



GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

Graduate and Professional Student Association Governing Documents

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COMMITTEE BYLAWS

ARTICLE I: STATEMENT OF PURPOSE

The purpose of these Bylaws is to define procedures and policies regarding GPSAUCSD's interaction with, formation of, and appointment to various committees.

ARTICLE II: GENERAL DEFINITIONS AND COMPOSITION OF COMMITTEES

Committees perform tasks and may be delegated responsibility by the GPSAUCSD. Every GPSAUCSD council member is required to serve on at least one committee. GPSAUCSD recognizes and interacts with two types of committees: GPSAUCSD Committees and University Committees.

Section I: GPSAUCSD Committees

GPSAUCSD Committees are committees whose purpose is to perform functions regarding GPSAUCSD business as delegated by Council. GPSAUCSD Committees operate as described within the GPSAUCSD Bylaws. Only current graduate and professional students may serve on GPSAUCSD Committees, while further compositional requirements may be added. GPSAUCSD Committees can further be subdivided into three (3) types: Governmental Committees, Standing Committees, and Special Committees.

Section Ia: Governmental Committees

Governmental Committees are the four following committees:

1. Executive Committee
2. Finance Committee
3. Judicial Board
4. Elections Committee

These committees are governed by independent sections in the GPSAUCSD bylaws and constitution that, where applicable, supersede the Committee Bylaws.

Section Ib: Standing Committees



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Standing Committees are the committees that perform delegated tasks for the GPSAUCSD as enumerated in the Committee Bylaws. Standing Committees are formed by an addition to the Standing Committee Bylaws.

Section Ic: Special Committees

Special Committees are committees formed for a specific task by GPSAUCSD Council, whose composition, function, and duration are determined by GPSAUCSD Council as described in the Committee Bylaws.

Section II: University Committees

University Committees are committees, workgroups, or other entities, recognized by UC San Diego that request the participation of one or more graduate or professional students representing a constituency of these students in an advisory or official capacity. The composition of these committees may be determined by an entity outside of GPSAUCSD. GPSAUCSD may appoint members to these University Committees in its capacity to delegate its authority for safeguarding the rights of graduate and professional students and their various constituencies.

ARTICLE III: FORMATION, RECOGNITION, AND APPOINTMENTS OF COMMITTEES

Section I: Forming, Recognizing, and Appointing to a GPSAUCSD Committee

The process of the formation, recognition, and appointment to a GPSAUCSD Committee (*references to “a/the committee” within this section refer exclusively to GPSAUCSD Committees*) is as follows:

1. A GPSAUCSD committee is created and approved via a majority vote of GPSAUCSD Council with any purpose defined by Council.
2. To create a committee Council must create and approve a written Charge for the committee, or delegate the creation of this Charge to an individual or another committee, for subsequent approval by Council. The Charge may not conflict with GPSAUCSD Governing Documents. The Charge includes at minimum:
 - a. A statement of purpose
 - b. Member composition and appointment delegation
 - c. Period of time for which the committee is active
 - d. Any detailed bylaws and/or other instructions Council deems necessary
3. Committee members are selected and approved, if appointed by an officer, by majority vote of Council, including the selection of a chair or co-chairs.



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4. A committee member may discuss issues with or resign a committee at any time, as prescribed by GPSAUCSD Governing Documents, by notifying the chair/co-chairs, the appointing officer, and/or GPSAUCSD Council.
5. The official Charge and members of the committee are to be recorded and maintained by the Chief of Staff.
6. Modifications to the Charge and membership of a committee, both temporary and permanent, may be adjusted at any time by majority vote of the GPSAUCSD Council and recorded with the Chief of Staff.
7. A committee or committee member unable or unwilling to fulfill the tasks or functions set out in the charge must notify Council and/or the appointing officer so that appropriate action may be taken.
8. If a vacancy on a committee is needed to be filled the appointing officer may make an interim appointment to that committee, pursuant to the Charge of that committee, by confirming with the Chief of Staff prior to the interim appointment and informing Council within 2 weeks, for appointment approval if still relevant.
9. A committee may be dissolved when:
 - a. The time specified in the Charge has elapsed
 - b. Council decides to dissolve the committee by majority vote
 - c. The committee itself unanimously decides to disband and notifies Council of this decision.
10. To form a Standing Committee, the Charge for that committee is added to Article IV of the GPSAUCSD Committee Bylaws, as an amendment to the bylaws. Modifying or removing a Charge in Article IV is performed as an amendment to the GPSAUCSD bylaws.

Section II: Forming, Recognizing, and Appointing to a University Committee

The process of the formation, recognition, and appointment to a University Committee (*references to “a/the committee” within this section refer exclusively to University Committees*) is as follows:

1. A University Committee is created by a University entity outside of GPSAUCSD and brought to Council for recognition and appointment of graduate and professional students via approval by a majority vote of the GPSAUCSD Council. This does not preclude GPSAUCSD Council from proposing an outside entity of the University to form a committee or adjust a charge.
2. To officially recognize a University Committee, a formal Charge must be presented to and approved by a majority vote of GPSAUCSD Council. The proposed Charge must include at minimum:
 - a. Statement of purpose/scope
 - b. Member composition



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- c. Duration of appointment
3. Council then may decide by majority vote to:
 - a. Appoint members to the committee directly
 - b. Select an appointing officer position
 - c. Require the reporting of activities of the committee to Council or an officer of GPSAUCSD.
4. Student committee members are University Committee members officially delegated to represent a constituency of students by GPSAUCSD Council, selected and approved, if appointed by an officer or an outside entity, by majority vote of Council, including the selection of a chair or co-chairs, as proscribed by the presented Charge.
5. A student committee member may discuss issues with or resign a committee at any time, as proscribed by the committee Charge, by notifying the chair/co-chairs, the appointing officer, and/or GPSAUCSD Council.
6. The official Charge, appointing officer position, reporting requirements, and members of the committee are to be recorded and maintained by the Chief of Staff.
7. Modifications to the Charge, standing, and membership on a committee, both temporary and permanent, must be communicated to the GPSAUCSD Council and confirmed with the Chief of Staff.
8. A committee member unable or unwilling to fulfill the tasks or functions set out in the Charge or the requirements of Council must notify Council and/or the appointing officer so that appropriate action may be taken.
9. If a vacancy on a committee is needed to be filled the appointing officer may make an interim appointment to that committee, pursuant to the Charge of that committee and the GPSAUCSD Committee Bylaws, by confirming with the Chief of Staff prior to the interim appointment and informing Council within 2 weeks, for appointment approval, if still relevant. The GPSAUCSD President may perform this duty if there is no appointing officer available.
10. A student committee member need not be a graduate or professional student, except as proscribed by the committee Charge and GPSAUCSD Committee Bylaws.
11. GPSAUCSD Council reserves the right to revoke its support and appointment of a student committee member, whether it be an appointment to a University Committee or GPSAUCSD Committee, at any time pursuant to the GPSAUCSD Judicial Bylaws Article II Section 3.
12. GPSAUCSD Council may revoke its support of a committee by a $\frac{2}{3}$ vote of Council after the proposition has been proposed at a previous meeting, for which the student committee members and the appointing officer, if any, are allowed to be present and voice their positions.
13. The delegation of authority to appoint members of committee, requirements to fill seats, and/or report the activities of committees may be added to



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Article V of the GPSAUCSD Committee Bylaws as an amendment to the bylaws. Modifying or removing committee rules in Article V is performed as an amendment to the GPSAUCSD bylaws.

14. In order to ensure the functioning of or fill an appointment to a committee, GPSAUCSD Council may suspend by $\frac{2}{3}$ vote any and all parts of Article V until the following session of Council convenes.

ARTICLE IV: BYLAWS FOR SPECIFIC STANDING COMMITTEES

The following are Bylaws for GPSAUCSD Standing Committees. The Bylaws for a Standing Committee may also be referred to as the Charge for that committee.

Section I: Current Standing Committees

The current standing committees are:

1. Diversity Advisory Council
2. Legislative Advocacy Committee
3. Social Programming Committee
4. Student Affairs Committee
5. Academic & Professional Development Committee
6. Collective Impact Committee

Section II: Chairs and Vice Chairs of Standing Committees

Each GPSAUCSD Vice President shall serve as the vice-chair of a standing committee acting as an advisory board to their office, as outlined in the elected officer bylaws (hereafter referred to as the “advisory boards”).

1. All Vice Presidents and their appointed officers shall serve as ex-officio non-voting members on their respective advisory boards.
2. The first meeting each academic year of the advisory boards will be scheduled by the respective Vice President after an initial call for nominations and approval of membership by Council.

The chair(s) of each advisory board shall be members of the respective committee elected in accordance with their Charge, and approved by Council. Their responsibilities include, but are not limited to:

1. Scheduling and chairing all committee meetings.
2. Establishing the agenda for the committee, in accordance with their Charge.
3. Coordinating with the associated Vice President and their appointed officers to represent the platform of the committee.



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4. Answering requests by council of the position of the committee on issues under their purview.
5. Tracking attendance of committee members and submitting a quarterly report to the GPSAUCSD Chief of Staff of member activity.

The chair(s) of each advisory board shall be considered agents of the GPSAUCSD. They may be stipended in accordance with the annual budget. A position created after the annual budget has been approved by Council will not be compensated until allocated in the annual budget, or until an alternate source of funding is allocated by Council. No funding source shall be allocated to provide compensation retroactively.

ARTICLE V: SPECIFIC UNIVERSITY COMMITTEES

This article specifies GPSAUCSD's delegation of appointing members to or requirements to fill seats on specific longstanding University Committees in accordance with the Committee Bylaws. These appointments must be updated as necessary to maintain correctness with the official Charges and are considered duties of the Executive Committee.

ARTICLE VI: AMENDMENTS AND RECONCILIATIONS

These Bylaws may be amended by a $\frac{2}{3}$ vote of those present at a regularly scheduled Council meeting after the amendments have been proposed at the previous regular meeting. Bylaws of an existing special committee may be added as a new standing committee to Article IV of the Committee Bylaws by $\frac{2}{3}$ vote of those present without prior proposition. Changes of appointments within the Committee Bylaws should be reconciled with changes to official Charges and reflected within the other GPSAUCSD bylaws.