

Constitution of the Graduate Student Assembly

ARTICLE I - NAME OF THE ORGANIZATION

This organization shall be known as the Graduate Student Assembly (GSA) of Virginia Polytechnic Institute and State University (Virginia Tech) and shall be the pre-eminent governance organization for students enrolled in the Graduate School of Virginia Tech or are otherwise enrolled in graduate and professional studies at Virginia Tech, inclusive of all Virginia Tech campuses and satellite campuses.

ARTICLE II - FUNCTIONS

The purpose of the GSA shall be:

- (1) To represent the interests of graduate students in all university activities and to facilitate the exchange of information between the university governance structure and graduate students.
- (2) To solicit, codify, and promote graduate student opinions and concerns and to develop and recommend policies concerning graduate students to the university governance system.
- (3) To work with the administration of the Graduate School of Virginia Tech and other appropriate commissions and committees to improve the quality of graduate educational programs, graduate research activity, and graduate teaching programs.
- (4) To work within the university governance structure to improve graduate student life and social programs.

ARTICLE III - MEMBERSHIP

Membership in the GSA shall be all students enrolled in the Graduate School of Virginia Tech, or are otherwise enrolled in graduate and professional studies at Virginia Tech, including students enrolled at any Virginia Tech campus or satellite campus.

ARTICLE IV - GOVERNANCE

The governance of the GSA shall consist of an Executive Board, a Cabinet, and a Delegate Body. The GSA shall also have a faculty advisor, to be nominated and ratified by the Delegate Body.

Section 1. Executive Board

- The overall activities of the GSA shall be coordinated by an Executive Board consisting of President, Vice-President of membership, Vice-President of Programs, Treasurer, and Secretary.
- The powers, duties, and remuneration of the Executive Board are described in Article IV, Section 1, Paragraph A-E in the Bylaws of the GSA Constitution (President – Paragraph A; Vice-President of Membership – Paragraph B; Vice-President of Programs – Paragraph C; Treasurer – Paragraph D; Secretary – Paragraph E).

- The Executive Board will meet at least once monthly as an Executive Board, once monthly with the Cabinet, and shall participate in the monthly meetings and emergency meetings of the Delegate Body.
- Members of the Executive Board may not be registered departmental Delegates.
- Term of Office: The term of office of all Executive Board members shall be one year. No member may serve more than two consecutive elected terms in the same office, and no more than three elected terms on the Executive Board.

Section 2. Cabinet

- The cabinet shall consist of GSA representatives to each of the university's standing commissions and committees and the chairs of the committees of the GSA.
- The duties of the Cabinet are described in Article IV, Section 2, Paragraph A of the Bylaws of the GSA Constitution.
- The cabinet shall be chaired by the Vice-President of Membership.
- The cabinet shall meet monthly.
- No Cabinet member may serve on more than two unrelated university committees or commissions.

Section 3. The Delegate Body

- The Delegate Body shall consist of two voting delegates (or their proxies) from each academic department within the university offering graduate degrees, as well as special delegates.
- Special delegate status will be extended to representative of an organization whose constituency may not be adequately or formally represented by regular departmental delegates. Special delegates and associated procedures are described in Article IV, Section 3, Paragraph A of the Bylaws of the GSA Constitution.
- The duties of the Delegate Body are described in Article IV, Section 3, Paragraph B of the Bylaws of the GSA Constitution.
- Only delegates or their proxies may vote, and a motion for a roll call vote may be called for by any delegate. Voting procedures are described in Article IV, Section 3, Paragraph C of the Bylaws of the GSA Constitution.
- The Delegate Body shall meet monthly and the meetings shall be open to all delegate members and interested parties.

ARTICLE V - PROGRAMS

Section 1: The following permanent programs of the GSA shall be established

Graduate Research Development Program (GRDP)

The GRDP provides monetary support for doctoral and masters research required for degree. This research must have been conducted by graduate students. The GRDP will distribute monies during two cycles per year. Monies associated with the GRDP will be provided by the VT Graduate School. M.S. students can receive up to \$300 per funding cycle, and Ph.D. students can receive up to \$500 per funding cycle – these amounts may be reduced based on the number

of applicants and the competitiveness of the program, as judged by the GRDP chair. No student can receive GRDP funding for more than one cycle per academic year.

Travel Fund Program (TFP)

The TFP provides graduate students funding to travel for presentation of their VT research at professional conferences, symposiums, and related events. The TFP will distribute monies during two cycles per year. Monies associated with the TFP will be provided by the VT Graduate School. Applicants can be awarded a maximum of \$300 per funding cycle – this amount may be reduced based on the number of applicants and the competitiveness of the program, as judged by the TFP chair and associated evaluation committee. No student can receive TFP funding for more than one cycle per academic year.

Graduate Student of the Month Program (GSOM)

The GSOM is awarded at every delegate meeting. Nominations for the GSOM will be accepted up to a week prior to the meeting during which it is to be awarded, and the selection will be made by the Executive Board. The Executive Board reserves the right to have nominations stand over until a next meeting if it is decided that the state of the GSA finances warrants such a decision. The GSOM will be awarded a certificate from the GSA, as well as a gift certificate (e.g. from the VT Bookstore) paid for from the GSA generated funds. The criteria for deciding on the GSOM are described in Article V, Section 1, Paragraph A of the Bylaws of the GSA Constitution

Research Symposium

The Research Symposium shall facilitate research by graduate (and undergraduate) students at Virginia Tech through an annual Research Symposium, organized by the Research Symposium committee. The Research Symposium shall coincide with Graduate Education Week during the spring semester, and shall provide students with the opportunity to present their VT research in poster format. Prizes (sponsored by the GSA/Graduate School/Colleges) will be awarded to the best three posters in each of the designated categories.

Graduate and Professional School Day

This annual, 1-day event shall be a showcase where graduate schools from across the USA will be invited to present their graduate programs to students at Virginia Tech. It will be held in the fall semester and the registration fees from the attending graduate schools will go directly towards the GSA generated funds.

Section 2: Program-related positions within the GSA include the following:

Graduate Research Development Program (GRDP) Chair

The GRDP Chair shall be responsible for the distribution of applications for the GRDP. The GRDP Chair shall oversee an application evaluation committee, send out applications for professional review, and ensure those applications selected for funding are properly funded. The GRDP Chair shall report directly to the Executive Board. Remuneration for the position of GRDP chair is listed in Article V, Section 2, Paragraph A of the Bylaws of the Constitution of the GSA.

Travel Fund Program (TFP) Chair

The TFP Chair shall be responsible for the distribution of applications for the TFP. The TFP Chair shall oversee an application evaluation committee, and ensure those applications selected for funding are properly funded. The TFP Chair shall report directly to the Executive Board. Remuneration for the position of TFP chair is listed in Article V, Section 2, Paragraph B of the Bylaws of the Constitution of the GSA.

Research Symposium (RS) Chair

The RS Chair shall oversee the RS committee and planning of the Research Symposium. The RS Chair shall report directly to the Executive Board. Remuneration for the position of RS chair is listed in Article V, Section 2, Paragraph C.

ARTICLE VI - COMMITTEES AND COMMISSIONS

- Permanent committees of the GSA may only be established or removed by amendment to the Constitution of the GSA, as outlined in Article VI, Section 1. Permanent committees shall be added only when there is an expectation that the business of the committee will become an integral part of the GSA for an extended period of time.
- Representatives to university committees and commissions shall attend all pertinent meetings (or send a proxy) of their respective committees or commissions and shall provide a written summary of meetings to the GSA Vice-President of Membership at the monthly meeting of the Cabinet. Representatives are also expected to contribute and participate fully in the activities of committees and commissions.

Section 1: The following permanent committees of the GSA shall be established

Committee on Programs

The committee on programs shall work to ensure that all current and future programs sponsored by the GSA are effective and efficient and shall oversee their development and promotion. Membership on this committee is outlined in Article VI, Section 1, Paragraph A of the Bylaws of the Constitution of the GSA.

Board of Visitors Graduate Representative Selection Committee

The board of visitors graduate representative selection committee is responsible for the recruitment of applications and selection of three finalists for the position. The three finalists will be forwarded to the Board of Visitors for a final vote. Selection committee membership is outlined in Article VI, Section 1, Paragraph B of the Bylaws of the Constitution of the GSA.

Budget Board

Shall oversee the distribution of allocated money from the University Student Center Fees by the Student Budget Board for funding programs and activities of registered student organizations whose membership are primarily graduate students. The Budget Board is a joint committee of the Student Budget Board and the GSA and must comply with a constitution approved by both the Student Budget Board and the GSA. The Chair reports monthly to the Executive Board.

Membership of this board is outlined in Article VI, Section 1, Paragraph C of the Bylaws of the Constitution of the GSA.

Research Symposium Committee

The Research Symposium Committee shall facilitate research by graduate (and undergraduate) students at Virginia Tech by sponsoring an annual Research Symposium. Membership on this committee is outlined in Article VI, Section 1, Paragraph D of the Bylaws of the Constitution of the GSA.

GSA Outreach Committee

The GSA Outreach Committee shall coordinate graduate student efforts to perform outreach activities in the university and larger, surrounding communities. These outreach activities may include, but are not limited to: Blood drives, clean-up drives, mentoring activities, etc. Membership on this committee is outlined in Article VI, Section 1, Paragraph E of the Bylaws of the Constitution of the GSA.

Health Issues Committee

The Health Issues Committee shall work towards establishing and maintaining adequate health insurance coverage and monetary support from the university for graduate students. Main goals shall include the gauging of graduate student approval of current insurance coverage, raising awareness of graduate student health care issues among graduate students and the university administration, and working towards increased monetary support for graduate student healthcare from the university. Membership on this committee is outlined in Article VI, Section 1, Paragraph F of the Bylaws of the Constitution of the GSA.

Ad hoc committees

Ad hoc committees shall be established to address specific issues or concerns that affect the graduate community, and which are not already within the jurisdiction of any permanent committees. Ad hoc committees shall be recommended by the Cabinet and ratified by a simple majority vote of the Delegate Body. Ad hoc committees shall be charged by the Cabinet with a specific mission, time requirements and directions for the committee's product.

Virginia Tech extended campus GSA committees

Extended (satellite) campuses shall each have the option to establish an extended campus GSA committee, whose purpose will be to further GSA initiatives on the campus, to act as GSA representatives to the graduate students and administrators on the campus, and to liaise with the Blacksburg GSA (executive board), disseminating information to and from the Blacksburg GSA. An extended campus GSA committee will be made up of no more than five graduate students enrolled in a graduate program at the extended campus in question. The duties and membership of the extended campus GSA committee members are outlined in Article VI, Section 1, Paragraph G of the Bylaws of the GSA constitution.

Each GSA extended campus committee will be elected during the third month of the spring semester, from the extended campus graduate students, and serve for a period of one year, serving no more than two consecutive years. Meeting dates for the extended campus GSA committee and its graduate student population will be decided on by the committee. Extended

campus committees shall be responsible to the main Virginia Tech GSA, located in Blacksburg, VA. Extended campus committees shall obtain permission from the GSA Executive Board for GSA-related programs to be held at extended campuses. Funding for GSA extended campus committees and activities will be drawn from two sources, namely (i) fund raisers organized by the GSA extended campus committee and (ii) money from the GSA generated funds, as made available by the GSA Executive Board. Funds appropriated to the GSA by the Student Budget Board can not be used for GSA activities at extended campuses, since graduate students at extended campuses don't pay any student activity fees.

Section 2: Committee/Commission-related positions within the GSA include the following:

GSA Budget Board Chair

The GSA Budget Board Chair shall be responsible for maintaining the GSA Budget Board, in conjunction with the Vice-President of Membership. He/she shall be responsible for setting dates for and chairing GSA Budget Board meetings, as well as ensuring that GSA appropriated funds are allocated and paid to graduate student organizations that were approved for GSA funding. Remuneration for the GSA budget Board Chair is listed in Article VI, Section 2 of the Bylaws of the GSA constitution.

Chairs of the GSA Committees: It shall be the responsibility of the chairs of GSA committees to properly convene meetings of their committees and carry out their committees' charges as effectively and expeditiously as possible.

Section 3: Other positions within the GSA include the following:

Editor of the APEX

The Editor of the APEX shall be responsible for publishing the APEX at least twice per semester, or more frequently if so determined by the Executive Board at the first meeting of the Board during each semester. The first publication of the APEX is due for circulation within at least one-and-a-half months after each semester starts (first day of classes), while the second edition of the APEX is due for circulation prior to one month before each semester ends (last day of exams). The editor shall also be responsible for publishing News Flashes as necessary. The Editor shall be responsible for university-wide public relations regarding GSA concerns and sponsored events. Remuneration for the GSA APEX Editor is listed in Article VI, Section 3 of the Bylaws of the GSA constitution.

Executive Assistant

The Executive Assistant will maintain the GSA website. The Executive Assistant shall be responsible for assisting the Executive Board with their duties when necessary. The Executive Assistant shall be responsible for working 10 hours per week in the GSA office, assist the Treasurer with preparation and submission of an annual budget to the Student Budget Board, assist the Office Manager with maintenance of the GSA office, and monitoring GSA representation on University governance. The Executive Assistant shall also be responsible for ensuring that agendas of meetings and minutes of meetings are properly distributed to Delegates and Officers of the GSA, as well as posting such agendas and minutes are posted to the GSA

website. Remuneration for the GSA Executive Assistant is listed in Article VI, Section 4 of the Bylaws of the GSA constitution.

Office Manager

The Office Manger shall be responsible for maintaining the daily workings of the GSA office, and shall report regularly to the President. The Office Manager shall be responsible for staffing the GSA office for a minimum of three hours per weekday, with these hours listed clearly on the GSA website and office door. Remuneration for the GSA Office Manager is listed in Article VI, Section 5 of the Bylaws of the GSA constitution.

ARTICLE VII - ELECTIONS AND APPOINTMENTS WITHIN THE GSA

Section 1: Executive Board

The President, Vice-President of Membership, Vice-President of Programs, Treasurer and Secretary shall be elected by a simple majority of Delegates present at the second regular Spring meeting of the Delegate Body, and will take office at the end of the Spring semester. This overlap will provide for a period of transition and new officer development, allowing the incoming officers to determine responsibilities and operations while current officers are available for advice.

Section 2: Executive Assistant

The Executive Assistant shall be appointed by the Executive Board before or on the second meeting of the academic year, after advertisement through GSA listservs and after nominations have been received. Applications (application, curriculum vita, letter of reference) for the position shall be reviewed by the executive board, and interviews with the two final candidates will be held.

Section 3: APEX Editor

The Editor of the APEX shall be appointed by the Executive Board before or on the second meeting of the academic year, after advertisement through GSA listservs and after nominations have been received. Applications (application, curriculum vita, letter of reference) for the position shall be reviewed by the executive board, and interviews with the two final candidates will be held.

Section 4: Commission and Committee Representatives

The Representatives shall be appointed by the Vice-President Membership before or on the second meeting of the academic year, after advertisement through GSA listservs and after nominations have been received. Representatives shall be appointed as necessary during the year. These appointments shall last for the duration of the academic year or the duration of the committees' charges, whichever is of shortest duration.

Section 5: Graduate Research and Development Program (GRDP) Chair

The GRDP Chair shall be appointed by the Executive Board before or on the second meeting of the academic year, after advertisement through GSA listservs and after nominations have been received. Applications (application, curriculum vita, letter of reference) for the position shall be reviewed by the executive board, and interviews with the two final candidates will be held.

Section 6: Travel Fund Program (TFP) Chair

The TFPP Chair shall be appointed by the Executive Board before or on the second meeting of the academic year, after advertisement through GSA listservs and after nominations have been received. Applications (application, curriculum vita, letter of reference) for the position shall be reviewed by the executive board, and interviews with the two final candidates will be held.

Section 7: Research Symposium (RS) Chair

The RS Chair shall be appointed by the Executive Board before or on the first meeting of the second semester of the academic year, after advertisement through GSA listservs and after nominations have been received. Applications (application, curriculum vita, letter of reference) for the position shall be reviewed by the executive board, and interviews with the two final candidates will be held.

Section 8: Office Manager

The Office Manager shall be appointed by the Executive Board as the position becomes available, and after advertisement through GSA listservs, other media resources, and after nominations have been received. Applications (application, curriculum vita, letter of reference) for the position shall be reviewed by the executive board, and interviews with the two final candidates will be held.

Section 9: GSA Budget Board Chair

The GSA Budget Board Chair shall be appointed by the Executive Board before or on the first meeting of the second semester of the academic year, after advertisement through GSA listservs and after nominations have been received. Applications (application, curriculum vita, letter of reference) for the position shall be reviewed by the executive board, and interviews with the two final candidates will be held.

Section 10: The GSA Faculty Advisor

The GSA Faculty Advisor shall be nominated by the Delegate Body and ratified by a majority vote of the Delegate Body.

ARTICLE VIII - SUCCESSIONS AND IMPEACHMENTS

In the event that a President is unable to fulfill a term in office, the Vice-President of Membership shall assume the office of President. A new Vice-President of Membership shall be elected at the second meeting of the Delegate Body following the vacancy of the Vice-President of Membership. In the event that a Vice-President of Membership, Vice-President of Programs, Treasurer, or Secretary is unable to complete a term, the position will be filled by election at the first meeting of the Delegate Body following the vacancy of that position. Vacancies among the representatives to university committees and commissions shall be filled at the next regular meeting. In the event of a vacancy in the Executive Board at a period during the year when a meeting is not possible, the President shall have the power to appoint a person to fill the position until an election can be held. Such interim Executive Board members have to be officially elected to their positions by a simple majority of Delegates present at the next meeting of the Delegate Body following the vacancy of the position, after other nominations from the floor have

been heard, and advertisement through GSA listservs have been done prior to the meeting. New GSA Board members will officially take office immediately following the meeting of their election.

In the event that a member of the Executive Board or Cabinet fails to faithfully discharge the duties of their office, as detailed above, they may be removed from their office in the following manner:

- (1) A motion to initiate impeachment proceedings is made at a regular meeting of the Delegate Body. All motions for impeachment shall be recognized by the President. If a simple majority of the Delegates present do not vote to continue impeachment, the matter is dropped. If a simple majority votes in favor of continuing impeachment proceedings, then an impeachment hearing will be held between one and two weeks from the date of the motion for impeachment.
- (2) The impeachment hearing of the Delegate Body will be structured so as to allow charges to be elaborated and a defense to be stated. The report of the impeachment hearing shall be distributed to all Delegates prior to the next regular Delegate Body meeting.
- (3) A secret ballot vote on impeachment shall be taken at the next regular Delegate Body meeting. The ballots shall be counted by members of the Executive Board not under impeachment and the Faculty Advisor. A two-thirds majority vote of the Delegates or their proxies present is required for the impeachment.
- (4) In the event that employees of the GSA fail to meet the criteria set forth in their contract, they will be removed in accordance to the terms of the contract.

ARTICLE IX – REMOVAL OF PERSONS IN NON-DELEGATE APPOINTED POSITIONS

Persons appointed in paid/unpaid positions within the GSA, appointed by the GSA Executive Board, and not the Delegate Body, can be removed by the GSA Executive Board, should the Executive Board feel that such a person is not fulfilling his/her duty, as outlined in the GSA constitution. These positions include: GSA Office Assistant, GSA TFP Chair, GSA GRDP Chair, GSA Research Symposium Chair, GSA APEX Editor, and GSA Budget board Chair. Removal of persons appointed in these positions shall only take place after the GSA Executive Board had an interview with the person, outlining how such a person is not fulfilling his/her duties. Removal of persons appointed in these positions can only take place by a majority vote of the GSA Executive Board. Any person removed from one of the afore-mentioned positions shall be responsible to pay back the stipend for the position to the VT Graduate School, with the payback amount pro-rated by the number of academic days such a person has spent in the appointed position.

ARTICLE X - CONSTITUTIONAL AMENDMENTS

Additions, amendments, or deletions to the constitution and the bylaws shall be made in the following manner:

- (1) A first reading to introduce a proposed change shall be made at a meeting of the Delegate Body.
- (2) A second reading shall precede the vote on the proposed change at the next regular meeting of the Delegate Body. Changes to the constitution shall require a two-thirds majority of the

Delegates present at the regular Delegate Body meeting. Changes to the bylaws shall require a simple majority vote of the Delegate Body.

- (3) Changes to the constitution shall take place only after second reading approval by the Delegate Body, followed by approval by the Commission on Student Affairs (CSA), and the University Council.

ARTICLE XI - POLICIES

This organization shall abide by all applicable policies contained in the university policies for student life. Meetings shall be conducted in accordance with Robert's Rules of Order in all cases where such rules are applicable and are not inconsistent with the bylaws or special rules of order in this constitution.

Proposed Revision {3/27/2003} – First Reading

Bylaws of the Constitution of the Graduate Student Assembly

ARTICLE IV - GOVERNANCE

Section 1: Executive Board – Powers, duties, and remuneration

Paragraph A:

The President of the Graduate Student Assembly shall have the following powers and duties:

- To preside over Executive Board meetings.
- To preside over Delegate Body meetings.
- To be ultimately responsible for the oversight of the operations of the GSA, coordinating GSA efforts so as to continually improve graduate education and conditions at Virginia Tech.
- To function as the primary spokesperson for the graduate student community, and shall endeavor to represent the community at appropriate functions.
- To ensure that all paid GSA Executive Board positions, the GSA Office Assistant, and the GSA Budget Board Chair receive their remuneration by at least the end of the first month of each semester, and that the rest of the paid GSA positions receive their remuneration upon the completion of their duties for that semester.
- To serve on at least one university commission or committee.
- The President shall receive a stipend of \$1000 per semester, or half of his/her in-state tuition waived, paid for by the Graduate School.

Paragraph B:

The Vice-President of Membership shall have the following powers and duties:

- To act as the parliamentarian at the meetings of the Delegate Body. The duties of a parliamentarian will be to ensure the adherence to parliamentary procedure.
- To assume the duties of the President in the President's absence.
- To preside over Cabinet meetings.
- To distribute GSA information to GSA delegates via the GSA delegate listserv.
- To ensure adequate representation of all departments at the GSA Delegate Body meetings by soliciting two volunteers (GSA delegates) from each department.
- To ensure adequate graduate student representation on all university committees and commissions.
- To serve on at least one university committee or commission.
- The Vice-President of Membership shall receive a stipend of \$550 per semester, or half of his/her in-state tuition waived, paid for by the Graduate School.

Paragraph C:

The Vice-President of Programs shall have the following powers and duties:

- To be responsible for all GSA programs, including oversight of the Travel Fund Program, Graduate Research and Development Program, Research Symposium, Graduate Student of the Month, Graduate and Professional School Day, and other GSA-related programs.

- To be responsible for planning GSA socials, including both family- and single oriented socials.
- To act as the parliamentarian in the absence of the Vice-President of Membership
- To assume the duties of the President in the absence of the President and Vice-President of Membership.
- To distribute GSA information to all graduate students via the GSA graduate student listserv.
- To serve on at least one university committee or commission.
- The Vice-President of Programs shall receive a stipend of \$550 per semester, or half of his/her in-state tuition waived, paid for by the Graduate School.

Paragraph D:

The Treasurer shall have the following powers and duties:

- To establish records in accord with the Uniform Accounting System of Virginia Tech, maintain those records throughout the year, and submit them for an audit when requested by the Central Accounting Office.
- To present a detailed report on the finances of the GSA at each Delegate Body meeting.
- To be responsible for a tentative, year-beginning budget report to the Delegate Body on how GSA monies will be spent.
- To lead the Executive board in its responsibility for the GSA budget and other fiscal activities of the GSA.
- To ensure all bills related to GSA activities are paid on time.
- To serve on at least one university committee or commission.
- The Treasurer shall receive a stipend of \$550 per semester, or half of his/her in-state tuition waived, paid for by the Graduate School.

Paragraph E:

The Secretary shall have the following powers and duties:

- To maintain the minutes of meetings of the Delegate Body
- To compile and distribute reports of the Cabinet
- To maintain the records of the GSA.
- To ensure that agendas of meetings and minutes of meetings are properly distributed to Delegates and Officers of the GSA.
- To function as parliamentarian in the absence of the Vice-President of Membership and the Vice-President of Programs.
- To organize and receive absentee ballots and votes.
- To serve on at least one university committee or commission.
- The Secretary shall receive a stipend of \$550 per semester, or half of his/her in-state tuition waived, paid for by the Graduate School.

Section 2: Cabinet

Paragraph A:

The Cabinet shall have the following duties:

- To discuss and develop policy.
- To bring information from the university governance structure to the GSA.

- To relay information from the GSA to the university governance system.

Section 3: Delegate Body

Paragraph A:

Criteria for special delegate status:

- Special delegates must be graduate students.
- Special delegates shall be appointed for the year by their respective organizations.
- Organizations may be granted special delegate status upon amendment to the bylaws.
- Special delegate status shall be granted to: Council of International Student Organizations, Lesbian, Gay, Bisexual and Transgender Alliance; Black Graduate Student Organization; Non-Traditional Student Organization; Women's Caucus.

Paragraph B:

The delegates shall have the following duties:

- To introduce and vote on legislation and resolutions, and ratify Cabinet recommendations.
- To attend all Delegate Body meetings.
- To elect officers to serve on the Executive Board.
- To disseminate information and recommendations from the GSA governance to their constituents.
- To be responsible for soliciting the ideas and opinions of their constituencies, and forwarding them to the GSA.
- To attend any special meeting of the Delegate Body called by the Executive Board.

Paragraph C:

Voting:

- A quorum shall be defined as one-fifth the number of all possible delegates from all university departments, but shall be no less than 30 delegates present.
- Quorum has to be established before voting on any GSA governance-related, resolution-related, or position-related matter can take place. A quorum is not needed before voting on non-legislative matters can take place.
- Only Delegate Body members (or their proxies) have voting privileges at GSA Delegate Body meetings.
- Delegates who are unable to attend a GSA Delegate Body meeting during which voting on any GSA-related issue will take place, are allowed to vote by absentee ballot. Absentee ballots will be made up and distributed per request by the GSA Secretary. Absentee ballots should be received by the Secretary no later than at the start of the GSA meeting in question.
- Resolutions may be presented by any GSA delegate at the GSA Delegate Body meetings.
- Resolutions require a first and second reading before being passed, but the first reading may be waived by a two-thirds vote.
- Resolutions require a two-thirds vote to be passed.
- If a quorum is not reached by the second meeting a resolution is brought forward, i.e., such a resolution had to be deferred from a previous meeting due to the lack of a quorum at that

previous meeting, such a resolution can be voted on, given a two-thirds vote of those delegates present.

ARTICLE V - PROGRAMS

Section 1: Permanent Programs of the GSA

Paragraph A:

Funding amounts for GRDP

M.S. students can receive up to \$300 per funding cycle, and Ph.D. students can receive up to \$500 per funding cycle – these amounts may be reduced based on the number of applicants and the competitiveness of the program, as judged by the GRDP chair. No student can receive GRDP funding for more than one cycle per academic year.

Paragraph B:

Funding amounts for TFP

Applicants can be awarded a maximum of \$300 per funding cycle – this amount may be reduced based on the number of applicants and the competitiveness of the program, as judged by the TFP chair and associated evaluation committee. No student can receive TFP funding for more than one cycle per academic year.

Paragraph C:

Criteria for deciding on the GSOM

- The student is a current graduate student, enrolled during the semester in question, at any of Virginia Tech's campuses.
- The student has an exemplary graduate school academic record, both in class and research performance.
- The student has shown service to the university and/or larger community, in the form of volunteer work, serving on committees/commissions, helping with projects for the betterment of society, etc.
- An application will be scored out of a possible 1- points, broken down into
 - 4 points maximum for VT academic and research record
 - 4 points maximum for university service record
 - 2 points maximum for community service record.

Section 2: Remuneration for GSA GRDP, TFP, and RS Chairs

Paragraph A:

Remuneration for GSA GRDP Chair

The GSA GRDP Chair shall receive \$150 per semester, paid for by the Graduate School, at the completion of his/her duties for that semester.

Paragraph B:

Remuneration for GSA TFP Chair

The GSA TFP Chair shall receive \$150 per semester, paid for by the Graduate School, at the completion of his/her duties for that semester.

Paragraph C:

Remuneration for GSA RS Chair

The GSA GRDP Chair shall receive \$150 for the spring semester, paid for by the Graduate School, at the completion of his/her duties for that semester.

ARTICLE VI - COMMITTEES AND COMMISSION

Section 1: Permanent Committees of the GSA

Paragraph A:

Committee on Programs

Shall comprise of the Vice-President of Programs, who shall be the chair, the Editor of the APEX, Graduate Research and Development Program Chair, Travel Fund Program Chair, the Research Symposium Chair, and two at-large members from the Delegate Body.

Paragraph B:

Board of Visitors Graduate Representative Selection Committee

Shall comprise of the current graduate representative to the Board of Visitors, who shall act as chair, one graduate student representative from each college, two graduate student members of the Commission on Student Affairs, one part-time student from a satellite graduate center, the Dean of the Graduate School or a designee, and a staff member from the Office of Student Development.

Paragraph C:

GSA Budget Board

The Budget Board should be comprised of one graduate student member from each of the University colleges, the GSA Treasurer and an appointed faculty/staff advisor. The nominees for the Budget Board shall be approved at the 2nd Delegate Meeting of the Fall Semester by a simple majority vote. The Vice-Chair of the Budget Board shall be elected by its membership.

Paragraph D:

Research Symposium Committee

The Research Symposium committee will consist of a chair and two volunteer at-large members from the Delegate Body or graduate student population.

Paragraph E:

GSA Outreach Committee

The GSA Outreach Committee shall consist of a chair, and two at-large volunteer members from the Delegate Body of the general graduate student population.

Paragraph F:

Health Issues Committee

The Health Issues Committee shall consist of a chair and two at-large members from the Delegate Body, as well as the current graduate student representative to the VT Board of Visitors, serving in an ex-officio capacity on the Health Issues Committee.

Paragraph G:

The Extended Campus GSA Committees will have the following duties and membership:

- Committee chair – will serve as primary liaison between Blacksburg GSA (executive board) and the extended campus. Will oversee the working of the GSA and plan events associated with the GSA at the extended campus
- Committee Vice-chair – will serve as extended campus GSA membership coordinator, as well as assisting the chair with GSA-related programs at the extended campus
- Three (3) committee members – will assist both the chair and vice-chair at the extended campus with activities and programs associated with the GSA.

Section 2: Remuneration for the GSA Budget Board Chair

The GSA Budget Board Chair shall receive a stipend of \$150 during the spring semester, and \$250 during the fall semester, provided by the Graduate School, at the start of his/her duties for that semester.

Section 3: Remuneration for the GSA APEX Editor

The GSA APEX Editor shall receive a stipend of maximum \$300 per semester, provided by the Graduate School, at the completion of his/her duties for that semester. The APEX Editor shall receive remuneration for the number of APEX editions published for each semester (\$150 per published edition), with a maximum of two editions per semester, resulting in a total of \$300/semester. Should an APEX Editor be unable to fulfill his/her duties for an entire semester/year, such a person shall only receive \$150 times the number of APEX issues published by that person, not to exceed two editions per semester.

Section 4: Remuneration for the GSA Executive Assistant

The GSA Executive Assistant shall receive a stipend of \$500 per semester, or half of his/her in-state tuition waived, provided by the Graduate School, at the start of his/her duties for that semester.

Section 5: Remuneration for the GSA Office Manager

The GSA Office Manager shall receive hourly wages, based on the current hourly wage-rate of part-time VT employees. The GSA Office Manager shall work a total of no more than 15 hours per week. The GSA Office Manager's salary shall be paid from Student Budget Board monies designated for this purpose, or from the GSA generated funds, if deemed necessary by the GSA Executive Board.

Proposed Revision {3/27/2003} – First Reading

Proposed Revision {4/23/2003} – Second Reading