



## ***Graduate Council By-Laws***

### ***Article VII (of the Constitution of the Student Association): BY-LAWS***

1. *The Assembly shall adopt and amend By-Laws of this Constitution by a two-thirds vote. Each Council shall adopt By-Laws of its own by a two-thirds vote, without contradicting the Assembly By-Laws.*
2. *The Student Association may amend the By-Laws by a three-fifths majority of votes cast at the next scheduled election or at a special referendum.*
3. *In no case shall the By-Laws be enacted or amended to contradict this Constitution.*

Pursuant to Article VII of the Constitution of the Student Association, the Graduate Council hereby establishes these Council By-Laws.

### **Article I: THE GRADUATE COUNCIL AND MEMBERSHIP**

1. For purposes of these By-Laws, a Graduate Student is a student who is enrolled in a degree- or non-degree-seeking graduate program and is a member of the Student Association.
2. All Graduate Students shall have the right to speak in front of the Council and to participate in GC meetings, including those of its committees.
3. Voting membership on the Council shall be divided among each of the University's Graduate Divisions and Professional Schools. Seats shall be allocated according to enrollment figures, provided by the Office of the Registrar, for the previous Autumn Quarter for each division/school.
  - a. There shall be 17 voting members of the Council.
  - b. All 12 divisions shall have at least one seat.
  - c. The five largest divisions by enrollment shall have two seats.
  - d. All voting members must be Graduate Students.
  - e. At no time shall a student who is eligible to sit on College Council be eligible to vote on or for GC.
4. Voting Members shall have the following responsibilities:
  - a. Attending GC meetings and SG Assembly Meetings.
  - b. Voting conscientiously on issues reflecting the interests of one's constituents.
  - c. Disseminating information to students in one's respective Division or School.
  - d. Being an active member of SG and/or GC Committees.
  - e. Representing the graduate student community by bringing graduate concerns to the attention of the Council.
5. Proxies and Vacancies
  - a. A Voting Member may assign their vote to a proxy from within their Division or School by notifying the Chair or Co-Chair prior to the meeting.
  - b. If a member voluntarily vacates their seat or fails to assign a proxy to or attend two consecutive meetings, the seat shall be considered vacant. The respective Divisional or School Council shall be notified and responsible for filling the seat.



- c. If no Graduate Student from a Division or School is present at a meeting and able and willing to serve as a Voting Member or proxy, the Chair or Co-Chair may designate a Graduate Student from a different Division or School to serve as a proxy at that meeting for the absent Division or School. If one or more Graduate Students are present from a Division or School for which an insufficient number of proxies has been assigned, and are able and willing to serve as a proxy, the Chair or Co-Chair must designate the proxy or proxies from among those students. At no point may Graduate Students from one Division or School constitute a majority of the Voting Members and proxies at a meeting.
6. Graduate Council shall be governed accordingly under Robert's Rules of Order, Newly Revised, except when they conflict with these By-Laws or the Constitution of the Student Association.
7. The right of Graduate Students to speak before the Assembly or Council shall not be construed so as to include the right to make motions, object to motions on the floor of the Assembly or Council, vote on motions in front of the Assembly or Council, or impede the Assembly or Council in its business.

## **Article II: COUNCIL MEETINGS**

1. The Purpose of the Council shall be to legislate for the betterment of the graduate student body of the University of Chicago and bring the concerns of individual constituencies to the attention of the entire Assembly.
2. Each voting member of the Council shall have one vote on all official matters in GC and SG Assembly.
3. Quorum, required to conduct official business, shall be at least one half (1/2) of the voting members of GC or proxies.
4. There shall be no fewer than four (4) GC meetings each Autumn, Winter, and Spring Quarter. The Chair shall convene extraordinary meetings of the GC at the will of the Chair, or upon the petition to the Chair of seven (7) members of GC.
5. The Council shall have the power to elect the Officers of the Council. The Officers must include a Chair and a Vice-Chair, or two Co-Chairs.
6. The Council shall have the power to approve appointments by the GC Chair of the Vice Chairs and the Chairs of Standing Committees.
7. The Council shall have seven Standing Committees:
  - a. Academic and Professional Fund,
  - b. Social, Culture, and Wellness Fund,
  - c. Travel Fund,
  - d. Social Committee,
  - e. Graduate Community Committee,
  - f. Graduate Student Issues Committee, and
  - g. Summer Committee.
8. Consistent with the Constitution of the Student Association, the Council shall codify by statute a method for processing Student Government Finance Committee (SGFC) allocations expeditiously.



9. GC shall administer a portion of Student Activity Fee monies. The Chair(s) of GC shall allocate these funds in consultation with the Vice Chairs to the Committees of the Council. The allocation must be transparently revealed to the Council at the first meeting of Autumn Quarter. The Council may choose to veto the proposed allocation by a three-fifths vote. If the original allocation is vetoed, the President(s) must propose a new allocation in consultation with all voting members of the Council by the second meeting of Autumn Quarter. The Chair(s) of the Council may re-allocate funds at any time during the academic year, but such re-allocations must be ratified by a majority vote of the Council. If Council funding is increased or decreased at any point during the academic year, the Chair(s) must bring a new allocation proposal to the Council by the next GC meeting, and that proposal must be ratified by a majority vote of the Council. Funds for events open to only Graduate Students shall take priority over campus-wide events, to ensure optimal return on activity fee monies paid by students.

### Article III: THE OFFICERS

1. The Officers of Graduate Council shall be comprised of the Chair or Co-Chairs of Graduate Council, the Vice Chairs, and the Chairs of Committees.
  - a. The Chair or Co-Chairs of Graduate Council:
    - i. In lieu of a Chair, two individuals may serve as Co-Chairs who, each in consultation with the other, assume all the Roles and Duties enumerated for the Chair. Such individuals must run together as prospective Co-Chairs during the elections.
    - ii. The Chair shall be elected by a simple majority vote of the Council, no later than the eighth week of the Spring Quarter.
  - b. The Vice Chairs shall be comprised of the Vice Chair of Marketing and Communications, the Vice Chair of Finance, the Vice Chair of the Travel Fund, and the Vice Chair of Graduate Life.
    - i. The incoming Chair shall solicit applications for the Vice Chair positions. The Council shall elect one applicant for each position during the first GC meeting of Autumn Quarter.
  - c. The Chairs of Committees shall be appointed with the approval of the Graduate Council no later than the first GC meeting of Autumn Quarter.
2. Officer elections shall be facilitated by the sitting Chair, unless the Chair is running for any officer position, in which case the Chair shall designate an officer who is not a candidate to facilitate the election. The Chair shall take nominations and conduct the election. If no candidate, for a given position, receives a majority in the first ballot, a runoff between the two leading candidates shall be used to determine the officer.
3. Chair:
  - a. Shall be the Executive Officer for GC, and the President of the Council, which includes:
    - i. Serving as an ex officio & non-voting member of all GC committees
    - ii. Responsibility for the execution of all decisions of the Graduate Council.
  - b. Shall appoint the chairs of the standing committees and non-elected officers with the consent of the Council.



- c. Shall consult with and advise the Administration on matters of concern to the graduate student body.
  - d. Shall maintain oversight of the GC budget.
  - e. Shall develop and implement a plan for the disbursement by November 1 of all remaining rollover funds unspent by the Summer Committee.
  - f. Shall schedule no fewer than four meetings per quarter.
  - g. Shall create an agenda in cooperation with GC members and other parties for each meeting.
  - h. Shall ensure all vacant graduate student positions on Student Government Committees are filled.
  - i. Shall contact all divisional and professional school councils during the Autumn Quarter with the intent to recruit new participants and to increase familiarity with GC on campus.
  - j. Shall monitor the enforcement of the GC by-laws.
4. The Vice-Chairs:
- a. Shall assume their specific duties as outlined in Article III §§ 5-7 of these By-Laws.
  - b. Shall be considered the Vice Presidents of the Council
5. The Vice Chair of Marketing and Communications:
- a. Shall work with the officers to produce outreach strategies to ensure graduate students are aware of the Council's programming and opportunities.
  - b. Shall maintain all communication assets of the Council, including but not limited to:
    - i. The GC website
    - ii. The GC mailing list
    - iii. All GC social media accounts
  - c. Shall maintain an updated database of contact information for the leadership of local student governments, dean's councils, and divisional associations.
6. The Vice Chair of Finance:
- a. Shall supervise the Chair of the Academic and Professional Fund.
  - b. Shall supervise the Chair of the Social, Culture, and Wellness Fund.
  - c. Shall supervise the Chair of any ad-hoc non-travel funding committee the Council may establish.
  - d. Shall serve as a point of contact for graduate students in order to help them connect with the appropriate GC, local divisional, or SG funding resources.
  - e. Shall keep accurate records of expenditures and allocations of each funding committee.
  - f. Shall keep an archive of prior applications for funds
  - g. Shall codify, with the approval of the Council, a Code enumerating rules and eligibility for applicants in consultation with the Chairs of the Academic and Professional Fund and the Social, Culture, and Wellness Fund to govern those committees.
7. The Vice Chair of the Travel Fund
- a. Shall supervise the Chair of any ad-hoc travel funding committee the Council may establish



- b. Shall serve as a point of contact for graduate students in order to help them connect with the appropriate GC, SG, or local divisional travel funding resources.
  - c. Shall keep accurate records of expenditures and allocations of the Travel Fund
  - d. Shall keep an archive of prior applications for travel funds
  - e. Shall codify, with the approval of the Council, a Code enumerating rules and eligibility for applicants to the Travel Fund
8. The Vice Chair of Graduate Life:
  - a. Shall supervise the Chair of the Social Committee.
  - b. Shall supervise the Chair of the Graduate Community Committee.
  - c. Shall supervise the Chair of the Graduate Student Issues Committee.
  - d. Shall work closely with the Graduate Liaison to the Board of Trustees in order to ensure that graduate life issues are well represented before the Board of Trustees.
  - e. Shall assist the committees under their jurisdiction in any events or publications.
9. The Chairs of each Standing Committee:
  - a. Shall schedule meetings for the committee.
  - b. Shall ensure the creation and distribution of a written record of all committee business.
  - c. Shall attend all GC meetings.
10. The Graduate Student Liaison to the Board of Trustees shall be encouraged to
  - a. Attend GC meetings regularly.
  - b. At GC meetings, report on information relevant for Graduate Students from contact with Trustees.
  - c. Utilize GC as a resource to collect Graduate Student input on issues of importance to the Board of Trustees.
11. Impeachment of an Officer:
  - a. Any voting member or officer of GC may charge an officer with neglect of duties or disrespecting the office by presenting a formal charge before GC. A majority vote shall determine whether a hearing will occur.
  - b. This call for a Hearing shall constitute impeachment, and the accused shall be notified expeditiously.
  - c. The Hearing shall be closed, or public, at the wishes of the accused.
  - d. The Hearing shall take place at an emergency GC meeting within seven (7) days.
  - e. The voting member or officer will have five (5) minutes to present the charges and the accused officer shall have five (5) minutes to present their defense.
  - f. GC shall have fifteen (15) minutes for debate, at the end of which a secret-ballot vote shall immediately occur to determine if the officer is to be removed from office.
    - i. A simple majority is required to remove the officer from office.
    - ii. An officer, other than the accused, shall oversee the counting of the ballots and summarily destroy the ballots after the result is announced and accepted by the Council.

#### **Article IV: COMMITTEES**



1. Membership on all Standing Committees, in GC and SG Assembly, shall be open to all Graduate Students, no matter their voting status on the Council.
2. GC may establish or dissolve ad-hoc committees at any time with a simple majority vote. These committees will dissolve by the first meeting of the following Autumn Quarter.
3. A Committee Chair must be a Graduate Student. Chairs shall not vote in committee meetings, unless in so voting the outcome would be affected.
4. All Committees shall keep records of their proceedings and attendance of members. These shall be available for public inspection.
5. The time, location, and agenda of all committee meetings shall be made public by announcement at the preceding GC meeting and to interested parties in other ways as may be determined by the respective chairs.
  - a. When possible, the standing committees shall hold regularly scheduled meetings. The time and location of such meetings shall be made available on the GC website.
6. The Academic and Professional Fund shall:
  - a. Receive a budget from the Council.
  - b. Codify, with the approval of the Council, a Code enumerating rules and eligibility for applicants.
  - c. Be chaired by a graduate student.
  - d. Be comprised of graduate students including at least one Council member
    - i. At least one voting member of the committee shall be a member of Graduate Council regardless of the Chair's membership in order to provide oversight of the committee and the Chair.
  - e. Produce an application in consultation with the VP of Student Funding.
  - f. Set no fewer than four deadlines for funding applications each Autumn, Winter, and Spring quarter.
  - g. Convene prior to each Council meeting to discuss the applications received by the most recent funding deadline and determine the appropriate allocation for each application.
  - h. Not accept requests for funds where either the sponsors of the request, or a majority of beneficiaries from the funds, or both are students not assessed the Student Life Fee as defined by the exemptions enumerated by the Bursar.
  - i. Not allocate Activity Fee Funds to directly contribute to any active political party or election campaign. The Academic and Professional Fund shall not allocate funds for an event or publication whose purpose is to promote any external candidate for office within or without the University.
7. The Social, Culture, and Wellness Fund shall:
  - a. Receive a budget from the Council.
  - b. Codify, with the approval of the Council, a Code enumerating rules and eligibility for applicants.
  - c. Be chaired by a graduate student.
  - d. Be comprised of graduate students including at least one Council member.
    - i. At least one voting member of the committee shall be a member of Graduate Council regardless of the Chair's membership in order to provide oversight of the committee and the Chair.



- e. Produce an application in consultation with the VP of Finance.
  - f. Set deadlines for funding applications each academic quarter.
  - g. Convene prior to each Council meeting to discuss the applications received by the most recent funding deadline and determine the appropriate allocation for each application.
  - h. Not accept requests for funds where either the sponsors of the request, or a majority of beneficiaries from the funds, or both are students not assessed the Student Life Fee as defined by the exemptions enumerated by the Bursar.
  - i. Not allocate Activity Fee Funds to directly contribute to any active political party or election campaign. The Social, Arts, and Culture Fund shall not allocate funds for an event or publication whose purpose is to promote any external candidate for office within or without the University.
8. The Travel Fund shall:
- a. Receive a budget.
  - b. Codify, with the approval of the Council, a Code enumerating rules and eligibility for applicants.
  - c. Be presided over by the VP of the Travel Fund
  - d. Be comprised of graduate students including at least one Council member.
    - i. At least one voting member of the committee shall be a member of Graduate Council regardless of the VP of the Travel Fund's membership in order to provide oversight of the committee and the VP.
  - e. Produce an application
  - f. Determine travel grant award amounts.
  - g. Set deadlines for funding applications each academic quarter.
  - h. Not accept requests for funds from students not assessed the Student Life Fee as defined by the exemptions enumerated by the Bursar.
  - i. Not allocate Activity Fee Funds to directly contribute to any active political party or election campaign. The Travel Fund shall not allocate funds for an event or publication whose purpose is to promote any external candidate for office within or without the University.
9. The Social Committee shall:
- a. Receive a budget.
  - b. Be chaired by a graduate student.
  - c. Be comprised of graduate students including at least one Council member
    - i. At least one voting member of the committee shall be a member of Graduate Council regardless of the Chair's membership in order to provide oversight of the committee and the Chair.
  - d. Be responsible for organizing and running at least two GC social events per quarter.
  - e. Create a calendar of events for each quarter by the sixth week of the previous quarter and submit it for GC approval, determined by a majority vote.
10. The Graduate Community Committee shall:
- a. Receive a budget from the Council.
  - b. Be chaired by a graduate student.
  - c. Be comprised of graduate students including at least one Council member



- i. At least one voting member of the committee shall be a member of Graduate Council regardless of the Chair's membership in order to provide oversight of the committee and the Chair.
    - d. Foster interaction between graduate students from different divisions.
11. The Graduate Student Issues Committee shall:
  - a. Receive a budget from the Council.
  - b. Be chaired by a graduate student.
  - c. Be comprised of graduate students including at least one Council member.
    - i. At least one voting member of the committee shall be a member of Graduate Council regardless of the Chair's membership in order to provide oversight of the committee and the Chair.
  - d. Investigate graduate student concerns brought to the attention of GC by contacting administrators and students, as appropriate.
  - e. Propose the best course of action with regards to a student concern.
  - f. Formulate GC's policies with regard to general student issues.
12. The Summer Committee shall:
  - a. Consist of the incoming Chair or Co-Chairs of Graduate Council.
  - b. Handle the administrative responsibilities of this Council and its committees
    - i. This shall include processing reimbursements.
  - c. Shall receive one-third of the total remaining unspent funds in any Student Government account at the end of the fiscal year, and shall disburse this money during the Summer Quarter.
13. Funding awarded to other organizations or individuals by the Council or one of its committees shall be subject to an expiration date stated at the time of the award, by which date all reimbursement requests must be received from the awardee. Unless otherwise noted, the expiration date shall be thirty days following the end of the quarter during which the funded activity is to take place.

#### **Article V: AMENDMENTS**

1. Amendments to these By-Laws may be presented by any voting member and approved with a two-thirds majority.
2. At no time may these By-Laws contradict the Student Association Constitution or By-Laws.

#### History:

- Enacted by the Council: May 7th, 2007
- Amended by the Council: October 26, 2015
- Amended by the Council: April 4, 2016
- Amended by the Council: October 2, 2017
  - Amendments made to Article I in order to update the apportionment formula
  - Amendments made to Articles II, III, and IV in order to formalize GC's operating structure.