

# Constitution of the Rutgers University Graduate Student Association

*As ratified by the graduate student body via their representatives in the GSA Council,  
April 17th, 2015*

*Most recently amended by the graduate student body via their representatives in the GSA  
Council, January 21<sup>st</sup>, 2018*

## **Table of Contents**

### [Article I. General Provisions](#)

[Name of Organization](#)

[Mission of Organization](#)

[Membership of Organization](#)

### [Article II. Governing Bodies](#)

[Composition](#)

[Authority](#)

[Meetings and Procedures](#)

[Voting](#)

### [Article III. Officers](#)

[Authorities and Delegation](#)

[Elected Officers](#)

[Appointed Officers](#)

[Annual Elections](#)

[Appointments](#)

[Accession to Office](#)

[Vacancies](#)

[Officer Misconduct and Removal from Office](#)

### [Article IV. Graduate Student Organizations](#)

[Recognition](#)

[External Funding Allocation Requirements](#)

[External Funding Allocation Procedures](#)

### [Article V. Amendment of this Constitution](#)

[Procedures](#)

## **Article I. General Provisions**

### **A. Name of Organization**

1. This society shall be known as the Graduate Student Association (GSA) of Rutgers, the State University of New Jersey – New Brunswick.

## **B. Mission of Organization**

1. The mission of the GSA shall be to further graduate student interests; graduate student-University relations; and the social, cultural, and academic enrichment of graduate students.

## **C. Membership of Organization**

1. All graduate students who contribute to the GSA as part of their University-collected student activity fee shall be members of the GSA (henceforth referred to as "Constituents").

# **Article II. Governing Bodies**

## **A. Composition**

1. The President, Executive Vice President, Treasurer, and Secretary of the GSA shall comprise the Executive Committee.
2. The members of the Executive Committee and the Presidents of all representative graduate student organizations shall together comprise the Plenary Council (hereafter referred to as "the Council").

## **B. Authority**

1. Ultimate authority and oversight over all policies and decisions pertaining to the GSA, including those decisions normally made and executed by individual GSA Officers or other GSA committees, shall reside collectively with the Council, subject to the stipulations and constraints of this Constitution.
2. Unless otherwise specified in this Constitution, the Executive Committee may act with all the power and authority of the Council, at its own discretion, in the absence of a formal decision from the Council on the matter(s) in question.
3. The Executive Committee may administer standing written policies which shall possess the same force and effect as Executive Committee decisions, subject to the following criteria:
  - a. the ratification of such policies shall require the most stringent voting and procedural conditions as would be encountered if the decisions engendered by the policy were made individually by the Executive Committee in accordance with this Constitution;
  - b. the Executive Committee shall itself be bound in its decisionmaking on individual questions to act in accordance with any written policies it has in effect;
  - b. no new policies shall be authored that contradict any other written policies currently in effect;

- c. the abolition of any written policy shall require a simple majority in the Executive Committee; and
  - d. written policies of the Executive Committee shall carry over across elections and remain in effect until abolished.
- 4. The secretary shall make copies of written policies available to any Constituent upon request.
- 5. The President shall provide clarification regarding the proper interpretation of this Constitution upon request.
- 6. In the event of a dispute as to the proper interpretation of this Constitution, the Council shall be presented with both interpretations - that of the President and that of the dissenting party - and it shall conduct a procedural vote to determine which interpretation is correct.

### **C. Meetings and Procedures**

- 1. The Council shall meet at least once each month from September to May, while the University is in session.
- 2. No Council meeting shall occur without all Council members receiving at least seven (7) days' written notice.
- 3. Special meetings of the Council shall be called by the Executive Committee or upon the President's receipt of written requests for such a meeting from at least 20% of the members of the Council.
- 4. Meetings of the Executive Committee shall occur as the President directs.
- 5. The President shall author an agenda before each meeting and after soliciting agenda items from the attendees, the Secretary shall disseminate the agenda to all known attendees before each meeting begins, and each meeting shall begin with a procedural vote to adopt the disseminated agenda.
- 6. The procedures of Council meetings shall loosely follow *Robert's Rules of Order, Newly Revised* where appropriate.
- 7. All Council meetings shall be open and accessible to all Constituents of the GSA, with time set aside at the end of each meeting for Constituents to bring any issues or concerns to the Council's attention in a relatively unstructured manner.
- 8. Any Constituent may call for the Council to take formal action on any matter within its authority and subject to the stipulations of this Constitution; no meeting shall end until all such calls are duly heard.
- 9. The minutes of all Council meetings shall be publicly posted and the next meeting that occurs at least seven days after the minutes are posted shall begin with a vote to approve those minutes.
- 10. The President of a graduate student organization may designate a delegate to attend, participate, and vote in Council meetings on their behalf, provided that:
  - a. the delegate is a member of the graduate student organization they represent;
  - b. the delegate is not an Officer of the GSA or a deputy of the same;

11. A delegate of a graduate student organization shall not be allowed to vote on substantive matters on their organization's behalf unless that delegate is also an officer of the organization.
12. Under no circumstances shall any individual act in the role of more than one Council member during a given meeting.
13. The Secretary shall provide Council members with the on-file email addresses of other individual Council members upon request.
14. The Secretary shall forward appropriate messages from Council members to the entire Council upon request.

#### **D. Voting**

1. A quorum for Council meetings shall consist of a simple majority of the members of the Council plus one (1) member of the Executive Committee; a quorum for Executive Committee meetings shall consist of all members. The delegates of Plenary Council members and the deputies of Executive Committee members shall count as members toward quorum.
2. On procedural matters (such as motions to approve minutes, motions to adjourn the meeting, and motions to appeal a decision of the chair) in the Council:
  - a. each present member of the Council shall possess one vote;
  - b. abstentions shall not be permitted;
  - c. a simple majority of votes cast shall decide the matter; and
  - d. the Chair of the meeting shall cast tie-breaking votes as needed.
3. On substantive matters (which encompasses all non-procedural matters) in the Council:
  - a. members of the Executive Committee and Presidents of non-representative graduate student organizations possess no votes;
  - b. Presidents of representative graduate student organizations shall possess one vote for each of that organization's members as defined by Article IV Section A(8) of this Constitution.
  - c. a simple plurality of votes cast shall decide the matter except where otherwise specified by this Constitution; and
  - d. the Chair of the meeting, who otherwise possesses no votes, shall cast tie-breaking votes as needed.
4. On both substantive and procedural matters in the Executive Committee:
  - a. all members possess one vote;
  - b. a simple majority of votes cast shall decide the matter except where otherwise specified by this Constitution;
  - c. members may vote in absentia provided that their voting intention is clearly communicated in an email sent from their GSA email address to the GSA email addresses of the other three members;
  - d. matters may be decided and vote counts finalized entirely in absentia, without physical meetings (provided that all Executive Committee members are made aware of the question and the decision via their official email accounts); and
  - e. the President shall cast tie-breaking votes as needed.

5. No Executive Committee member shall vote on substantive decisions that pertain specifically and particularly to graduate student organizations of which that Executive Committee member is an Officer or a member, including votes to recognize such an organization or to fund any of its programs or events.
6. All substantive votes cast in both the Plenary Council and the Executive Committee shall be a matter of public record; the Secretary shall produce all extant records or information regarding past votes upon request.

## Article III. Officers

### A. Authorities and Delegation

1. Officers of the GSA shall possess all powers and authorities necessary for the fulfillment of their assigned responsibilities, subject to the stipulations of this Constitution and the oversight of the Executive Committee and the greater Plenary Council.
2. Officers may designate and relieve deputies at their discretion and as necessary for the fulfillment of their responsibilities.
  - a. Deputies shall serve without salary or other financial remuneration
  - b. Deputies may not concurrently serve as an Officer or employee of the GSA or as the President of a recognized graduate student organization.
  - c. Deputies must be designated and relieved of their duties in writing.
  - d. Officers shall be considered fully responsible for the decisions and behavior of their deputies in their official capacities.
  - e. Deputies shall not cast substantive votes in any GSA committee.
3. The Executive Committee shall possess the power to create and define paid employee positions for the duration of the Executive Committee's term in office.
  - a. Employee positions shall be established in writing via a binding contract between the GSA and the employee that clearly defines the scope of the employee's duties and responsibilities.
  - b. Employee contracts shall be drafted and approved of by the Executive Committee prior to the filling of any such position.
  - c. Under no circumstances shall an employee's responsibilities be construed so as to diminish the authorities or responsibilities of GSA Officers, appointees, or Plenary Council members.
  - d. Employees, their hiring, their supervision, and their termination shall comply with all applicable laws.
  - e. The hiring of employees shall require a three-fourths majority vote in the Executive Committee.
  - f. The premature termination of an employee shall require the Executive Committee to decide unanimously that the employee in question has violated a specific clause or clauses of their contract of employment.
4. The Executive Committee may establish special committees and appoint Chairs of these committees as it sees fit to serve the interests of the graduate student body.

- a. The Chairs and members of special committees shall serve without salary or other financial remuneration.
  - b. The Chairs of special committees shall be considered official representatives of the GSA within the scope of their assigned duties.
  - c. The establishment of special committees shall require a three-fourths majority vote in the Executive Committee.
  - d. The disbanding of special committees shall require a unanimous vote in the Executive Committee.
5. The Executive Committee shall possess the power to create and define temporary appointed officer positions other than those addressed in Article III Section C for the duration of their term in office.
- a. the procedures for the appointment of temporary appointed officers shall follow all rules pertaining to appointment of other officer positions.
  - b. all temporary appointed officers shall serve without salary or financial remuneration.
  - c. under no circumstances can the role of a temporary officer position be written so as to diminish the authorities and responsibilities of existing GSA officer positions, appointees, or the plenary council.

## **B. Elected Officers**

1. The elected Officers of the GSA shall consist of: the President; the Executive Vice President; the Treasurer; the Secretary; three (3) University Senators; and two (2) Representatives to the Graduate School of New Brunswick.
2. No one may serve as an elected Officer of the GSA while also serving as the President of any GSA-recognized graduate student organization.
3. Each elected Officer shall serve without salary or other financial remuneration.
4. The President shall:
  - a. chair the Executive Committee and the Plenary Council;
  - b. ensure that the GSA is informed about and responsive to the concerns and interests of the graduate student body;
  - c. serve as the official representative of the GSA and of the graduate student community to personnel and entities within the University, including unions;
  - d. serve on or delegate a representative to any University board or committee that is relevant to the concerns of the graduate student community;
  - e. report regularly to the Council, with input from the Executive Vice President, on the activities and overall state of the GSA; and
  - f. recommend to the Council suitable candidates for appointment or reappointment to Officer positions.
5. The Executive Vice President shall:
  - a. serve as the President at her or his discretion, or in her or his absence;
  - b. assist the Vice Presidents with soliciting graduate student volunteers to coordinate and help with projects;

- c. supervise other GSA Officers and volunteers to ensure that all official records of GSA business are preserved, in order, and transparent where appropriate;
    - d. encourage enthusiastic and purposeful cooperation between GSA Officers in the fulfillment of their assigned duties; and
    - e. supervise the day-to-day work and performance of the GSA's hired staff.
  6. The Treasurer shall:
    - a. ensure the fair and prudent allocation of external funding with the assistance and consultation of the Executive Committee;
    - b. oversee the maintenance of the financial records of the GSA;
    - c. oversee the receipt and deposit of all revenue of the GSA;
    - d. monitor the status of all GSA bank accounts;
    - e. oversee the payment of all authorized bills for the GSA;
    - f. sign, or oversee the signing of, all checks issued by the GSA; and
    - g. ensure the rightful transparency of GSA funding activities.
  7. The Secretary shall:
    - a. ensure that the times, dates, locations, and agendas of regular Council meeting are finalized and advertised so as to maximize attendance and general participation;
    - b. keep the minutes and voting records of the proceedings of the Council and the Executive Committee and the meetings of the same, and make the minutes of Council meetings openly available to Constituents for review in a timely manner;
    - c. conduct the official administrative correspondence of the GSA;
    - d. receive and review organizations' Constitutions and lists of members for the purpose of recognition; and
    - e. report at each Council meeting any new requests for recognition and make recommendations to the Council regarding the suitability of such organizations for recognition.
  8. University Senators shall:
    - a. participate as voting members of the Senate of Rutgers University; and
    - b. confer with the President and other GSA Officers regarding Senate business that is relevant to the interests and concerns of the graduate student body.
  9. Representatives to the Graduate School of New Brunswick shall:
    - a. participate as members of the faculty executive council of the Graduate School of New Brunswick
    - b. meet with the administrators of the Graduate School of New Brunswick at their behest; and
    - c. solicit information and opinions from the Council as needed in order to effectively communicate graduate students' concerns to the Graduate School of New Brunswick.

### **C. Appointed Officers**

1. The appointed Officers of the GSA shall consist of: the Vice President for External Affairs; the Vice President for Events and Programs; the Vice President for Marketing, Orientations, and Communications; and the Commissioner of Elections.
2. Each appointed Officer shall serve without salary or other financial remuneration.
3. The Vice President for External Affairs shall:
  - a. serve as the official representative of the GSA to entities outside of the University, in consultation with the President;
  - b. coordinate and supervise the GSA's involvement with external lobbying organizations to promote the legislative agenda of the graduate student body;
  - c. organize student activists as GSA volunteers; and
  - d. submit a budget to the Treasurer before the September Council meeting for projected activities relating to the external affairs of the GSA.
4. The Vice President for Events and Programs shall:
  - a. supervise the development, planning, organization, funding, and hosting of a variety of social, cultural, and recreational events that foster interaction amongst graduate students from diverse programs;
  - b. build, maintain, and motivate the GSA's network of volunteer event organizers; and
  - c. submit a budget to the Treasurer before the first regular Council meeting in September for all events and programs of the GSA.
5. The Vice President for Marketing, Orientations, and Communications shall:
  - a. supervise the development, planning, organization, funding, and hosting of events at each orientation for new graduate students, including those hosted within individual schools and departments;
  - b. oversee and encourage Constituents' use of the Graduate Student Lounge and its kitchen;
  - c. design and execute the marketing and publicity schemes of the GSA;
  - d. periodically review all communications between the GSA and its Constituents and suggest and implement improvements;
  - e. encourage, organize, draft, and maintain GSA-published information for new graduate students; and
  - f. submit a budget to the Treasurer before the first regular Council meeting in September for all orientation events and for all costs related to marketing and publicity.
6. The Commissioner of Elections shall:
  - a. supervise the elections of GSA Officers to ensure that those elections meet all necessary standards of fairness and efficiency, including but not limited to those stipulated in Article III Section D below;
  - b. organize and publicize elections such that both voter turnout and nominations of eligible candidates are maximized;
  - c. hold elections and finalize their results early in the spring semester whenever possible, such that Officers-elect may benefit from several weeks of being able to observe and assist their outgoing counterparts;



- d. provide descriptions of elected positions and their responsibilities to all who may inquire;
- e. search for Constituents suitable for appointed Officer positions to recommend to the Council in the event of vacancies; and
- f. select volunteer Constituents to assist in the election process.

#### **D. Annual Elections**

1. All constituents of the GSA shall be eligible to vote in GSA elections.
2. Only constituents of the GSA shall be eligible to vote in GSA elections.
3. All constituents shall have one and only one vote.
4. Elections shall be held by secret ballot.
5. The polls shall be open for at least 72 consecutive hours during each election.
6. The exact dates and times of both the opening and closing of the polls shall be decided upon, announced, and widely publicized, along with specific voting instructions, at least two weeks prior to the opening of the polls.
7. Elections for the next academic year shall be held such that the results may be finalized by and announced at the last monthly Council meeting of the current academic year, at the absolute latest; however, elections for the next academic year shall not be held before the start of the spring semester of the current academic year.
8. All official publicity regarding GSA elections shall include solicitations and instructions for the nomination of eligible candidates for any and all elected positions.
9. Any individual who:
  - a. is willing and eligible to serve in an elected position;
  - b. is nominated by a Constituent;
  - c. has their nomination seconded by another Constituent; and
  - d. provides the Commissioner of Elections with a short statement of purpose shall be placed on the ballot along with their statement of purpose.
9. No individual may be nominated for or elected to more than one position at a time, nor may any individual serve in a position to which they were elected while also serving in an appointed GSA Officer position.
10. No individual who is not a Constituent of the GSA may be elected to any GSA position.
11. No individual may serve more than four and a half consecutive years as a GSA Officer of either kind.
12. The winning candidate for each position shall be decided by plurality vote.
13. Write-in candidacies may only win provided they receive at least ten votes in total.
14. The Council may vote to refer matters under its authority directly to the Constituents via ballot initiatives in an upcoming election; such referenda shall be decided by popular vote according to the same voting threshold that would apply if the Council was to decide the matter itself, and the decision of the graduate student body shall be considered equivalent to a decision of the Council at the time of the election.

## **E. Appointments**

1. No individual who is currently serving as an Officer of the GSA, either elected or appointed, or who is not a Constituent of the GSA may be appointed to any GSA position.
2. Non-elected Officers of the GSA shall be appointed for the duration of the time until the next turnover of GSA elected officers by the Plenary Council.
3. In the event that more than one eligible Constituent is interested in an appointed Officer position, the Chair of the next Council meeting (or of the current one if applicable) shall ensure that the meeting affords ample opportunity for the Council to determine which candidate is best for the position.

## **F. Accession to Office**

1. Turnover of all GSA Officerships shall occur at the last monthly meeting of the Council in each academic year in spring.
2. Outgoing Officers shall be responsible for conducting proper turnover with their replacements such that they are fully prepared to assume their duties at the required date.
3. The Commissioner of Elections shall administer the oath of office to the incoming President: *I do solemnly pledge to faithfully execute the duties of the President of the Graduate Student Association of Rutgers, The State University of New Jersey.*

## **G. Vacancies**

1. A position shall be considered vacant either when no one is elected or (re)appointed to it by the last meeting of the academic year or when the person serving in that role notifies all four (4) members of the Executive Committee, in writing, that she or he is vacating her or his position.
2. The authorities and responsibilities associated with any and all vacant positions are added to the President's authorities and responsibilities until those positions are filled. If the Presidency is vacant, then the line of succession proceeds in order as follows:
  - a. Executive Vice President;
  - b. Treasurer;
  - c. Secretary;
  - d. Vice President for External Affairs;
  - e. Vice President for Events and Programs; then
  - f. Vice President for Marketing, Orientations, and Communications.
3. Vacant elected Officer positions may be filled by the Council as if they were appointed positions; such appointees shall serve as if they had won the previous general election.
4. Appointments made by the Executive Committee shall require unanimity and shall be considered interim appointments; positions not filled either by Council appointees or by duly elected Constituents shall automatically appear on the agenda of every regular Council meeting to be properly filled, and a failure to have an interim appointee confirmed by the Council shall result in that appointee's immediate removal from office.

## **H. Officer Misconduct and Removal from Office**

1. Consideration of a motion to involuntarily remove an individual from office shall proceed as follows:
  - a. A written statement of the purported justification for removal must be presented to the Secretary (or to the Executive Vice President if the motion is to remove the Secretary) at least two weeks prior to the Council meeting during which the motion is to be made.
  - b. The Officer receiving the statement shall, without any implication of judgment on their part, forward it to all Council members at least one week prior to the Council meeting during which the motion is to be made.
  - c. The Officer receiving the statement must receive official correspondence from at least five (5) other voting members of the Council affirming their support of the statement prior to the meeting in order for the motion to be placed on the meeting agenda; the Executive Vice President shall serve as the meeting Chair if the motion is to remove the President.
  - d. The Chair shall ensure that the Officer to be removed is allowed ample opportunity to respond to the statement and that a dialogue is conducted in a deliberate and respectful manner.
  - e. Before the meeting adjourns, the Chair shall conduct a substantive vote to determine whether or not the Officer in question is to be removed. Two-thirds of the votes cast must be in favor of removal in order for the motion to pass if the Officer is serving in an elected position; a simple majority of the votes cast must be in favor of removal in order for the motion to pass if the Officer is serving in an appointed position.
2. The Executive Committee may temporarily suspend an Officer of their duties only if that Officer is suspected of violations of law or other misconduct of a similarly dire magnitude, such as the deliberate destruction of official GSA records or the willful disregard of this Constitution:
  - a. such a suspension shall require unanimity in the Executive Committee (not counting the vote of the Officer to be suspended if she or he is on the Executive Committee);
  - b. a suspended Officer's authorities and responsibilities shall transfer to the appropriate Officer as in the case of a vacancy for the length of the suspension; and
  - c. such a suspension shall only remain in effect until the next Council meeting, during which the Council shall formally consider whether or not to remove the Officer as per Article III Section H(1) above, with the testimony of the Executive Committee in lieu of a written statement.

## Article IV. Graduate Student Organizations

### A. Recognition

1. All graduate student organizations eligible for recognition shall be recognized.
2. All active graduate student organizations shall remain independent and autonomous as such, regardless of their status in and interactions with the GSA or lack thereof.
3. The criteria for recognition of a graduate student organization are as follows:
  - a. the organization must author, make publicly available, and adhere to a Constitution that specifies the organization's purpose and intended membership;
  - b. the organization must serve the concerns and interests of the graduate student body, directly or indirectly;
  - c. the organization must not be redundant given the existence and purposes of other recognized organizations;
  - d. at least half and a minimum of eight (8) of the organization's members must be Constituents of the GSA, not more than half of whom are enrolled under any one curriculum code (this criterion does not apply to representative organizations [see below] or to organizations that have been newly recognized within the current academic year);
  - e. the organization must be led by a President and a Treasurer who are both Constituents of the GSA; and
  - f. the organization must provide the Secretary with the name and Rutgers-issued email address of the organization's President and Treasurer, to be updated as needed.
4. In order for a graduate student organization to be considered the official institutional representative of an academic program - IE, as a "representative" or "academic" GSO - an organization must:
  - a. meet all the general criteria for the recognition of a graduate student organization above;
  - b. have as its primary organizational focus the concerns and interests of all graduate students registered under the curriculum code or codes that they represent; and
  - c. be led in all its Officer positions by Constituents who are registered under the curriculum code or codes that the organization represents.
5. Newly recognized organizations shall be publicly introduced as such at the next Council meeting following their recognition.
6. In order to maintain recognition, an organization must:
  - a. continue to meet all the above criteria for initial recognition;
  - b. attend all regular meetings of the Council;
  - c. hold at least one meeting or event per semester that all Constituents are welcome to attend; and
  - d. provide honest justification for its eligible expenses and genuine evidence of same as the GSA requires.
7. For all official purposes, the members of a representative graduate student organization shall be all those graduate students registered under the curriculum code or codes that

corresponds to their organization as of the fall semester of the previous academic year, with two (2) part-time students counting as one (1) student, and the members of a non-representative graduate student organization shall be all those graduate students who physically provided their printed name, signature, and email address on a statement of membership at some point during the previous academic year, with two (2) part-time students counting as one (1) student.

8. The GSA may revoke recognition from any organization that ceases to meet the above requirements as it deems necessary in order to ensure its fair and efficient functioning; such a revocation shall proceed as follows:
  - a. A motion to revoke an organization's recognition may be initiated either by a three-fourths vote in the Executive Committee or by a petition signed by at least five (5) members of the Plenary Council.
  - b. The Executive Committee or petition must specify in writing the requirements that the organization has allegedly failed to meet and the reasons for believing this to be so, and this written statement must be presented to the Secretary at least two weeks prior to the Council meeting during which the motion is to be made.
  - c. The Secretary shall, without any implication of judgment on their part, forward the statement to all Council members at least one week prior to the Council meeting during which the motion is to be made.
  - d. The President shall place the motion on the agenda of the next Council Meeting, and the Chair of that meeting shall ensure that the Officer(s) of the organization whose recognition may be revoked are allowed ample opportunity to respond to the statement and that a dialogue is conducted in a deliberate and respectful manner.
  - e. No Officer of the GSA shall chair a Plenary Council meeting where the revocation of an organization's recognition is to be considered if that Officer is an Officer or a member of the organization in question; the meeting shall instead be chaired by the highest-ranking GSA officer who is not an Officer or member of the organization in question, as determined by the line of succession specified in Article III Section G(2).
  - f. Before the meeting adjourns, the Chair shall conduct a substantive vote to determine whether or not recognition of the organization in question is to be revoked; revocation shall require a two-thirds majority of eligible votes, with the organization in question being ineligible to vote on the matter.

## **B. External Funding Allocation Requirements**

1. The Plenary Council, and the Executive Committee acting in its stead, shall allocate funds to recognized graduate student organizations in order to offset the legitimate and documented expenses of specific programs and events which:
  - a. further the mission of the GSA as stated in Article I Section B of this Constitution;
  - b. comply with all applicable laws as well as all Rutgers rules and regulations;
  - c. are open and accessible to any and all GSA Constituents who wish to attend/participate; and

- d. article IV section B of the GSA constitution applies to funds allocated by the GSA from graduate student fees.
2. GSA funds shall not go toward any honoraria for administrators, staff, faculty, or students of Rutgers University.
3. GSA funds shall not go toward any monetary prizes or awards.
4. GSA funds shall not go toward fundraising activities.
5. GSA funds shall not go toward the purchase of alcoholic beverages or any drug or drug-like substances.
6. Events and programs receiving GSA funds must be publicized in advance to all Constituents who are likely to have an interest in attending and participating, and this publicity must include mention that GSA funding has been provided.
7. The Executive Committee shall author, publish, and maintain a funding policies document as one of its standing written policies (see Article II Section B(3)) wherein it clarifies all rules, regulations, and applicable laws beyond the control of the GSA pertaining to external allocations; this document shall include the Executive Committee's understanding and definition of events that further the mission of the GSA as stated in Article I Section B of this Constitution, and it shall also set and specify limits on the Executive Committee's allocations for certain categories of expenditures, including but not limited to:
  - a. the total amount of funds allocated for the events and programs of any one graduate student organization in a given year and/or semester;
  - b. the total amount of funds allocated for any one event or program;
  - c. the funds allocated for meals, snacks, and other foodstuffs per documented attendee at a given event; and
  - d. the funds allocated for honoraria and travel expenses for guest speakers at a given event.
8. Any changes made to the Executive Committee's official funding policies shall not take effect until the beginning of the following semester, with the exception of changes pertaining to speaker honoraria and travel expenses, which shall not take effect until the beginning of the following academic year.

### **C. External Funding Allocation Procedures**

1. The Treasurer shall determine the total amount of GSA funds to be made available for external programs and events each semester; such a determination shall be made and announced prior to the official beginning of the semester.
2. Funding requests for eligible programs and events shall be approved and funds for those programs allocated per semester on a first-come, first-served basis following the Treasurer's determination of available funds; however, if at any time the GSA is simultaneously considering a number of requests which could not all be granted without exceeding that semester's budget, then the Executive Committee shall, in the absence of a Plenary Council decision on the matter, grant funding only to those events that it deems most conducive to the mission of the GSA as stated in Article I Section B of this Constitution.

3. No funds shall be disbursed for any program or event without a contract certifying that it meets all relevant requirements and enumerating all expenses to be covered by GSA funds, signed by either the Treasurer or President of the GSA and either the Treasurer or President of the requesting organization; an electronic signature for such purposes shall consist of an email to this effect from the official Rutgers email address of the signing organization Officer to the official GSA email address of the signing GSA Officer.
4. No funds shall be disbursed to any vendor without an invoice for the relevant expense or to any event organizer without a receipt proving that the vendor has already been paid for the relevant expense.
5. In the event that an approved expense proves lower than projected, the GSA shall pay the actual expense only; in the event that an approved expense proves higher than projected, the GSA shall increase the allocation only as the Plenary Council or the Executive Committee acting in its stead deems both possible and conducive to the mission of the GSA as stated in Article I Section B of this Constitution.
6. The amount of time that Constituents or their organizations must cover costs that the GSA has decided to pay shall be minimized; whenever possible, the GSA shall pay the vendors supporting the program/event directly.
7. In the event that the Plenary Council overturns a decision of the Executive Committee to allocate external funds to a program or event, the GSA shall still allocate funds to reimburse those originally approved expenses that were incurred prior to the placement of the question on the Plenary Council's agenda.
8. In the event that the GSA's actual funds prove insufficient to cover its total allocations and expenses in a given semester, the Executive Committee shall adjust and/or eliminate funds for events and programs that have not yet incurred expenses as it deems most appropriate given the mission of the GSA as stated in Article I Section B of this Constitution.
9. Any and all allocated funds that have not been disbursed by the beginning of the next academic year due to inaction on the part of the requesting organization shall revert back to the GSA for general usage; the Plenary Council, or the Executive Committee acting in its stead, may delay such reversion on specific cases for specified periods, and they may set more restrictive timelines for such reversion.
10. All external allocations of the GSA shall be a matter of public record; the Treasurer shall produce all extant records or information regarding such allocations upon request, and they shall present at the last Council meeting of each semester a summary report of the Executive Committee's external allocation activities.

## Article V. Amendment of this Constitution

### A. Procedures

1. Consideration of a motion to amend this Constitution shall proceed as follows:
  - a. The exact textual changes, additions, and/or deletions to be made must be presented to the Secretary by a Constituent.

- b. The Constituent (or the Secretary if the Constituent prefers) shall present the amendment to the Council at its next monthly meeting, or at any monthly meeting currently in progress.
- c. The Chair shall conduct a procedural vote to determine whether or not the Council considers the amendment appropriate for further deliberation as it is currently drafted; a decision in the negative shall not be considered a rejection of the substance of the amendment, nor shall a decision in the positive be considered an endorsement of its substance.
- d. A procedural vote in the affirmative shall cause a substantive vote on the amendment to be placed on the agenda for the next monthly meeting.
- e. Amendment of this Constitution shall enter into force immediately following a three-fourths majority vote at this next meeting.