

By-Laws of the Graduate School Student Association of Tulane University of Louisiana

Article I: Authority

The authority of the GSSA Assembly is the GSSA Constitution as approved by the Graduate and Professional School Association (GAPSA) and Associated Student Body (ASB) Senate.

Article II: Powers and Jurisdiction

Section 1: Powers

The powers of the Assembly shall be those granted in Article III, Section 2 of the GSSA Constitution.

Section 2: Jurisdiction

The Assembly may make recommendations on all matters of general concern to the graduate students of Tulane University.

Article III: Meetings

Section 1: Regular Meetings

The Assembly shall meet as per Article III, Section 4, Parts A and B of the GSSA Constitution.

Section 2: Special Meetings

Special Meetings of the Assembly may be called in accordance with Article III, Section 4, Part C of the GSSA Constitution.

Section 3: Notice of Meetings

Notification of all business meetings for the term shall be distributed by the President in writing to all Assembly members at or before the first meeting of each semester. Additionally, the President shall notify the assembly of each meeting at least one week in advance throughout the term.

Unavoidable delay in notification shall not invalidate any action taken at these meetings. Written or verbal notice of a special meeting shall be sent to each member of the Assembly at least 24 hours prior to the date of such special meetings.

A. Departments without representation will receive notification through the department chair at the beginning of the Fall term.

Section 4: Meeting Time and Place

Meetings of the Assembly shall be held at the hour and place designated by the GSSA officers.

Article IV: Officers

Section 1: GSSA Officers

The officers of the GSSA, as provided in the GSSA Constitution, shall serve as the executive officers of the Assembly. Duties shall include all directives of the GSSA Constitution, these By-Laws, and the Assembly.

A. Each shall be accorded a vote in all meetings, except when serving as the chair/presiding officer. In that case, the chair/presiding officer may only vote to resolve a tie vote.

Section 2: Specific Duties of Officers

A. The President of the Assembly is responsible for overseeing all facets of student government, as per Article IV, Section 7, Part B, of the GSSA Constitution. The President shall chair the Awards, Legislative, and Executive committees, and represent GSSA to GAPSA, ASB and the administration.

B. The Vice President shall perform all duties as specified in Article IV, Section 7, Part C of the GSSA Constitution. The Vice President shall chair the Social committee.

- C. The Treasurer shall perform all duties as specified in Article IV, Section 7, Part C. The Treasurer shall serve as the chair of the Budget committee, and shall be the representative of the Assembly to the GAPSA finance meeting. The Treasurer shall give a report on the state of the budget at each Assembly meeting.
- D. The Secretary shall perform all duties as specified in Article IV, Section 7, Part E. The Secretary shall also distribute a schedule of meeting dates at the first meeting of each semester.

Section 3: Reports

- A. The GSSA President shall give a report to the Assembly at each meeting of the GSSA Assembly.
- B. The Treasurer shall give a report on the state of the budget at each Assembly meeting.
- C. GAPSA senators and other officers shall report to the Assembly as needed to keep the Assembly and the Graduate Student Body informed.
- D. Committee chairs shall give reports as required to keep the Assembly and Graduate Student Body informed.
- E. At the request of the Assembly, all reports may be written or oral.

Article V: The Executive Committee

Section 1: Membership

The Executive Committee shall be composed of the officers as per Article IV of the GSSA Constitution.

Section 2: Powers and Duties

Duties shall include:

- A. Preparing the agenda of the Assembly.
- B. Advising the President on the appointment of the Assembly committee Chairpersons.
- C. Advising on any other appointments to the University and Student government bodies as required.
- D. Any other duties provided for by the GSSA Constitution, the By-Laws, or special order of the GSSA Assembly.

Article VI: Function of Standing Committees

Standing committees are committees that address continuing concerns which fall within the jurisdiction of the Assembly and shall be ultimately responsible to the GSSA Assembly.

Section 1: Appointment and Term of Office

Members of the Standing Committees shall be determined annually. The tenure of Standing Committees closes with the end of Spring semester. Any or all members of a committee may be reappointed.

Section 2: Reports

Standing Committees shall present interim reports as requested by the Assembly. Each Standing Committee shall submit an annual written report.

Section 3: Meetings

The frequency of committee meetings shall be determined by each committee chair unless otherwise designated by the Assembly or the Executive Committee.

Section 4: Committee Chairs

The President shall appoint chairpersons to these committees unless otherwise specified by the GSSA Constitution or these By-Laws. The appointments of these chairpersons must be approved by simple majority of the Assembly.

Section 5: Administration of Committees

Each Standing Committee shall operate in accordance with GSSA policy and regulations.

Section 6: Procedures for Operation

The Legislative and Social Committees shall establish guidelines for operation that are approved by the Assembly.

Section 7: Creation and Dissolution of Standing Committees

- A. Creation of a new Standing Committee will require approval of the Assembly and amendment to these By-Laws. Proper justification must be presented to the Assembly outlining the committee's purpose and function.
- B. Dissolution of a Standing Committee will require approval of the Assembly and amendments to these By-Laws. Proper justification must be presented to the Assembly outlining reasons for dissolving a Standing Committee.

Article VII: Standing Committees

The GSSA Assembly shall have the following Standing Committees:

Section 1: Legislative Committee

The Legislative committee shall be chaired by the GSSA President who will not have a vote except in the instance of a tie. The committee shall be composed of members from both the School of Liberal Arts and Science and Engineering. These members shall be nominated and confirmed by the Assembly at the first business meeting of the fall semester. This committee is responsible for reviewing and updating proposals on the legislative changes submitted to GSSA. The committee must compile these proposed revisions, and present them to the Assembly at a general business meeting in the same semester the revisions were proposed.

Section 2: Budget Committee

The Budget Committee shall be chaired by the GSSA Treasurer who will not have a vote except in the case of a tie. The committee shall be composed of members from the School of Liberal Arts and Science and Engineering. These members shall be nominated and confirmed by the Assembly at the first business meeting of the fall semester. The committee will be responsible for the development of the annual operating budget that will be submitted to GAPSA. The committee should formulate their standard procedures and present them to the Assembly at the first fall business meeting.

Section 3: Social Committee

The Social Committee shall be composed of members with the Vice-President as the chair as prescribed by Article VII, Section 4 of these By-Laws. This committee will organize social events including the annual spring crawfish boil.

Section 4: Awards Committee

The President will chair the Awards committee and is appointed as per Article VII, Section 4 of these By-Laws. This committee administers the selection process of all awards presented by GSSA, including the GSSA Graduate Teaching Award.

Article VIII: Special Committees

Special Committees are committees that address short-term concerns that fall within the jurisdiction of the Assembly and shall be ultimately responsible to the Assembly.

Section 1: Appointment and Term of Office

- A. Special Committees shall be created as needed by the Assembly. Proper guidelines shall be presented to the Assembly explaining the purpose, function, and need for such a committee.
- B. Membership of Special Committees shall be determined by the Assembly, or by Presidential appointment with Assembly Approval.
- C. The tenure of a Special Committee closes with its completion of its assignment.

Section 2: Reports

A Special Committee shall make a written report to the Assembly on completion of its assignment.

Section 3: Meetings

The frequency of committee meetings shall be determined by each committee chair unless otherwise designated by the Assembly.

Section 4: Administration of Committees

Each Special Committee shall operate in accordance with GSSA policy and regulations.

Section 5: Assembly Review

Upon request by the Assembly, a Special Committee shall update the Assembly on its progress.

Article IX: Student Representation to GAPSA

GSSA shall select the correct number of senators to GAPSA at the first meeting of the Fall semester. The number of senators shall be determined by GAPSA. The method of selection shall be determined by the Executive Committee.

Article X: Enactment/Amendment of By-Laws

Section 1: Enactment

These By-Laws will be enacted by a 2/3 vote of the Assembly.

Section 2: Amendment

These By-Laws may be amended at any Assembly meeting by a 2/3 vote.

Article XI: Awards

Graduate School Student Association Award for Excellence in Graduate Level Teaching:
The Graduate School Student Association Award for Excellence in Graduate Level Teaching shall be presented annually to an outstanding member of the Graduate School Faculty for excellence in Graduate level teaching in each of the two divisions of GSSA (Liberal Arts and Science & Engineering). Nominations shall be solicited by general announcement. Letters of nomination shall be accepted for review by the Awards committee for any candidate. The committee may have access to teaching reviews, and if possible, an evaluation of each of the faculty nominees teaching ability by a fellow faculty member, as well as any other material that they deem relevant. The Awards committee shall maintain permanent files on each nominee, so that subsequent nominations can be placed in context with those previous and placards will be made in honor of each winner. Previous award recipients are not eligible for a second award.

Article XII: Rules of Order

In the conduct of meetings of the Assembly and its committees the newly revised Robert's Rules of Order shall prevail except as otherwise provided in the GSSA Constitution or by these By-Laws.

REVISED AND APPROVED (GSSA 12/2012, GAPSA 3/2013)