

## **BY-LAWS**

### 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 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 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 by the Treasurer.
- Section 4. The President and the Treasurer shall be bonded.
- Section 5. The Treasurer shall be a member of the Budget and Finance Committee and other committees the Executive Council deems necessary each year.

### 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:
  - Athletics Committee
  - Budget and Finance Committee
  - Community Service Committee
  - Constitution/Bylaws Committee

Graduate Student Association  
The URI Graduate Student Senate

Event/Social Committee

Nominations and Elections Committee

- Section 2. The GSA Committee Chairs shall keep the Graduate Senate informed of their activities.
- Section 3. GSA Committee Chairs shall set their annual meeting schedules; however, the Budget and Finance Committee, the Nominations and Elections Committee, and the Constitution/Bylaws Committee must meet at least once per semester. The Constitution/Bylaws Committee must review both the Constitution and the Bylaws each semester to consider potential amendments and make recommendations to GSA.

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 considers 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 \$1,000.00, 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, except for stipends.
- 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 Nominations/Election Chair shall announce the opening of nominations for the offices of President, Vice President, Secretary, Treasurer, and At-Large Representatives. The Secretary will make this announcement to the graduate student body. Nominations may be cast directly to the Secretary, from the senate floor, or via a form sent out



Graduate Student Association  
The URI Graduate Student Senate

to all Graduate Students. All options must be made available by the Nominations and Elections committee.

B. Students may not cast a self-nomination for more than one office.

C. The role of the Past President will be filled for the next academic year if that individual is a currently enrolled student interested in serving. If there is no interest, this role will be filled by the next Executive Officer in the chain, per Article VI, Section 2 of the Constitution, who is interested and currently enrolled.

D. Nominations will take place before the final Senate meeting of the Spring semester. The Secretary will collect nominations and make available a means for students to cast their ballots virtually. All graduate students will be able to vote in executive board elections.

E. Voting will continue for at least 3 days to allow graduate students to cast their ballots virtually.

F. If a candidate for a position has no opponent, they are assumed the winner. A plurality of votes cast for a position shall be a necessary and sufficient condition for election. In the event of a tie, members of the Nominations and Elections Committee may cast a tie-breaking vote collectively.

G. Any faculty member, or an administrator who is an elected faculty member's designee and is also approved by the Graduate Senate, may hold the position of Faculty Advisor. All other offices are open to any member of the GSA.

H. After the results of the elections, the President shall appoint two student members to the Academic Appeals Board, with two alternates. The Executive Council/Graduate Senate will nominate and elect 1 or 2 faculty advisors per academic year.

- 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 may elect one or more department representatives, chosen within the department. If a department with several concentrations/disciplines has more than 20 students and enough interested representatives, each discipline may elect its



Graduate Student Association  
The URI Graduate Student Senate

representative. For example, if the Electrical, Computer, and Biomedical department has 60+ students, one representative may be elected from each discipline regardless of how many students are within each concentration/discipline.

C. A concentration/discipline must be recognized by the Graduate School within the department. The type of degree conferred will not be considered a separate designation (MS and PhD programs in the same department will not have separate representatives).

D. The number of graduate students in each department shall be determined annually, based on current information available from the registrar's office.

E. The Division of Cooperative Extension shall be considered as a single department.

F. Departmental representative proxies may be designated by the elected Representative.

G. In the absence of departmental selection, vacant Department Representative positions shall be appointed.

- Section 3. Committee Chairpersons and requested graduate student representatives to university committees and organizations shall be approved by a majority vote of the Graduate Senate.
- Section 4. The terms of office for elected GSA Officers and Graduate Senate members shall run for one year, beginning July 1st and ending June 30th. GSA Officers and Graduate Senators who are appointed per Article VII, Section 3 after the first GSA Senate meeting of the Fall Semester shall not have their interim appointment count against their cumulative or consecutive term limits, as described in Article IX of the Constitution.

#### 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 two weeks 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.

Graduate Student Association  
The URI Graduate Student Senate

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 GSA Constitution Article III, Section 3.
- Section 5. The following motions may be voted on at the same meeting that they are introduced:
  - A. Recall
  - B. Amendment of the Constitution or By-Laws
- Section 6. Senate Meeting Guidelines.
  - A. Graduate Senate meeting is not to exceed 90 minutes in 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 5 minutes; the debate limit may be extended at the end of the 5 minutes by a 1/3 vote of members in attendance.
  - C. Committee reports will be limited to 3 minutes and can be extended in the same manner as described above for debate on motions.
  - D. 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 are not to be permitted.

Article VII. Resignation, Recall, and Succession

- Section 1. Any Executive Council Officer or standing committee Chairperson wishing to resign must do so in writing to the President. Any Graduate Senator wishing to resign must do so in writing to the Vice President, stating the effective date of his/her resignation.
- Section 2. Any GSA officer or committee chairperson may be removed from office by a 2/3 vote of other GSA Officers and/or Senate members attending a GSA meeting. The person involved shall have two weeks prior notification of a recall vote.
- Section 3. The Vice-President shall become President should that office be vacated. Other vacant Executive Council offices, including faculty advisor, shall be filled by an interim officer who shall be elected by the Executive Council. Interim department representatives (as defined by Article V, Section 2) may be appointed by the Vice President.



Graduate Student Association  
The URI Graduate Student Senate

- Section 4. The organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future federal tax code.
- Section 5. Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or a state or local government, for a public purpose.

Version History

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