

CLEMSON UNIVERSITY  
*Graduate Student  
Government*



# **Constitution and Bylaws**

Revised: November 2022

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# **The Constitution and Bylaws of the Clemson University Graduate Student Body**

## **PREAMBLE**

The Graduate Student Government adopts this Constitution and Bylaws to supplement and expand upon the Supreme Constitution of the Clemson University Student Governments. Clauses that are italicized are direct references to the Supreme Constitution and can not be superseded or amended without executing the procedures to amend or suspend the Supreme Constitution.

*The Graduate Student Government has the authority to establish the structure, composition, formation, membership requirements, and all other aspects of design regarding the Graduate Legislative Branch in the Constitution of the Clemson University Graduate Student Body.<sup>1</sup>*

*The Legislative Branch of Graduate Student Government, [comprised of the Clemson University Graduate Student Senate, hereafter referred to as the Senate], shall have the right to enact legislation to, in any respect, impact the Graduate Student Body or Government.<sup>2</sup>*

## **Article I. Name**

The name of this organization is Graduate Student Government as outlined in the Preamble of the Supreme Constitution of the Clemson University Student Governments. Its assembly in formal meetings is the Graduate Student Senate.

## **Article II. Objectives**

### **Section 1.2. Objectives.**

The Clemson University Graduate Student Government (GSG) is the representative assembly of the graduate student body. The objectives of the Graduate Student Government are:

- 1 Involvement: To encourage graduate students to participate with Clemson University regarding activities, academia, and administration.

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<sup>1</sup> Article I§2B, Supreme Constitution of the Clemson University Student Governments

<sup>2</sup> Article I§2A, Supreme Constitution of the Clemson University Student Governments

- 2 Communication: To act as the liaison between Clemson University personnel and affiliates and the graduate students.
- 3 Collaboration: To combine the efforts of graduate students and Clemson University to become “*Clemson Forward.*”
- 4 Development: To provide participatory learning experiences designed to enhance graduate students' academic, civic, social, and professional development.

## **Section 2. Powers and Duties.**

The primary powers and duties of the Senate are to:

- 1 Create, adopt, and resolve written legislation.
- 2 Establish Senate policies and procedures.
- 3 Express the consensus of the Senate on any matter.

## **Article III. Membership**

### **Section 1.1. Membership.**

The membership of GSG includes all elected and appointed officials in the body of the Senate, as well as any persons representing GSG on university committees. Members of the GSG are conferred the title, rights and privileges of “Senator.”

### **Section 2. Duties.**

The duties of each Senator are to:

- 1 Represent their constituents, otherwise known as the students from their program.
- 2 Report GSG events and meeting outcomes to their constituents and solicit feedback on legislation as expected.
- 3 Advocate for constituents on any matter related to Graduate Student Government, The Graduate School, or graduate student life at Clemson University.
- 4 Draft and sponsor legislation as expected.
- 5 Actively participate in at least one other Senate or GSG activity beyond attendance at the general assemblies, including but not limited to:
  - (a) Acting as a member of a GSG recognized committee or task force.
  - (b) Acting as Director of a committee or task force.
  - (c) Representing GSG on a college-wide committee.
  - (d) Holding a named GSG position or being a designated project lead (e.g. Webmaster, or GRADS program manager).
- 6 Failure to fulfill the duties and obligations of a senator will result in dismissal from Senate.

### **Section 3. Membership Eligibility.**

Any member of the graduate student body may be eligible for membership in the Senate as a Senator.

#### **Section 4. Membership Admission.**

Each Graduate Program, as defined by the Graduate Student Body Constitution, is entitled to the representation of two (2) members in the Senate. For purposes of apportionment, graduate programs of the same name, irrespective of the degree types, will be considered one program.

- 1 The President Pro Tempore will maintain a list of eligible graduate programs and their contact information to facilitate the appointment process.
- 2 The Senate rolls will be updated before the adjournment of the final meeting of the session.
- 3 The President will solicit the coordinator of each graduate program for appointment to fill the vacancies of the GSG.
- 4 The new Senate will be established upon declaration of the President prior to the first scheduled Senate meeting by the GSG Communications Director's certification of the official roll of the Senate.
- 5 An Oath (or Affirmation) of Office will be administered to a graduate student upon entry to any position within GSG.
  - (a) For the position of President, the Oath (or Affirmation) will be administered by the outgoing President. All other Oaths (or Affirmations) will be administered by the Vice President.
  - (b) The Oath (or Affirmation) of Office may be administered during a meeting of the Senate or privately in the presence of at least two (2) witnesses.
  - (c) The Oath (or Affirmation) of Office is: "I, [NAME], do solemnly swear (or affirm) that I will faithfully execute the Office of [TITLE], and will to the best of my ability, preserve, protect and defend the Constitution of the Graduate Student Body."
  - (d) If for any reason the designated officer responsible for administering an oath as described above is not capable or present, another officer of GSG may fill in to administer the oath in question.

#### **Section 5. Terms of Service.**

Senator terms are from the first recognized General Assembly until the final recognized General Assembly. The President and Vice President, as well as other appointed roles, will be expected to perform their duties until a successor assumes their role.

#### **Section 6. Dismissal.**

Dismissal of a Senator is defined as the removal of the title of Senator and all rights and privileges accompanying membership in the GSG.

- 1 The President will dismiss a Senator under the following conditions:
  - (a) Accumulation of two (2) unexcused absences in a single academic semester.
  - (b) Accumulation of a combination of three (3) excused and unexcused absences in a single academic semester.
    - (1) Excused absence means an absence for which the GSG Communications Director has received notification prior to or forty-eight (48) hours after the unattended Senate meeting.

- (2) Unexcused absence means an absence for which the GSG Communications Director did not receive notification prior to or forty-eight (48) hours after the unattended Senate meeting.
  - (c) Neglect of senator duties described in Section 2:
    - (1) If a Senator is the director of a committee or task force or if the senator is not on serving on a committee or task force, suspension is at the discretion of the President after consultation with other members of GSG Leadership.
  - (d) Failure to take assigned orientation training within fourteen (14) days of inauguration with no more than an additional fourteen (14) days to be granted by the will of the Vice President after the original allotment.
- 2 Senators cannot be dismissed for their voting records in Committee or General Assembly meetings. Senators cannot be dismissed for their opinions as expressed through votes representing the views of their constituents and conscience in accordance with the Rules of Order.
  - 3 Any member who proposes dismissal must prove, by a preponderance of evidence, that the dismissal is for failure to actively participate and/or to participate with decorum in accordance with the Student Code of Conduct. A Senator cannot be dismissed as a result of dissent from the majority. Evidence may include and is not limited to attendance records of the Senator.
  - 4 The GSG Communications Director will revoke the membership of a dismissed Senator by removing the Senator's name from the Senate roll.
  - 5 Reinstatement after Dismissal
    - (a) A dismissed Senator can only be reinstated by a two-thirds (2/3) vote during any regular session of the Senate or a successful appeal by the Senator to the Rules and Procedures Committee.
  - 6 Dismissal Appeal
    - (a) The Senator may appeal his or her dismissal by submitting a written request within forty-eight (48) hours of dismissal to the Rules and Procedures Committee. The Rules and Procedures Committee will set up a hearing, within 5 days of receiving the Appeal, presided over by the Director of the Rules and Procedures Committee. During the hearing, the presiding Senate Officer or the dismissed Senator's Committee Director must make his or her case that the dismissal was for lack of participation or lack of decorum. A board, with a minimum of three (3) people, comprised of Rules and Procedures Committee members will then vote on whether the evidence supports the dismissal of the senator or whether the dismissal will be overturned.
      - (1) If the dismissed Senator serves on the Rules and Procedures Committee, then the same procedure will be followed in a different Committee that is selected by the President.

### **Section 7. Resignation from Membership.**

Resignation letters are sent to the GSG Communications Director. Upon receipt of the letter, the GSG Communications Director will alert the Vice President to then facilitate the graduate program's process of appointing an Alternate to finish out the resigning member's term.

### **Section 8. Member Recall.**

A senator's constituents may submit a notice of recall, signed by a majority of eligible graduate students in that program, to the GSG Communications Director. Upon receipt of the recall notice, the GSG Communications Director will alert the Vice President to facilitate the graduate program's process of appointing an Alternate to complete the recalled member's term.

### **Section 9. Delegate.**

One may become a Delegate if they are interested in becoming involved in GSG but their department has already filled both Senator positions. Students must send a request to the GSG Vice President to be added as a Delegate.

1. The Delegate must:
  - a. Actively serve on at least one GSG Committee.
  - b. Complete the same Canvas training as Senators.
2. The Delegate may:
  - a. Co-sponsor legislation.
  - b. Attend GSG meetings and engage in discussion.
3. The Delegate may not:
  - a. Vote on legislation.
  - b. Serve on a committee external to GSG.

## **Article IV. Officers**

### **Section 1. GSG Leadership Duties.**

Officer terms will begin upon swearing in at the final Senate meeting of the academic year. Officers serve until the swearing in of the succeeding administration. The officers of the Graduate Student Government will be elected and appointed. The elected officials will be the President and Vice President. These officers will then appoint the Chief of Staff and Pro Tempore. These four (4) officers will hereafter be referred to as "GSG Leadership." GSG Leadership will perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Senate.

- 1 **President.** The duties and powers of the President are to:
  - (a) Serve as a spokesperson for the Graduate Student Body.
  - (b) Provide vision and direction to the organization.
  - (c) Issue proclamations of a celebratory nature and recognize graduate student achievements and contributions to graduate student life.
  - (d) Represent the Graduate Student Body to the Board of Trustees and University administration.
  - (e) Make appointments to University committees on which GSG is entitled to representation.
  - (f) Appoint, along with the Vice President, the Chief of Staff and President Pro-Tempore.
  - (g) Unilaterally remove any officer or representative appointed by the President.

- (h) Appoint, along with the Vice President, directors of the standing committees of the GSG.
  - (i) Serve as an ex officio member of all external committees.
    - (1) The President will not be counted in determining the number required for a quorum or in determining whether a quorum is present.
  - (j) In the event the President is invited to attend a university meeting or event on behalf of the Graduate Student Body and is unable to, their attendance must be delegated to Vice President or another Senate leader (Chief of Staff, Pro Tempore, or Director) as is topically relevant.
- 2 **Vice President.** The duties of the Vice President are to:
- (a) Serve as Presiding Officer of the Senate unless then delegated to the President, the Pro-Tempore, or the Chief of Staff
  - (b) Assist and advise the President in all his/her responsibilities.
  - (c) Establish the date, time, and location of Senate meetings at least ten (10) days prior to the meeting date.
  - (d) Ensure the proper operations of activities related to GSG.
  - (e) Appoint, along with the President, the Chief of Staff and President Pro-Tempore.
  - (f) Unilaterally remove any person in a position appointed by the Vice President.
  - (g) Oversee the set up and break down of the physical location for General Assembly meetings.
  - (h) Maintain order in the Senate chambers during Senate meetings.
  - (i) Serve as an ex officio member of Internal committees.
    - (1) The Vice President will not be counted in determining the number required for a quorum or in determining whether a quorum is present.
  - (j) Attend the open Board of Trustees meetings if warranted by the President.
- 3 **Chief of Staff.** The duties of the Chief of Staff are to:
- (a) Assist and advise the President regarding Senate committees that pertain to any outside business needing to be conducted by GSG as agreed upon by the Senate's Bylaws.
  - (b) Serve, by default, as the Director of the Graduate Campus Life Committee, unless the President delegates this position to another Senator.
  - (c) Track and maintain a written and digitized log of external issues brought up by Senators and the Graduate Student Body and coordinate with all external committee Directors to ensure that progress toward solutions those concerns are made.
    - (1) This log of external issues will:
      - (i) identify the issue,
      - (ii) the date the issue was brought to GSG,
      - (iii) action items that work toward a solution to the issue, and
      - (iv) the person or persons in charge of executing the action items and the development of any further action items necessary for working toward a solution to the issue.
    - (2) The Chief of Staff is expected to regularly report to the President and to the Senate assembly, as needed, on the progress toward a solution for each issue.
    - (3) While tracking and taking action on these issues, the Chief of Staff will follow a bottom-up approach in staffing Senators in resolving issues. From the bottom, the

responsibilities should start from within the committee first. Then, going up a level, the Chief of Staff must be notified by the Committee Director to see if he or she can fill in. At this level, the Chief of Staff will determine why the committee is unable to meet its responsibility. If the Chief of Staff feels it is necessary to intervene at the committee level, the Chief of Staff should review the performance of the committee and committee Director to identify and address the performance weakness. If the Chief of Staff has completed the task improvement process and everybody is doing their job, the Chief of Staff needs to fill in and be present for GSG as the liaison committee representative. If the process fails and GSG is willingly abdicating its duty to represent the graduate student body at a liaison university function, a Senate inquiry must be initiated to investigate the failure of the entire organization.

- (d) As needed, maximize the legislative power of the Senate via Bill(s) and Resolution(s) to unite the student body and to leverage such union while working with the university towards solutions.

4 **President Pro Tempore.** The duties of the President Pro Tempore are to:

- (a) Assist and advise the Vice President regarding Senate committees that pertain to any of the inner workings of the Senate as agreed upon by the Senate's Bylaws.
- (b) Preside over any impeachment trial of the President.
- (c) Maintain the written and digitized record of filed and issued subpoenas.
- (d) Perform other duties assigned by the Vice President.
- (e) Set up the General Assembly meeting location and clean up after the meeting is over.
- (f) Serve, by default, as the Director of the Rules and Procedures Committee unless the President delegates this position to another Senator.
- (g) Ensure the successful operation of GSG internal functions. Responsibilities include:
  - (1) advising internal committee Directors,
  - (2) completing the GSG annual awards dissemination,
  - (3) successfully seeking and integrating new Senators, and
  - (4) educating members on the legislative process.
- (5) In the event of a staffing shortage for GSG internal activities, the President Pro Tempore will follow a bottom-up approach to enlist Senators to fill the vacant positions. From the bottom, the responsibilities should start from within an internal committee first. Then, going up a level, the President Pro Tempore must be notified by the Committee Director so they can begin an executive staffing process. At this level, the President Pro Tempore will evaluate why the internal committee lacks enough Senators to fulfill its role. The evaluation can include documentation of the Director reaching out to their committee members and their responses or a Committee roster showing a lack of Senators being in the committee. The Pro Tempore has the discretion to assign unoccupied Senators from other internal Committees to ensure that the GSG internal activity is operating successfully.

5 **Discretionary Funds.** GSG Leadership may have the ability to use funds for a variety of purposes such as GSG related travel, professional development, and items for the betterment of the organization.

- (a) Once discretionary funding is allocated in the annual budget, spending requests should be submitted in writing to the Finance Director for review.
- (b) The Finance Director may choose to present legislation to the Senate for review of a discretionary spending request. Spending of discretionary funds without prior approval may not be reimbursed.

**Section 2. GSG Leadership Committee Responsibilities.**

Graduate Student Government Leadership is responsible for making sure that the following Clemson University Committees are filled by members of GSG Leadership or appointed designee. GSG Leadership is also responsible for collecting regular reports from those representatives, compiling those reports, and presenting them at General Assembly Meetings.

- 1 **Council on Graduate Studies.** This subcommittee provides oversight of graduate education by reviewing, considering, and disseminating recommendations from its constituent committees. Policy recommendations requiring specific action are approved and forwarded to the Academic Council. The Council on Graduate Studies is expected to transcend unit and college lines to promote excellence in all facets of graduate education.
- 2 **Graduate Advisory Committee.** This subcommittee independently studies and reviews policy on non-curricular graduate student academic matters and on those issues affecting the general welfare of graduate students.
- 3 **The Academic Council.** This committee reviews and recommends academic policy to the Provost. Such matters may be routed to the President through the Provost by a majority vote. The council receives reports and recommendations from committees and groups reporting to it. The Academic Council also reviews recommendations regarding University-wide academic policy that emanate from the office of the Provost, the Faculty Senate, the Student Senate, collegiate faculties, as well as from ad hoc committees appointed by the President or Provost. The Academic Council will view its role primarily as an oversight body guiding and advising the University with regard to academic policy.
- 4 **Vending Machine Committee.** This committee reviews requests from University departments or organizations for the funding of special activities from the vending machine fund.

**Section 3. GSG Leadership Meetings and Transition.**

- 1 GSG Leadership is required to meet regularly to share and update information regarding the status of business being done both inside and outside of the senate.
- 2 The location and time of these meetings shall be agreed upon by all members and should reoccur no less than every two (2) weeks.
- 3 **Transitions.** The members of the GSG Leadership will prepare a Transitional Report at the end of their term (see Article III, § 5. **Terms of Service**) to assist the incoming members of GSG Leadership in accomplishing and continuing the missions of GSG. The roles and duties of the members of GSG Leadership, pertaining to the Transitional Report, are as follows:
  - (a) The President and the Chief of Staff are to set up the President-elect and their Chief of Staff for success. Such preparation may include:
    - (1) The completion of the GSG Officer Transition Info Sheets.
    - (2) Preparation of the list of accomplished tasks and the university contacts for those tasks.
    - (3) Preparation of the list of lessons learned.

- (4) Preparation of the list of unfinished tasks that need to be worked on by the President-elect.
- (5) Preparation of the list of goals of external committees.
- (b) The Vice President and the President Pro Tempore are to be co-authors of the Transitional Report and must set up the Vice President-elect and their President Pro Tempore for success. Such preparation may include:
  - (1) The completion of the GSG Officer Transition Info Sheets.
  - (2) Preparation of the list of key university contacts, pertinent dates, etc.
  - (3) Preparation of the list of lessons learned.
  - (4) Preparation of the list of unfinished tasks that need to be worked on by the Vice President- elect.
  - (5) Preparation of the list of goals of internal committees.
- 4 The President-elect and Vice President-elect will collaborate with the Finance Director to make the annual budget immediately following the election in consultation with the outgoing Directors of the Internal and External committees.
  - (a) The budget for the following academic year must be presented as legislation and voted on before/on the last meeting of Senate before dissolution.

**Section 4. Succession.**

Any vacant elected office must be filled at the first Senate meeting following the vacancy.

- 1 If the office of President is vacated, the Vice President will assume the office of President and vacate the office of Vice President.
- 2 If the office of Vice President is vacated, the Pro Tempore will assume the office of Vice President and vacate the office of Pro Tempore.
- 3 In the event of an extenuating circumstance, i.e. sickness, absence due to family emergency, etc., the Senate may vest the Vice President with the powers of the President by a two-thirds (2/3) vote.
- 4 In the event of a vacancy of a Chief-of-Staff, Pro Tempore, or GSG Communications Director, the President and/or Vice President will appoint a successor.

**Article V.  
Director Duties**

**Section 1. Director Position Requirements.**

- 1 All Directors that oversee committees are required to have a set number of meetings as designated within their committee descriptions, not meeting any less than once a month.
- 2 All Directors, except Web Directors, are required to present at each General Assembly meeting regarding any important announcements or updates regarding action items their committee is working towards, unless waived by a member of GSG leadership.
- 3 All Directors are required to manage and oversee a certain number of senators as outlined within their committee’s description. In managing and overseeing these senators, the director should possess proper leadership skills by effectively delegating tasks to senators (including teaching novice senators how any of those tasks are performed). This will

effectively help in building cohesive and transferable knowledge regarding the health of GSG.

- 4 All Directors should be honest and trustworthy in attesting that senators under their purview are actively engaging and attending committee meetings.

### **Section 2. Director Position Expectations.**

- 1 All Directors are expected to respond to emails and requests from GSG Leadership concerning any questions, delegations, and/or inquiries put forth by GSG Leadership within a week of it being initially sent.
- 2 All Directors are expected to maintain consistent contact with appropriate Clemson University Administration and departments that pursue work concerning topics closely related to that director's committee.
- 3 All Directors are expected to be able to explain their committee's responsibilities if asked, as well as any major items that their committee may currently be working towards.
- 4 All Directors requested to serve on a new committee or task force assignment are expected to either serve as the primary representative or to delegate that assignment to one of their committee members, with the approval of GSG Leadership. Regardless of who is assigned, the Director is still expected to present any new information from that committee-task force to the General Assembly.

### **Section 3. Director of Finance (GSG Treasurer).**

The Director of Finance oversees and plans the GSG budget, reimburses purchases set forth by either GSG Leadership or Directors, directly purchases required materials for events and activities (gift cards, etc.), assists in oversight of the budget related to graduate student organizational funding (serving as a Co-Director for that committee) and makes sure that all honorariums are paid on time. The Director of Finance also schedules a regular meeting with leadership from the Clemson University Student Affairs Business Office (SABO) ensuring that all funds are being spent in accordance with the purchasing guidelines for South Carolina state agencies. The Director of Finance is also responsible for safeguarding all general funds collected by the Senate, making sure they are being spent in accordance with any duly enacted legislation of the Senate. The Director of Finance has the jurisdiction to challenge the misuse of any appropriated funds, including any discretionary funds. Any and all funds shall be allocated and spent for the benefit of the Graduate Student Body. If the nature of the benefit is not clear and/or not obvious, the funding allocation will be subjected to challenge by both the Director of Finance and the Senate.

### **Section 4. GSG Web Director.**

The GSG Web Director keeps the GSG website updated regarding any pertinent information connected to GSG. This includes updating the current roster of senators, committee member assignments, upcoming events, and any additional updates to the GSG website requested by GSG Leadership.

**Section 5. Director of GSG Communications.**

The Director of Communications is responsible for creating and sending out the GSG Newsletter: The Tiger Beat, on a weekly basis. The Director is also responsible for monitoring the officially recognized GSG email, Facebook, Instagram, and Twitter accounts. The director will oversee using these channels to send out information to the graduate student body when necessary or at the request of either the President or Vice President. Before General Assembly meetings, the Director will be responsible for preparing the presentation slides used, by alerting other Directors to place their reports therein as well as adding information regarding any guest speakers. Using this document, the Director can then fill out the tentative agenda and is responsible for recording General Assembly minutes and senator attendance. Upon creation of the finalized document of the General Assembly minutes, the Director is responsible for sending those minutes out to all active senators.

**Section 6. Deputy Director Director of GSG Communications.**

The Deputy Director of GSG Communications assists the Director in the duties described above.

**Section 7. Director of Graduate Student Organizational Funding.**

The Director of the Graduate Student Organizational Funding committee is responsible for regularly checking for funding requests on TigerQuest as well as answering any questions that might come to the GSG Finance email. Monthly, the Director is responsible for sending out an email through TigerQuest to remind all acting Graduate Student Organization Presidents that GSG is holding a Finance Hearing on the first Tuesday of each month unless otherwise specified. The Director will lead each hearing, in which all accompanying committee members are expected to attend. During each hearing, all funding requests are discussed to determine an appropriate level of funding. Upon which, the Director is responsible for drafting legislation regarding potential awardees and sending that document to the Director of Rules and Procedures. If the bill is approved by a majority Senate vote, the Director is responsible for alerting those student organization awardees of their funding amount and what required documentation they will need to complete to finalize the funding process. Upon receipt of this information, the Director will be responsible for sending those documents to the Clemson University Student Affairs Business Office (SABO) Financial Analyst for final approval to distribute the approved funds to that organization.

**Section 8. Director of Graduate Activities and Outreach.**

The Director of the Activities and Outreach Committee is responsible for scheduling meetings as necessary to plan, organize, and carry out any GSG related events. The Director is responsible for making sure all delegated tasks are being taken care of in a timely and professional manner. If the event has a prize for the winner (ex. trivia nights), the Director is also responsible for delivering those prizes to the winner in a timely manner.

**Section 9. Deputy Director of Activities and Outreach.**

The Deputy Director of the Graduate Activities and Outreach Committee assists the Director in the duties described above.

**Section 10. Director of Graduate Research Initiatives.**

The Director of Graduate Research Initiatives is responsible for organizing and directing the activities of the Research Initiatives committee. To the best of their ability, the Director of Graduate Research Initiatives is responsible for planning, orchestrating, and securing funding for the Three Minute Thesis (TMT) and Graduate Research and Discovery Symposium (GRADS) events.

**Section 11. Deputy Director of Graduate Research Initiatives.**

The Deputy Director of the Research Initiatives Committee assists the Director in the duties described above.

**Section 12. Director of Graduate Travel Grant (GTG) Applications.**

The Director of GTG Applications is responsible for answering all questions regarding the GTG application process. The Director of GTG Applications will also hold the power to ban/remove students from any application period at their discretion if they feel a student has not followed the rules they have set.

**Section 13. Director of Graduate Travel Grant (GTG) Awards.**

The Director of GTG Awards is responsible for determining which applications are awarded funding as well as the budget for each application period. The Awards Director is also responsible for creating a funding document to send to the Clemson University Provost and the Vice President of Research (VPR). Finally, the Awards Director is responsible for handling all reimbursements and receipt validations, even if delegated to GSG senators.

**Section 14. Graduate Travel Grants Web Director.**

The GTG Web Director oversees maintenance of the GTG database and website platforms.

**Section 15. Director of Graduate Travel Grant (GTG) Communications.**

The Director of GTG Communications is responsible for all external communications to departments, programs, and colleges about travel grant funding and availability. The Director of GTG Communications, alongside the other GTG Directors and GTG Committee members, will set up informational and training sessions to educate students on the GTG application process.

**Section 16. Director of Rules & Procedures.**

The Director of the Rules & Procedures Committee will serve as Senate Parliamentary authority during General Assembly Meetings. As such the Director has the power to keep order during the General Assembly meetings regarding senators or Directors speaking out of turn, talking for too long, or any other items outlined in this document regarding proper procedure. The Director will be expected to receive formal parliamentary training as part of accepting this role, to be conducted at some point prior to the first meeting in the fall semester. The Director is expected to consult with the University's Parliamentarian if their experience is insufficient to serve the role on their own.

**Section 17. Director of Health and Human Services.**

The Director of Graduate Health and Human Services is the primary liaison for any student health/insurance related business between GSG and any relevant outside persons and groups such as the Executive Director of Redfern.

**Section 18. Director of Graduate Justice, Equity, Diversity, and Inclusion (JEDI).**

The Director of Graduate Justice, Equity, Diversity, and Inclusion is the primary liaison for any student concerns or interests related to Social Justice, Equity, Diversity, and Inclusion. The Director is also responsible for working with the administration and staff of both the Gantt Center and Grad 360 in order to develop and maintain effective programs, events, and series for students that are related to topics appealing to Social Justice, Equity, Diversity, and Inclusion.

- 1 Assigned committees this director is responsible for either serving on or appointing a senator to:
  - (a) Council of Diversity & Inclusion
  - (b) Council of Global Engagement

**Section 19. Deputy Director of Graduate Justice, Equity, Diversity, and Inclusion (JEDI).**

The Deputy Director of Graduate Justice, Equity, Diversity and Inclusion (JEDI) assists the Director in the duties described above.

**Section 20. Director of Sustainability.**

The Director of Sustainability is responsible for organizing and directing the education programs and activities of the Sustainability Committee. These activities include a yearly Earth Day event and one Fall Green Football Game Day event.

- 1 Assigned committees this director is responsible for either serving on or delegating:
  - (a) Clemson University Sustainability Commission
  - (b) Office of Sustainability Advisory Board

## **Section 21. Director of Graduate Academic and Campus Affairs.**

The Director of Graduate Academic and Campus Affairs is the primary liaison for any conversations regarding graduate student life, both inside and outside the classroom, not overseen by any other recognized GSG committees. Moreover, the Director is responsible for ensuring that any graduate academic and/or service committee for Clemson University and the City of Clemson connected to GSG are filled with graduate student representatives. The Director of Graduate Academic and Campus Affairs is also responsible for collecting regular reports from each of those representatives, compiling those reports, and presenting them at General Assembly Meetings.

- 1 The director is responsible for either serving on or appointing a senator to the following assigned committees:
  - (a) Discipline and Integrity
  - (b) Athletics and Ticketing
  - (c) IT Student Advisory Board (ITSAB)
  - (d) Athletic Council
  - (e) Student Affairs Student Advisory
  - (f) Libraries Advisory
  - (g) Clemson University Police Advisory
  - (h) City of Clemson Police Advisory
  - (i) Bookstore Advisory
  - (j) Campus Rec Advisory
  - (k) Parking Advisory & Parking Review Board
  - (l) Accident Review Board
  - (m) Graduate Curriculum Committee
  - (n) University Assessment Committee
  - (o) Academic Grievance Committee
    - i. A representative must be selected from each college.
  - (p) Academic Integrity Committee
    - i. A representative must be selected from each college.
  - (q) Intellectual Property
  - (r) Distance Education Advisory
  - (s) Academic Technology

## **Article VI. Elections**

### **Section 1. The Graduate Election Commission (GEC).**

The GEC will independently manage Senate Officer elections.

- 1 The GSG Communications Director will send out an email which solicits members from the graduate student body for the GEC no later than January 15.
- 2 Any officer of GSG starting with President, who is not planning to run for any elected position, will recommend one (1) Commissioner and two (2) members from the Clemson University Graduate Student Body to the Senate regarding appointment to the GEC.
- 3 In the event, an officer of GSG is planning to run for any elected position, the role described above will be passed down to the next officer of ranking authority.
- 4 Appointees will be confirmed by a simple majority of the Senate.
- 5 Any member of the Senate, or not of the Senate, may apply and serve on the GEC unless they are running for an office.
- 6 The Commissioner will lead and supervise the commission.

## **Section 2. GEC Powers and Duties.**

The GEC has the following powers and duties:

- 1 Determine and publish the dates for candidacy filings, candidate meetings, campaigning, and voting.
- 2 Verify the qualifications of each candidate within two (2) business days of said candidate's completed filing.
- 3 Ensure all Campaign Rules are followed and enact punishment when violations occur.
- 4 File election reports and rulings with the current GSG Leadership Officers no later than one (1) calendar day following the conclusion of the election.

## **Section 3. Candidacy.**

The word "Candidate" will mean a graduate student seeking election for the position of President or Vice President of the Senate. A graduate student will become a Candidate upon verification by the GEC that the student has met all of the candidacy requirements for the desired office. A Candidate may withdraw from the election by submitting a letter to the GEC at least seven (7) calendar days prior to the election date.

- 1 **Interest.** A graduate student may seek candidacy for President or Vice President by completing the following steps:
  - (a) Submit a formal written intention to run for an elected position with the Commissioner of the GEC.
  - (b) Sign an Election Code Compliance Document.
- 2 **Eligibility.** To become a Candidate, a graduate student criterion:
  - (a) Complete at least one semester as a graduate student at Clemson University within two (2) years prior to the current election year.
  - (b) Complete at least one (1) semester of service in the Graduate Student Government
  - (c) Have, at minimum, a 3.0 cumulative graduate grade point average at the time of filing.
  - (d) Intend to be enrolled as a graduate student at Clemson University for the full academic calendar year following their election.
  - (e) Not be on disciplinary probation with Clemson University.
  - (f) Not be disqualified by the GEC from any previous election.

- (g) Not be a Candidate for more than one office at the same time.

#### **Section 4. Campaign Rules.**

##### **1 Candidate Meetings.**

- (a) The GEC will hold a mandatory candidate information meeting no earlier than February 10 and no later than February 15.
- (b) All Candidates are required to attend candidate meetings held by the GEC, unless given a specific exemption by the GEC.
- (c) The GEC may hold additional candidate meetings as needed.

##### **2 Advertisements.** The term "advertisement" means all visual, written, and verbal forms of promoting a Candidate.

- (a) All written and digital advertisements must be registered with the GEC within two (2) business days of dissemination by providing either:
  - (1) a copy of the advertisement, either digital or physical, or
  - (2) a photograph of the advertisement with all text clearly readable.
- (b) All advertisements must adhere to Clemson University policies, including Clemson University Facility Use Policy, see Appendix E.
- (c) Candidates will only use advertisements registered with the GEC and, as appropriate, the University.
- (d) Advertisements will not be placed in any Clemson University mailbox, nor will advertisements be placed on vehicles or in any other location except as permitted by Clemson University Facility Use Policy, see Appendix E.
- (e) All advertisements smaller than eleven (11) inches by seventeen (17) inches must be removed within forty-eight (48) hours of the conclusion of the election.
- (f) All advertisements eleven (11) inches by seventeen (17) inches or larger:
  - (1) Must not exceed the size of eight (8) square feet.
  - (2) Must only be posted on campus within five (5) academic days of the election date.
  - (3) Must be limited to six (6) advertisements per candidate.
  - (4) Must be removed within twenty-four (24) hours of the conclusion of the election.

##### **3 Campaigning.** No campaigning may take place within fifteen (15) feet of a student in the act of voting. No form of campaigning and/or fundraising will be permitted prior to February 15<sup>th</sup>.

- (a) If a complaint is filed with the GEC, the GEC will decide whether or not there was an intent to campaign by the candidate.
- (b) If the GEC determines that a candidate intentionally campaigned within fifteen (15) feet of a student in the act of voting, this will be considered a major infraction (see Article V, § 5.2).

#### **Section 5. Campaign Rules Violations.**

- 1 Minor Infraction.** The term "minor infraction" will mean a violation which would likely not change the outcome of the election. The punishment for a minor infraction will be a fine not exceeding fifteen (15) dollars.

- 2 **Major Infraction.** The term "major infraction" will mean a violation which would likely change the outcome of the election. The punishment for a major infraction will be one or both of the following:
  - (a) A fine not exceeding thirty (30) dollars.
  - (b) Disqualification from the election.
- 3 Unless otherwise stated in this Code, the GEC will determine the classification of infractions for campaign rules violations.
- 4 A Candidate will be disqualified upon either of the following conditions:
  - (a) the Candidate accumulates more than thirty (30) dollars in fines, or
  - (b) the Candidate accumulates three (3) minor or major infractions.
- 5 Fines must be paid to the GEC within three (3) academic days of issuance or further penalties may be assessed. An elected Candidate may not assume office until all fines are paid.

### **Section 6. Candidate Forum.**

A Candidate forum organized by the GEC will be held at least three (3) calendar days before the election date. The forum will be advertised to the Graduate Student Body and will be open to the general public. All registered Candidates or their representatives for each office will be allowed to speak about their platforms and to answer questions from attendees.

- 1 The GEC will facilitate the forum in an organized manner, giving each Candidate equal opportunity to speak.

### **Section 7. Voting.**

- 1 Only currently enrolled graduate students will be eligible to vote in elections for Senate Officers.
- 2 Elections will be conducted online in cooperation with Clemson University, except in the following extenuating circumstances:
  - (a) a failure of infrastructure which prevents electronic voting, and/or
  - (b) conclusive evidence of voter fraud or tampering is found when an electronic vote is taken.
- 3 In the event of extenuating circumstance, elections will be re-held electronically.

### **Section 8. Election Results.**

- 1 For each office, the Candidate receiving a plurality of the total number of votes cast will be the winner.
- 2 In the case of a tie, run-off elections for the tied office will be conducted as quickly as possible, in the same manner as the general election, until a Candidate receives a plurality.
- 3 The Commissioner of the GEC will notify the Graduate Student Body President of the results of the election immediately upon certification of the election results.
- 4 The Commissioner of the GEC will notify the GSG Advisor within twenty-four (24) hours of the certification.

### **Section 9. Neutrality.**

- 1 No member of GSG will, in their official capacity, endorse or support any Candidate.
- 2 No campaign advertisements will be posted in spaces controlled by GSG.
- 3 No materials pertaining to a Candidate's campaign will be stored in spaces controlled by GSG.
- 4 No resources belonging to or under the control of GSG will be used by or used to support any Candidate.

## **Article VII. Meetings**

### **Section 1. Regular Meetings.**

- 1 The date, time, and location of the regular meetings of the Graduate Student Government will be published by the Student Body Vice President at least ten (10) business days prior to the meeting date. This includes any meetings that are to be conducted virtually via teleconferencing or video conferencing.
- 2 Except for executive sessions, all meetings of the Graduate Student Government will be open to any member of the public.
- 3 Any member of the graduate student body may formally present their concerns to the Senate for consideration during meeting minutes, provided that graduate student notifies the Vice President at least three (3) days prior to the Senate meeting; this information can be expressed after all official reports have been given and any old and new business has been conducted for that meeting.
- 4 GSG Leadership may invite visitors to participate in any specific discussion.

### **Section 2. Standing Order of Business.**

- 1 Approval of Minutes
- 2 Guest Speakers (limited to twenty [20] minutes)
- 3 Reports
  - (a) President (limited to five [5] minutes)
  - (b) Vice-President (limited to five [5] minutes)
  - (c) Chief of Staff (limited to five [5] minutes)
  - (d) President Pro Tempore (limited to five [5] minutes)
  - (e) Standing Committees (limited to five [5] minutes)
  - (f) Special Committees and Task Forces (limited to five [5] minutes)
- 4 Unfinished Business and Special Orders (debate limited to ten [10] minutes for each item of business)
- 5 New Business and General Orders (debate limited to ten [10] minutes for each item of business)
- 6 Announcements (one [1] minute each announcement)
- 7 Good of the Senate (limited to ten [10] minutes total)

### **Section 3. Special Rules of Order.**

- 1 A Senator may be granted the floor by the presiding officer in two ways:
  - (a) by having business such as Bill or Resolution on the agenda for the meeting, or

- (b) by raise of hand or placard when the floor is open and with recognition by the presiding officer.
- 2 A Senator may be recognized for five (5) minutes no more than twice for debate on any single motion or item of legislation.
- 3 A Senator recognized to speak during debate must directly address the presiding officer and confine all remarks to speaking clearly in favor of or in opposition to the pending legislation or motion.
- 4 A Senator wishing to ask a question pertaining to the question on the floor may do so by raising a 'Request for Information' or about procedure by raising a 'Parliamentary Inquiry.'
- 5 Guest speakers on the agenda will have the right to address the Senate when recognized by the presiding officer.
- 6 Without objection, any nonmember may speak when recognized by the presiding officer. If an objection is heard, the presiding officer will put the question to the Senate. A two-thirds (2/3) vote in the affirmative will be required to allow the nonmember to speak.

#### **Section 4. Special Meetings.**

Special meetings of the Senate may be called at any time by the President or by written petition by at least one-third (1/3) of the senate.

#### **Section 5. Minutes.**

- 1 The GSG Communications Director will record the minutes of each Senate meeting and will deliver them to the president no more than three (3) calendar days following the Senate meeting during which the minutes were recorded.
- 2 The Webmaster will ensure that public records related to Senate businesses are available to the public online on the GSG website.
- 3 The GSG Communications Director will publish the minutes no more than seven (7) days following the Senate meeting during which the minutes were recorded.
- 4 The minutes will contain, at minimum:
  - (a) A summary of each presentation and report.
  - (b) A summary of announcements.
  - (c) A summary of points made during debate.
  - (d) All motions and vote results.
  - (e) A summary of discussions during open speech.
  - (f) The record of any vote on legislation taken by roll call, listing the vote of each member by name, will be published as an appendix to the minutes.

#### **Section 6. Voting.**

All votes on items of legislation will be taken by electronic roll call, verbal roll call, or unanimous consent.

- 1 No vote of the GSG will be taken in executive session or by secret ballot.
- 2 Members of the Senate will exercise their best judgment and abstain from any vote which may present a conflict of interest or the appearance of a conflict of interest.

### **Section 7. Quorum.**

Forty (40) percent of the membership of the Senate must be either physically and/or virtually present in the meeting to be considered as a quorum for the transaction of all business.

### **Section 8. Continuity Plan.**

In the event of a campus closure or any circumstance that renders a meeting in the Senate Chambers unsafe or untenable, as determined by the President of the GSG, Senate meetings will be conducted in a virtual format, by teleconference or video conference, as scheduled. The Vice President and/or the Communications Director will notify the senators and the graduate student body of the change in location and format.

## **Article VIII. Legislation**

### **Section 1. Legislation.**

The following are the types of legislation that a Senator is able to present to the General Assembly:

- 1 **Bills.** Legislation titled "A Bill" is used to either enact changes to our Constitution and Bylaws or appropriate funds. The title of each bill will be prefixed by "G.B." and a unique number will be assigned by the Director of Rules and Procedures.
- 2 **Resolutions.** Legislation titled "A Resolution" is used to state the opinion of the Senate. The title of each resolution will be prefixed by "G.R." and a unique number will be assigned by the Director of Rules and Procedures.
- 3 **Concurrent Resolutions.** Legislation titled "A Concurrent Resolution" is used to amend the Supreme Constitution of the Undergraduate and Graduate Student Body, perform joint business of the Undergraduate and Graduate Senates not requiring the approval of either the President, or to state a joint opinion of the Undergraduate and Graduate Senates. The title of each concurrent resolution will be prefixed by "C.R." and a unique number.

### **Section 2. Legislative Process.**

Any Senator may introduce an item of legislation for consideration by the Senate by submitting a bill to the Rules and Procedures Committee for review. All legislation must be sent to [gsgrules@clermson.edu](mailto:gsgrules@clermson.edu).

- 1 The member who introduces the legislation will be the Sponsor. Additional members may add their names to the legislation as co-sponsors.
- 2 New legislation must be presented to the Senate at least five (5) days prior to the vote on the legislation, unless waived by the Rules and Procedures Director.
- 3 The Rules and Procedures Committee will perform an initial check to determine if the bill proposal is to move forward to gather Senators' comments or to return to the sponsors for edits.
- 4 After receiving Senators' comments, the sponsors may make further edits before re-submitting to the Rules and Procedures Committee for a final review. Upon final approval, the proposed bill will then be presented for final discussion and voting by the Senate as an item of New Business.

- 5 On the floor of the Senate, the sponsors will provide their reasoning and summary for the proposed bill. The introduction will be followed by a 10-minute debate. Finally, the bill will be voted on by the Senate.
- 6 The Director of Rules and Procedures, with approval of the Sponsor, alter the language of introduced legislation to remove ambiguity and apply stylistic consistency with prior legislation, otherwise known as a “friendly amendment.”
- 7 requests
- 8 All legislation regarding appropriation of funds will be shown to the Treasurer prior to consideration by the Senate.
- 9 Legislation referring to a committee must be shown to that committee prior to being taken up in the Senate.
- 10 Legislation passed by the Senate will be presented to the President, who may sign or veto the legislation.
  - (a) If the legislation is not signed or vetoed within seven (7) calendar days of presentation, then the legislation is considered passed.
  - (b) The Senate has the right to overturn any veto by two-thirds (2/3) vote during the meeting following the announcement of the veto.
- 11 Legislation that has been signed by the President or have received a veto override in the Senate will become effective immediately.
- 12 The Graduate Student Body has the right to enact or repeal any legislation by referendum, upon the written request of ten (10) percent of enrolled graduate students.
- 13 The Senate has the right and duty to promulgate regulations governing referendum.

## **Article IX. Committees**

### **Section 1. Committee Branch Structure.**

This creates a branch structure for committees under the purview of the Graduate Student Government consisting of an Internal Committees branch and an External Committees branch. All standing committees created under this article shall be designated as belonging to one of these two branches.

### **Section 1.1. External Committees.**

The External Committees and associated subcommittees are designated to represent the graduate student body to Clemson University and the community, fall under the primary purview of the President and the Chief of Staff in accordance with their duties given in Article IV, and will include:

- 1 Academic Affairs Committee
- 2 Justice, Equity, Diversity and Inclusion Committee
- 3 Health and Human Services Committee
- 4 University Services Committee

- 5 Graduate Campus Life Committee
- 6 Sustainability Committee”

### **Section 1.2. Internal Committees.**

The Internal Committees and associated subcommittees are designated to perform all internal operations required for GSG to function properly, fall under the primary purview of the Vice President and President Pro-Tempore in accordance with their duties given in Article IV, and will include:

- 1 Rules and Procedures Committee
- 2 Research Initiatives Committee
- 3 Activities Committee
- 4 Graduate Travel Grants Committee
- 5 Student Organizational Funding Committee

### **Section 2. Duties.**

All standing committees will submit a verbal and/or written report of committee business at each regular Senate meeting.

- 1 Additional standing committees may be added as an amendment to this Constitution and Bylaws.
- 2 Special committees may be established by the Senate by majority vote.
- 3 Membership on standing or special committees is limited to members of the Senate.
- 4 All committee meetings will be held in open session. A committee may vote to enter executive session only for the purpose of confidential discussion. No votes or actions will be taken in executive session, other than to adjourn or resume open session.
- 5 No more than one-half (1/2) of any committee may be composed of members of any single recognized Graduate Student Organization or graduate degree program.
- 6 Committee Rules may not be suspended, nor may a committee suspend these Rules.
- 7 The minutes of each committee meeting will be included in the committee’s written report at the following Senate meeting and include at a minimum:
  - (a) Items of business considered.
  - (b) The results of votes.

### **Section 3. Graduate Student Organizational Funding Committee.**

The mandate of the Student Organizational Funding Committee is to provide monetary support to graduate student organizations. All eligible graduate student organizations are encouraged to apply for funding using the process developed by the Student Organizational Funding Committee.

- 1 The funding application must be completed by a graduate student and consists of two parts, the budget request and the funding request.
  - (a) the budget request contains general and money-specific information about the event and should declare the following:
    - (1) All anticipated costs as line-itemized entries,
    - (2) order of preference for line-itemized cost,
    - (3) the total anticipated cost of the event,

- (4) current organization's available funds,
  - (5) organization's contribution to the event,
  - (6) external contributions to the event (e.g., departments, co-sponsoring organizations),
  - (7) specific fundraising at/for the event,
  - (8) intended event audience,
  - (9) number of expected Clemson graduate student organization members (excluding undergraduate students and non-graduate student family and friends), which must be verified by TigerQuest,
  - (10) an estimate of other attendees, and
  - (11) a plan for advertising open-to-the-public events.
- (b) the funding request allows the committee to collect reimbursement information about the event and should declare the following:
- (1) The total cost of the event,
  - (2) all itemized receipts,
  - (3) attendance sheet that includes the first name, last name, and Clemson usernames of Clemson graduate student attendees, and
  - (4) the number of other attendees.
- 2 The funding request must be submitted prior to the event or within one month of the event date.
  - 3 The Student Organizational Funding Committee will not consider funding speaker-related costs, community aid events, "transportation" costs (gasoline and car rental), "hotel" costs, and any merchandise (such as t-shirts, coffee mugs, etc.).
  - 4 The Student Organizational Funding Committee will create and pass an internal document that specifies basic funding metrics and aligns funding guidelines to GSG committee initiatives for the academic year by the third GSG Senate meeting.
  - 5 Members of the Student Organizational Funding Committee are required to participate in all funding hearings (first Tuesday of each month), in which student organizations are required to attend for their budget requests to be considered for funding.
  - 6 After hearing all requests, the committee will determine an appropriate level of funding for the request.
  - 7 Requests less than or equal to 1% of the Organizations Funding allocation of the Senate-approved budget for that year can receive approval by the Student Organizational Funding Committee directly without the need of additional senate approval.
    - (a) Otherwise, a majority vote in the Senate is required to approve the budget request for requests greater than 1% of the Organization's funding allocation.
  - 8 The number of scheduled meetings is at the discretion of the Director but generally meets once a month.
  - 9 Membership on the committee will consist of no fewer than three (3) and no greater than five (5) members of the Senate, in addition to the Director and ex officio members.

#### **Section 4. Graduate Activities and Outreach Committee.**

The mandate of the Activities and Outreach Committee is to plan and organize social, recreational, and cultural events of interest to graduate students by coordinating community outreach events and initiatives among the graduate student body.

- 1 The Activities and Outreach Committee has independent discretion to spend any funds appropriated for activities by the Senate.
  - (a) Any activity with a total cost less than one thousand (\$1000.00) dollars may be approved at the discretion of the Director, otherwise expenditures must be approved by a majority vote of the committee.
- 2 The number of scheduled meetings is at the discretion of the Director but generally meets once to twice per month.
- 3 The membership of the Activities and Outreach Committee will consist of no fewer than four (4) and no more than eight (8) members of the Senate, in addition to the Director and ex officio members.

#### **Section 5. Graduate Research Initiatives Committee.**

The mandate of the Research Initiatives Committee is to promote research among graduate students, to organize research events for graduate students such as Three Minute Thesis (3MT) and Graduate Research and Discovery Symposium (GRADS), and to promote professional development through organizations such as GRAD 360°.

- 1 The number of scheduled meetings is at the discretion of the Director but generally meets once to twice per month.
- 2 The membership of the Research Initiatives Committee will consist of no fewer than six (6) and no more than twelve (12) members of Senate in addition to the Director and ex officio members.

#### **Section 6. Rules & Procedures Committee.**

The mandate of the Rules & Procedures Committee is to review, refine, and interpret any GSG related legislation or procedures.

- 1 This committee is also responsible for training senators regarding their responsibilities and expectations while serving in their role.
- 2 This committee has the sole authority to oversee and implement amendments to the Constitution and Bylaws.
  - (a) As such all members serving on this committee are expected to act with integrity and not make any official changes to this document without the approval of the Director after gaining the proper senate majority approval as outlined in the article detailing legislation.
- 3 The number of scheduled meetings is at the discretion of the Director but generally meets once to twice per month.
- 4 The membership of the Rules and Procedures Committee will consist of no fewer than three (3) and no more than six (6) members of the Senate, in addition to the Director and ex officio members.

#### **Section 7. Graduate Travel Grants (GTG) Committee.**

The mandate of the GTG Committee is to solicit and review travel grants, distribute and award funds across periods to qualifying applicants, and to plan workshops, offer support, and educate reviewers and applicants about the GTG process.

- 1 GTG Committee members are tasked with validating receipts and reimbursements for students and organizing help sessions associated with the GTG applications. Committee members are also tasked to help adjust the application process, as necessary.
- 2 GTG is one of the most important committees within GSG as it has a budget of over \$180,000 on average every year and impacts numerous graduate students across the university.
- 3 The number of scheduled meetings is at the discretion of the Directors but generally meets once to twice per month.
- 4 The membership of the Graduate Student Government Committee will consist of no fewer than eight (8) and no more than fifteen (15) members of the Senate in addition to the Director and ex officio members.

### **Section 8. Graduate Health and Human Services Committee.**

The mandate of this committee is to promote and advocate for all matters regarding health, wellness, and nutrition of the Graduate Student Body and to contribute input to policies regarding graduate student health services.

- 1 The number of scheduled meetings is at the discretion of the Director but generally meets once to twice per month.
- 2 The membership of the Health and Human Services Committee will consist of no fewer than four (4) and no more than twelve (12) members of the Senate in addition to the Director and ex officio members.

### **Section 9. Justice, Equity, Diversity, and Inclusion (JEDI) Committee.**

The mandate of this committee is to promote diversity, inclusion, equity, awareness and unity among the Graduate Student Body and to report issues against these ideals to Clemson University.

- 1 The number of scheduled meetings is at the discretion of the Director but generally meets once to twice per month.
- 2 The membership of the Justice, Equity, Diversity, and Inclusion (JEDI) Committee will consist of no fewer than four (4) and no more than twelve (12) members of the Senate in addition to the Director and ex officio members.
- 3 This committee is responsible for appointing representatives to the following committees:
  - (a) **Council of Diversity & Inclusion.** This subcommittee guides the University's diversity and inclusion agenda, promote an inclusive and supportive campus and community environment, and identify and allocate appropriate resources to support University diversity initiatives.
  - (b) **Council of Global Engagement.** This subcommittee coordinates information and recommends to the Associate Provost for Global Engagement policies and plans for: Global engagement programming (such as study abroad, as well as internship, co-op, and service-learning opportunities), International Student and Scholar Services, and other activities and opportunities related to the comprehensive internationalization of the campus.

## **Section 10. Sustainability Committee.**

The mandate of the Sustainability Committee is to engage with ongoing campus effort on sustainability, in coordination with CUSG, faculty, and staff. The committee works on educational programs, events, and large-scale projects that engage the Graduate Student Body in sustainability work on campus and in the community. The committee's overall goal is to hold Clemson accountable to its 2030 Carbon Neutral Goal in accordance with The Intergovernmental Panel on Climate Change (IPCC) science-based reports of what is needed to keep climate change to less than two (2) degrees Celsius.

- 1 The number of scheduled meetings is at the discretion of the Director but generally meets weekly or biweekly.
- 2 The membership of the Sustainability Committee consists of no fewer than six (6) and no more than fifteen (15) members of the Senate in addition to the Director and ex officio members.
- 3 This committee contains the following subcommittees:
  - (a) **Clemson University Sustainability Commission.** This committee represents the Graduate Student Body in matters of meeting Clemson's goals of becoming a model of sustainable institutions. The committee maintains one seat on this commission as a voting member.
  - (b) **Office of Sustainability Advisory Board.** This committee represents the Graduate Student Body in matters of maintaining a presence among and communication with sustainability minded student organizations throughout the university. This committee maintains one seat and serves as a direct channel between the Office and the Graduate Student Government.

## **Section 11. Graduate Academic and Campus Affairs.**

The mandate of the Graduate Academic and Campus Affairs committee is to promote graduate student representation on a variety of committees connected to and around Clemson University and to represent the Graduate Student Body on issues related to academic, professional, and student life by providing input on policies that impact all Clemson University graduate students.

- 1 This committee will serve as a centralized hub to provide updates directly with the Senate/GSG on a variety of important topics.
- 2 The membership of the Graduate Academic and Campus Affairs Committee will be equal to the sum of Clemson University and City of Clemson committees that have allocated positions for graduate student representation in addition to the Director and any ex officio members.
- 3 This committee, in consultation with GSG Leadership, is responsible for appointing representatives to the following Clemson University-wide committees:
  - (a) **Discipline & Integrity.** This subcommittee represents the Graduate Student Body in matters of non-academic conduct and behavior.
  - (b) **Athletics & Ticketing.** This subcommittee represents the Graduate Student Body in matters of intercollegiate and intramural athletics and recreation.
  - (c) **IT Student Advisory Board (ITSAB).** This subcommittee advises the CIO and CCIT senior staff on business and strategic decisions. This board also oversees the distribution of approximately 10% of the funds from the student IT Fees towards student-led projects and initiatives.

- (d) **Athletic Council.** This subcommittee serves as the liaison between the Clemson University faculty and administration and athletic department. The primary role of this committee will be to assist the president and Academic-Athletic Oversight Committee in ensuring that the welfare of our student athletes remains a top priority while maintaining the academic integrity of the institution.
- (e) **Student Affairs Student Advisory Board.** This subcommittee represents the Graduate Student Body in matters of improving student learning and quality of life at Clemson. This committee operates as the representative body of the entire student population in matters addressed to the Vice President for Student Affairs and the Division of Student Affairs.
- (f) **Libraries Advisory.** This subcommittee represents the Graduate Student Body in matters of the university libraries' policies.
- (g) **Clemson University Police Advisory.**
- (h) **City of Clemson Police Advisory.** This committee serves as the liaison between the community and Police Dept, advises the City of Clemson Police dept on issues facing the community, assists the dept in support of grant strategies, implementation, and monitoring of projects, and in carrying out any other duties prescribed by the Town Council.
- (i) **Bookstore Advisory.** This subcommittee reviews and advises policies related to the University bookstore.
- (j) **Campus Rec Advisory.** This subcommittee brings members of the campus community together to provide feedback and input on significant operational and administrative matters regarding Campus Recreation. The board assists in ongoing strategic planning to provide sustainable comprehensive recreation and well-being programs, venues, and related services.
- (k) **Parking Advisory & Parking Review Board.** This subcommittee represents the Graduate Student Body in matters of campus parking issues including policies, enforcement, fees, zone designation, maintenance, and construction of parking facilities.
- (l) **Accident Review Board.** This subcommittee represents the Graduate Student Body regarding accidents that involve vehicles belonging to the University and recommendations to the appropriate agencies and departments for improving safety.
- (m) **Intellectual Property.** This subcommittee reviews and recommends policies to the Vice President for Research related to intellectual property; performs adjudication of ownership issues and hears appeals from creators with questions or concerns about disclosure review and commercialization decisions; and serves as liaison to University-designated commercialization agents.
- (n) **Academic Technology.** This subcommittee reviews and recommends policies to the Vice President for Computing and Information Technology related to academic computing, information technology, and media supporting the teaching, learning, research, scholarship and advising activities of faculty and students.
- (o) **Distance Education Advisory Board.** This subcommittee represents the Graduate Student Body in matters of online learning with a focus on providing faculty with skills training and support resources to improve the quality and accessibility of online courses.
- (p) **Graduate Academic Integrity Committee.** This subcommittee hears allegations of violations of academic integrity on the part of graduate students. One representative for each academic college will be appointed by President or Chief of Staff.
  - (1) Senators appointed to this committee will serve during the summer session per the Terms of Service for appointed roles (see Article III § 5).

- (2) In the event that a member of this committee is unable to perform his/her/their duties for any reason, he/she/they must alert the President or Chief of Staff, and the President or Chief of Staff must immediately appoint a replacement from the same academic college.
- (q) **Graduate Academic Grievance Committee.** This subcommittee hears grievances and recommends resolutions to student grievances forwarded to it from the Graduate School and the Initial Grievance Review Board (IGRB). In the case of appeal, the committee prepares the file and forwards recommendations to the Dean of the Graduate School. The IGRB is responsible for determining which grievances go forward to the Graduate Academic Grievance Committee. One representative for each academic college will be appointed by President or Chief of Staff.
- (1) Senators appointed to this committee will serve during the summer session per the Terms of Service for appointed roles (see Article III § 5).
- (2) In the event that a member of this committee is unable to perform his/her/their duties for any reason, he/she/they must alert the President or Chief of Staff, and the President or Chief of Staff must immediately appoint a replacement from the same academic college.
- (r) **Graduate Curriculum Committee.** This subcommittee acts for the faculty in reviewing all proposals for curricular changes and recommends such changes to the Executive Vice President for Academic Affairs and Provost. The Graduate Curriculum Committee has jurisdiction over graduate matters.
- (s) **University Assessment Committee.**

## **Article X. Subpoenas**

### **Section 1. Subpoena.**

The term “subpoena” as used in these Bylaws means a formal request for the submission of information or the appearance of a specific member of the Graduate Student Body.

- 1 The power to issue subpoenas is vested in the Pro Tempore and the Directors of all committees.
- 2 The Senate may compel the President Pro Tempore to issue a subpoena.
- 3 A committee may compel the Director to issue a subpoena.
- 4 Abuse of subpoena power may result in censure or impeachment.
- 5 A written subpoena will be filed with the Communications Director, stating at minimum:
  - (a) The person or committee submitting the subpoena.
  - (b) The recipient of the subpoena.
  - (c) The requested information or individual.
  - (d) The reason for the subpoena.
  - (e) The GSG Communications Director maintains a record of all subpoenas issued and provides the Senate with a list of all newly issued subpoenas at each Senate meeting.
  - (f) A subpoena is issued on behalf of the Senate in the care of the specified member or committee.

- 6 The GSG Communications Director maintains a record of all subpoenas issued and will provide the Senate with a list of all newly issued subpoenas at each Senate meeting.
- 7 A subpoena is issued on behalf of the Senate in the care of the specified member or committee.
- 8 A subpoena must be filed with the GSG Communications Director before service. Subpoenas will be served by the Pro Tempore.
- 9 A subpoena may be invalidated by the GSG Advisor if the Advisor determines it violates University, State, or Federal privacy guidelines.
- 10 A subpoena cannot be ignored, and the recipient must respond or challenge within five (5) business days of issuance.
- 11 The recipient may challenge the subpoena by submitting a redress request to the Pro Tempore and the GSG Communications Director.
- 12 A recipient who fails to respond in a timely manner may be held in contempt of the Senate.

## **Article XI.**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* will be the standard operating procedure for the GSG General Assembly meetings in all cases in which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and any special rules of order the General Assembly may adopt.