuming his or her office, disbursed according to these Bylaws.
      - b. Should the softball coordinator have been removed for dereliction of duty, all monies not already disbursed will be awarded to the person assuming the office, and disbursed according to these Bylaws.
- D. Parliamentarian
- i. Individual appointed by the President from among the Members of GSG.
  - ii. Charge
    - 1. Act as the authority on parliamentary procedure.
  - iii. Duties
    - 1. Advises the GSG and committees on parliamentary rules of order.

## VI. Financial Disbursements

### A. General Budget

- i. The GSG shall approve a detailed budget for the upcoming session in accordance with the Constitution.

### B. Expenditures

- i. Expenditures in accordance with the approved budget do not require approval by the GSG.
- ii. The proposed budget shall include fellowships for Executive Board Members, excluding the President, in the amount of \$400 per Member per semester.
  1. These fellowships shall be awarded to the Executive Board Members at the end of each semester.
  2. In the case of an Executive Board Member vacating the position early, the following procedure shall be followed:
    - a. Should the Executive Board member have left voluntarily, he or she will be immediately rewarded \$100 per full month of service, excluding any fellowship monies already disbursed; the remainder of the allotted per session monies shall be awarded to the person assuming his or her office, disbursed according to these Bylaws.
    - b. Should the Executive Board member have been removed for dereliction of duty, all monies not already disbursed will be awarded to the person assuming the office, and disbursed according to these Bylaws.
- iii. Withdrawals or checks from any GSG account will require the signatures of the Treasurer and/or the President.
- iv. The Executive Board shall have a discretionary fund of \$250.00 each session.
  1. These funds shall be used for expenditures related to the operation of GSG.
  2. The Treasurer shall present the nature, amount, and rationale for the expenditure at the next regularly scheduled meeting.
- v. The proposed budget shall include a fellowship of \$500 for the Softball Coordinator during the summer semester only.

### C. Amendments to an approved budget

- i. At any time during the session, the Treasurer may propose an amended budget.
- ii. Any amendment to the budget shall require a two-thirds (2/3) majority vote, assuming quorum, during a regularly scheduled GSG General Meeting.

### D. Travel Grants

- i. The GSG shall disburse the funds allocated for the Travel Grant Program provided by the Graduate School.
- ii. A conference is defined as: a formal meeting in which research that has been peer-reviewed and accepted by the technical committee of the conference is presented; one (1) author of the work must be registered at the event; the event must be open to all for participation, not by invitation only.

- iii. Awards
  - 1. "Presenting" grants are awarded to graduate students presenting at a recognized academic or professional conference.
  - 2. "Attending" grants are awarded for graduate students attending a recognized academic or professional conference.
  - 3. At least ninety percent (90%) of grants shall be "Presenting" grants, while the remaining ten percent (10%) may be awarded as "Attending" grants.
- iv. Eligibility
  - 1. Students must be currently enrolled full-time, on-campus students.
  - 2. Applicants' home department must have at minimum one (1) GSG Departmental Representative in "Good Standing."
  - 3. Correctly and completely filled out applications must be turned in before 5pm on the Friday of the sixth (6<sup>th</sup>) week of each semester (fall, spring and summer)..
  - 4. "Presenting" applicants must provide conference acceptance letters in the application process.
  - 5. Students with full funding for the conference are not eligible to apply.
- v. Travel Grant Process
  - 1. Grants shall be awarded once (1) each semester (fall, spring, and summer).
  - 2. Students may be awarded a Travel Grant, either before or after participating at a conference, only once (1) each session.
  - 3. Students may only apply for and receive a Travel Grant in the session during which the conference was held.
  - 4. Should the number of applications exceed the available funds, the GSG shall fairly and equitably award the remaining travel grants.
  - 5. If any travel grants are not awarded by the time Spring travel grant results are disclosed, the remaining will open up on a first come first serve basis as long as eligibility is still maintained.
- vi. Reimbursement
  - 1. Travel Grants shall reimburse up to \$250 for Presenting Grants and \$150 for Attending Grants.
  - 2. Students must submit forms for reimbursement no later than thirty (30) days after the end of the session in which the award was granted.
  - 3. A Travel Expense Voucher with original receipts must be submitted to the GSG Offices to request reimbursement of incurred travel expenses. Refer to Accounting Services' website for the University travel policy in its entirety.
- E. Discretionary Funds
  - i. The GSG shall disburse up to the allotted amount specified in the approved budget per session for Discretionary Funds for unbudgeted funding requests from University organizations that promote the personal, professional, and intellectual development of graduate students at Michigan Tech.

- ii. Organization requirements:
    1. The organization must be comprised of mostly graduate students.
    2. The organization may receive discretionary funding one (1) time per semester.
    3. Completed application materials must be submitted in writing to the Ways and Means Committee for preliminary review at least 2 weeks before the event, not including academic and official university breaks.
    4. The organization must display the GSG logo on publicity materials.
    5. No student organization request may exceed 20% of the starting discretionary balance for that session.
    6. No elected GSG member may accept any gifts, tickets or compensation from any student organization related to any funding request or vote by GSG.
  - iii. Discretionary funding request process
    1. Allocation of Discretionary Funds requires a two-thirds (2/3) majority vote, assuming quorum, during a regularly scheduled GSG General Meeting.
    2. Requests shall be accepted until the budgeted Discretionary Funds have been exhausted for the session.
  - iv. Reimbursement
    1. Organizations must submit forms for reimbursement no later than 30 days after the end of the session in which the funds were allocated.
    2. Organizations may send receipts to the GSG Treasurer for reimbursement. Alternatively, if the organization has a University account, discretionary funding may be transferred automatically.
- F. Surplus Funds
- i. Surplus Funds (funds carried forward from the previous year) may be spent on projects in ways that:
    1. Directly benefit GSG.
    2. Directly benefit graduate students at Michigan Tech.
  - ii. Organization requirements
    1. Completed application materials must be submitted in writing to the Treasurer for preliminary review, at least four weeks prior to the GSG meeting at which it will be presented.
    2. The organization must display the GSG logo on publicity materials, if possible.
    3. No elected GSG member may accept any gifts, tickets or compensation from any student organization related to any funding request or vote by GSG.
  - iii. Surplus Funding request process
    1. No more than seventy-five percent (75%) of the Surplus Funds may be spent during a single session.
    2. No student organization can request an amount exceeding 5% of the starting surplus balance for that session.
    3. Surplus Fund expenditures require approval of a two-thirds (2/3) majority vote,

assuming quorum, during a regularly scheduled GSG meeting.

4. Requests will be received until surplus funds have been exhausted for the season.
- G. Changes to Graduate Student Fees
- i. The GSG may recommend a change in any graduate student-voted fee to the University administration under the following conditions:
    1. Such a recommendation must be proposed during a regularly scheduled GSG General meeting by a Departmental Representative or Executive Board Member.
    2. The recommendation is approved if supported by a two-thirds (2/3) majority vote, assuming quorum.

## VII. Meetings

- A. Meetings shall be conducted using Robert's Rules of Order as guiding principles.
- B. A quorum of members is required to conduct official GSG business.
  - i. Quorum during the fall and spring semesters shall be defined as the presence of a simple majority of the total number of elected GSG members.
  - ii. Quorum during the summer semester shall be defined as the presence of one-quarter (1/4) of the total number of elected Members of GSG. At no time shall fewer than six (6) Departmental Representatives and two (2) Executive Board Members constitute a quorum.
- C. The GSG shall hold regular biweekly (every two (2) weeks) General Meetings, beginning on the first (1<sup>st</sup>) Monday of each semester. All General Meetings of the GSG shall be open to the public.
- D. Only the President may schedule a General or Executive Meeting of the GSG.
- E. Any Departmental Representative may request a special General Meeting of the GSG. The President shall act on the request within five (5) business days.
- F. All Departmental Representatives and advisors shall be notified by email of special General Meetings of the GSG no less than four (4) days prior to the Meeting.
- G. The Executive Board shall hold a minimum of one (1) Executive Meeting per month.
- H. Any Executive Board Member may request a special Executive Meeting of the GSG. The President shall act on the request within five (5) business days.
- I. All Executive Board Members shall be notified by email of special Executive Meetings of the GSG no less than four (4) days prior to the meeting.

## VIII. Amendments

- A. Amendments to these Bylaws may be proposed by any Member of GSG at any regularly scheduled General Meeting of the GSG.
- B. All proposed amendments of the bylaws shall be published in the minutes of the GSG meeting at which the amendments were proposed. The GSG may not vote on any amendments before the next regularly scheduled meeting.
- C. The GSG shall adopt no Bylaws amendment without a two-thirds (2/3) vote in the

affirmative, assuming quorum, during a regularly scheduled General Meeting of the GSG, and without the approval of the Dean of the Graduate School.