

The membership of the Graduate Student Assembly, herein called GSA or Assembly, shall consist of one representative from each department in Dedman College.

## II. OFFICERS AND REPRESENTATIVES

1. Officers of the positions of President, Secretary, Treasurer and Auditor shall be elected from the body of member representatives during the orientation meeting at the beginning of the academic year and shall be elected for the entire academic year.
2. Representatives to the Graduate Council and to the Dean's Graduate Council shall be elected from the body of member representatives during the orientation meeting at the beginning of the academic year and shall be elected for the entire academic year.
3. Officers and representatives' positions may be combined, and additional officers added, as the Assembly deems necessary.

### B. Responsibilities and Duties of Officers

1. The President shall be responsible for:
  - a. **conducting all meetings** in an orderly and efficient manner, including, but not limited to: setting meeting times, arranging room reservations and setting an agenda for activities to be conducted at each meeting
  - b. **verifying that all application forms** submitted by graduate student are completed in full before the application is approved
  - c. **enforcing compliance** with all regulations and responsibilities by recipients of GSA awarded funds, in conjunction with the GSA advisor from the Office of Dean of Research and Graduate Studies.
  - d. **enforcing compliance** with all regulations and responsibilities by GSA representatives.
  - e. in conjunction with the Treasurer, **maintaining a written cumulative record of all recipients of disbursed funds** and ascertaining whether an applicant has fulfilled his/her responsibilities and is therefore eligible to receive funds. An update to this record is to be submitted to each departmental representative at the beginning of each meeting.

- f. **ensuring that each department** in Dedman College has made provisions for its students to have representation in the GSA.
2. The Treasurer shall be responsible for:
  - a. **maintaining the financial records** of the GSA, including but not limited to: proper disbursement of funds to student-recipients, accounting for debits and credits of funds.
  - b. **maintaining a file** of all completed application forms and receipts.
  - c. in conjunction with the President, **maintaining a record** as indicated above.
3. The Secretary shall be responsible for:
  - a. **taking the minutes at each meeting and providing written copy** of the minutes to each member and the sponsor at least five business days prior to the next meeting.
  - b. **disseminating all written materials** necessary for the conduct of an upcoming meeting at least five business days prior to that meeting.
  - c. in conjunction with each departmental representative, **maintaining a written cumulative record of all recipients** of GSA funds for that department. This record should include, at the minimum, information regarding purpose of funding and dates funds were approved for disbursement. An update to this record is to be submitted to GSA president at the beginning of each meeting.
4. The Auditor shall be responsible for:
  - a. **reviewing the financial records** of the GSA in conjunction with the Treasurer, including but not limited to: proper disbursement of funds to student-recipients, accounting for debits and credits of funds and the end of each semester.
  - b. **providing a written assessment** of the state of financial affairs to the President.

#### C. Responsibilities and Duties of Representatives

1. The GSA Department Representatives shall be responsible for:
  - a. in conjunction with the Secretary, **maintaining a record** as indicated in Section II.B.3.c above.
  - b. **informing all graduate students** in their department of the activities, purposes and procedures (as appropriate) of the GSA.

- c. **compiling all forms** as necessary for a successful application by a graduate student seeking funds from GSA. This includes collection of copies of all receipts for expenditures funded by the GSA. Representatives are further charged with verification that said receipts are in accord with the student's stated purpose for usage in his/her application.
- d. **informing all student applicants** of the responsibilities and regulations regarding appropriate usage of GSA disbursed funds and consequences for inappropriate usage.
- e. **prioritizing all applications** in accord with the guidelines stipulated in Section V.E of these By-laws.
- f. **conveying GSA** funds (checks) to successful applicants.
- g. **verifying the eligibility of applicants** – the representative should not bring before the Assembly applications from students who:
  - i. have not provided receipts for previous funding
  - ii. have not completed all necessary forms
  - iii. are not currently registered as students.

### **III. MEETINGS**

- A. The first meeting of the GSA shall be set each academic year by the newly elected Assembly during the orientation meeting called by the GSA advisor from the Office of the Dean of Research and Graduate Studies.
- B. Four members and one officer shall constitute a quorum necessary for the conduct of business.
- C. A representative unable to attend any meeting is responsible for appointing a substitute from his/her department for that meeting.
- D. Any graduate student of Dedman College whose department has not sent a representative may contact any representative or officer of the GSA in order to process his/her request for funding.

### **IV. APPLYING FOR GSA FUNDS**

- A. Those applicants receiving funds from their Academic Department must obtain those funds before applying to the Assembly.
- B. Those applicants receiving funds from a source other than GSA (including their Academic Department, the Dean of Research and Graduate Studies, etc.) must disclose the source of the funds as well as the amount of the funds.

**V. DISTRIBUTION OF FUNDS**  
A. At the beginning

- c. Other thesis/dissertation related expenditures except for book or software purchases, photocopying and thesis/dissertation publishing.

**Category II: Convention expenses not covered in Category I.**

(Including per mile allowance, lodging and registration fees for attendance of a convention/conference)

**Category III: Photocopying.**

For students at the thesis/dissertation stage.

**Category IV: Fee for one-year membership in professional organization(s) directly related to the student's field of study.**

Students shall be eligible to receive up to \$60 in membership fees.

Note: This includes one-time, one-year subscription to professional journal(s) relating to the student's field of study.

**Category V: Speaker related expenses (includes honorariums and travel).**

**Category VI: Miscellaneous awards.**

(Applications in this Category must meet the criterion that they will benefit the graduate students of the College as a whole.)

- Criterion 2: The applicant that has received the least total dollar amount of GSA funds in the past 2 years shall receive first consideration.
- Criterion 3: The applicant with the greatest amount of *unfunded* budget expenditures shall receive first consideration.
- Criterion 4

of receipts. However, GSA funds shall NOT be disbursed until the **original** receipts are provided. Receipts must be provided **within 30 calendar days of date of the expenditure** and support the stated purpose of funding as approved by the GSA.

**Category III: \$50.00**  
**Category IV: \$60.00**  
**Category V: \$100.00**  
**Category VI: \$100.00**

**VI. AMENDMENTS TO THE BY-LAWS**

At least two GSA meetings are required for discussion and final vote for an amendment to the By-laws. Roberts' Rules of Order apply in bringing a proposal to the table.

- A. At the first meeting, the proposed change(s) are to be discussed including alternatives to the existing By-laws (wording, procedure, etc.). The individual who is proposing the change must supply each representative of GSA his/her proposal in writing. The debate may then continue via campus mail, email, and/or voicemail in the interim between the first and second meeting.
- B. At the second meeting, a final vote can be made on the proposed amendment or the idea can be tabled for more discussion and/or research.
- C. These two meetings can occur anytime during the time period that GSA is in session (Fall and Spring semesters of the school year). The first and second meetings can occur in different semesters (i.e., first meeting in Fall, second meeting in Spring).
- D. A majority of GSA representatives (with at least two officers present) is required for a final vote.