

BY-LAWS

Updated 10/31/05

- Article I. GSA Membership Withdrawal
- Section 1. Any graduate student wishing to resign from membership in the GSA must petition to do so. This petition must be addressed to the Secretary and approved by the Graduate Senate.
- Section 2. The GSA need not make special mention of those graduate students who are not members when issuing proclamations under its name.
- Article II. Powers and Duties of Executive Council Members
- Section 1. The Executive Council shall, by majority approval:
- A. create ad hoc or temporary committees as necessary;
 - B. nominate standing committee Chairpersons to be accomplished at the first Executive Council meeting of the new term, for approval by the Graduate Senate;
 - C. nominate representatives to university committees and organizations, as required, for approval by the Graduate Senate.
- Section 2. The Executive Council may hire or fire such personnel as it seems necessary for the normal execution of Executive Council responsibilities. The Executive Council shall be responsible for the job description(s) of salaried personnel, such description(s) to be kept on file in the GSA office.
- Section 3. In the absence of the Treasurer, the President shall be responsible for the disbursement of funds using the same procedure as required of the Treasurer.
- Section 4. The President and the Treasurer shall be bonded.
- Section 5. The Treasurer shall be a member of the Assistance and of the Budget and Finance Committees.
- Article III. Duties and Committees
- Section 1. The Executive Council and the Senate may form committees as deemed necessary to address any issues or concerns of graduate students. These committees may include but are not limited to the following:
- Assistance Committee
 - Athletics Committee
 - Budget and Finance Committee
 - Film Committee
 - Housing Committee
 - Social Committee
 - Grad Student Welfare Committee
- Section 2. The Chairpersons of the committees of the GSA shall keep the Graduate Senate informed of their activities.

Article IV. Financial Procedures

- Section 1. The Budget and Finance Committee shall prepare a budget for each new term of office. This budget may be revised by the Graduate Senate and shall be voted on at the Senate's second meeting of the Fall semester. The budget may be revised after approval, provided that any revision takes into account all previous commitments.
- Section 2. Standing committee Chairpersons, in consultation with their respective committees, may commit funds from their appropriate budget entries. Before such funds are committed, the Treasurer must be informed in writing.
- Section 3. Allocations, not greater than \$250.00, may be made by majority agreement of the Executive Council during those times of the year when the Graduate Senate does not meet. Should the allocation be made to an Executive Council member for any reason, it must be approved by the Senate.
- Section 4. The Graduate Student Association will not lend money to a student under any circumstances.

Article V. Election and Voting Procedures

- Section 1. Officers, Graduate Council, Academic Appeals Board, and Faculty Advisors:
- A. The Chairpersons of the Graduate Senate shall announce the opening of nominations for the offices of President, Vice-President, Secretary, Treasurer, two At-Large Representatives, two student members to the Academic Appeals Board, and two alternates, one faculty member to the Academic Appeals Board and one alternate and two faculty advisors. Nominations may be made from the floor or submitted in writing to the Secretary, and will be taken until voting at the last Senate meeting in the Spring semester.
 - B. Voting will take place during the final Senate meeting of the Spring semester on the Kingston campus. Voting will continue for 24 hours to allow members from the Narragansett and Providence campuses to cast absentee ballots, in either paper or electronic format. All absentee ballots must include the voter's name, department and contact information. In the event that a candidate for a position has no opponent, voting will be completed at the final Senate meeting in the Spring.
 - C. Absentee ballots may be furnished in advance on request, but must be returned to the GSA office within five days.
 - D. A plurality of votes cast for a position shall be a necessary and sufficient condition for election.

- E. Any faculty member may hold the position of Faculty Advisor. All other offices are open to any member of the GSA.

Section 2. Department Representatives:

- A. Department Representatives to the Graduate Senate shall be chosen within each graduate department by the graduate students within that department.
- B. For every 20 graduate students (full-time or a fraction thereof), a graduate department is entitled to one department representative, up to a maximum of two.
- C. The number of graduate students in each department shall be determined annually, based on current information available from the registrar's office.
- D. The Division of University Extension shall be considered as a single department.
- E. Departmental representative proxies may be designated by the elected Representative.
- F. In the absence of departmental selection, vacant Department Representative positions shall be filled in the same manner as GSA committee Chairpersons.

Section 3. Committee Chairpersons and requested graduate student representatives to university committees and organizations shall be approved by majority vote of the Graduate Senate.

Section 4. The terms of office for all Graduate Senate members will be one semester, beginning with the first meeting of each semester.

Section 5. The terms of office for all GSA officers shall run for one year, beginning on June 1st.

Article VI. Meeting Procedures

Section 1. All meetings of the Graduate Senate shall be run according to the parliamentary procedure outlined in the current edition of Robert's Rules of Order. The Graduate Senate may elect a parliamentarian, who shall be a non-voting member.

Section 2. A quorum at any Graduate Senate meeting shall be 1/3 of the Graduate Senate's voting members. All members of the Graduate Senate shall be notified at least one week in advance of all meetings.

Section 3. Any member of the GSA may attend a Graduate Senate meeting. Such members are denied voting privileges, except as noted in the Constitution, Article IX, Section 1, and in the By-Laws, Article VII, Section 2. Further, such members are accorded speaking privileges by invitation of the Chairperson only.

Section 4. University organizations may be represented at Grad Senate meetings under the constraints of Article VI, Section 3A.

Section 5. The following motions may not be voted on at the same meeting that they are introduced:

- A. recall
- B. amendment of the Constitution or of By-Laws

Section 6. Senate Meeting Guidelines

- A. A Graduate Senate meeting is not to exceed 90 minutes duration. All matters on the floor at the end of the 90 minutes are to be considered tabled until the next meeting.
- B. Debate on any one motion shall be limited to 10 minutes; debate limit may be extended at the end of the 10 minutes by a 1/3 vote of members in attendance.
- C. Running time for meeting length and debate shall be kept by the Chairperson of the Graduate Senate meeting.

Section 7. A quorum at Executive Council meetings shall be three voting members, proxies not to be permitted.

Article VII. Resignation, Recall, and Succession

Section 1. Any GSA officer, Graduate Senate member, or standing committee Chairperson wishing to resign must do so in writing to the Graduate Senate Chairperson, stating the effective date of his/her resignation.

Section 2. Any GSA officer, committee chairperson, or Faculty Advisor may be removed from office by a 2/3 vote of the graduate students attending a Graduate Senate meeting. The person involved shall have three weeks prior notification of a recall vote.

Section 3. The Vice-President shall become President should that office be vacated. Other vacant offices, including faculty advisor, shall be filled by majority election of the Graduate Senate. Acting officers may be appointed by the Executive Council.