**SAGE Charter**

1. **Mission.** Student Advocates for Graduate Education (SAGE) is a coalition of Graduate Student Organizations from leading U.S. public research universities who are committed to improving the quality of graduate student life at their own campuses, and promoting access, quality, and opportunity for graduate and professional students at the federal level.

2. **Bylaws.** SAGE shall adopt and maintain such bylaws as it deems necessary and proper, commensurate with this Charter.

3. **Charter Amendments.** This Charter may be amended following the bylaw amendment procedure outlined in the SAGE bylaws. Charter amendments must be approved at a meeting of the SAGE Coalition and require a two-thirds vote to approve any such amendment.

**By-Laws**

0. **Definitions.**

0.1 Graduate Student Organization (GSO). The term graduate student organization shall refer to an organization at a particular university, which incorporates advocacy for graduate and/or professional students as part of its mission, purpose, constitution or charter. For institutions without an official representative graduate student body, the SAGE coalition will determine the veracity of an organization’s application.

0.2 SAGE Institution (University). The term SAGE Institution shall refer to the GSO best suited to represent graduate and/or professional student interests on a public, Association of American Universities (AAU) campus or similar public R1 institution as defined by the Carnegie Classification System. SAGE Institution’s are preferably comprised of the highest representative body for graduate and professional students. In the absence or conflict of a hierarchy of GSOs, SAGE shall refer to the campus graduate dean or equivalent for determination.

0.3 SAGE coalition. The SAGE coalition is defined as the composition of all active SAGE Institutions.

0.4 SAGE Delegate. Members of a GSO that are authorized to participate in conference calls, and be present for the Fall Summit and Spring Day on the Hill. These people have all parliamentary rights except the right to make a main motion.

0.5 SAGE Voting Member: The highest ranking member of the institutions GSO plus any member of a SAGE Institution that is designated by their GSO to exercise the institutions vote. Only voting members have the right to make a main motion.

0.6. Executive Board. The Executive Board includes the elected positions that govern the SAGE coalition. Executive Board members include the Chairperson, Vice Chairperson, the Political Director, the Director of Communications, and the Internal Affairs Director.
0.7. White Paper. A one-page summary of a SAGE advocacy item. The document summarizes information pertaining to the advocacy item, alongside the policy recommendations SAGE would like to enact to further the organization’s mission.

1. Composition.

1.1 The coalition of Student Advocates for Graduate Education, hereafter referred to as SAGE, shall be exclusively composed of graduate student organizations [GSOs] (as defined herein 0.1) whose home universities are public, located within the United States, and are members of the Association of American Universities (AAU).

1.1.1 One GSO per University. Only one GSO per university may be a SAGE Institution (as defined herein 0.2).

1.2 Membership

1.2.1 Term. A SAGE Institution once joined shall indefinitely remain a SAGE member.

1.2.2 Active Membership. SAGE Institution’s shall be considered active and in good standing by participating in SAGE meetings and activities including but not limited to monthly meetings of the SAGE coalition (as defined herein 0.4), Presidents’ round-tables, the Fall Summit, Spring advocacy days, as well as contributing to research materials and other work products of SAGE.

1.2.2.1 Minimum Requirements. Active institutions will accumulate no more than two absences from monthly SAGE coalition conference calls in a given calendar year and will send (virtually or in person) at least one SAGE Institution member to the SAGE Fall Summit, and the Spring Day on the Hill in Washington, D.C.

1.2.2.2 Voting. Only active members may vote as described in article 4.1.

1.2.2.3 Financial dues. Active members may be asked to contribute up to $200 for the cost of in-person meetings, including the Fall Summit and Day on the Hill events. Costs will go towards reserving conference meeting space, refreshments, and material costs. Schools that cannot meet their dues requirement may preserve the “no-charge” spirit of SAGE while 1) ensuring that members with funds to pay are able to do so; 2) reminding all that advocacy is rarely without cost.

1.2.3 Inactive Institutions. SAGE Institutions failing to meet the minimum requirements outlined in section 1.2.2.1 shall be declared inactive by the Chairperson. Inactive institutions may participate in SAGE meetings and activities but are not considered part of the SAGE coalition. Inactive institutions may be returned to active status by a simple majority vote of the SAGE coalition (see sections 1.2.3.2 and 1.2.3.3 below for procedure). Inactive institutions shall be noted as such on the SAGE roster.
1.2.3.1 Notice. The Chairperson shall notify the SAGE Institution of a declaration regarding its membership status in SAGE, if the SAGE Institution fails to meet the minimum membership requirements outlined in section 1.2.2.1.

1.2.3.2 Response. SAGE Institutions shall have a one-month window to appeal the declaration of inactive status. Upon receipt by the Chairperson (or any other officer) of a written appeal, the Chairperson shall add the consideration of the appeal to the next regularly scheduled meeting of the SAGE Institution.

1.2.3.3 Consideration and Vote. The active members of the SAGE coalition shall consider an inactive institution’s petition to return to active status. Upon a simple majority vote by the SAGE coalition, the inactive institution’s appeal shall be accepted and their active membership status shall be restored.

1.2.4 Dormant Institutions. Inactive institutions may be declared dormant by a simple majority vote of the SAGE coalition after a minimum of 12 months of inactive status. Dormant institutions will not be listed on the SAGE membership roster.

1.2.4.1 Return. The Chairperson will contact (in writing and over the phone) each dormant institution at least once per calendar year in an effort to return the SAGE Institution to active status. Upon a dormant institution’s attendance in a meeting of the SAGE coalition, the institution’s status shall automatically be declared inactive.

1.2.5 SAGE roster of participating institutions. SAGE shall maintain and publicly post a list of its active member institutions and their respective GSOs on the SAGE website. This roster will be maintained by SAGE’s Director of Communications.

1.2.6 New Members.

1.2.6.1 Invited Members. SAGE may offer membership to graduate student organizations. To do so, the SAGE coalition will authorize the Chairperson or her/his designee to send an official offer of membership to the invited GSO. If the GSO accepts the invitation, the membership of an invited GSO shall be granted at the annual SAGE Fall meeting or the Day on the Hill in Washington, D.C, with at least a two-thirds vote from the active SAGE Coalition members.

1.2.6.2 Requested Membership. SAGE may consider written membership requests from eligible GSOs. Such a request must be authored by a person or persons who are empowered to represent graduate students at their home university.
1.2.7 Member Responsibilities. All active SAGE Institutions are expected to:
   a) Participate in all monthly meetings of the SAGE coalition;
   b) Make reasonable contributions to the work output of SAGE;
   c) Be responsive to SAGE communications;
   d) Participate in SAGE Fall Summit and Spring advocacy conferences;
   e) Participate in SAGE’s shared governance efforts including Presidents’ round-table discussions;
   f) Provide transition documents for their GSO and its officer core that covers the mission of SAGE and the operating procedures.

1.3 SAGE coalition.

1.3.1 Composition. The SAGE coalition is defined as the composition of all active SAGE Institutions. At the beginning of each academic year, each SAGE Institution must submit a list of people who will serve as voting members of the SAGE coalition to the Vice Chairperson. This must be done no later than the first meeting of the SAGE coalition after the SAGE officers begin their term.

1.3.2 Voting and Parliamentary Rights.

1.3.2.1 Executive Board. SAGE Officers may not serve as voting SAGE members unless no other SAGE coalition member from that officer’s SAGE Institution are present.

1.3.2.2 Rights. The SAGE coalition members shall have parliamentary rights, and the right to exercise the vote for the SAGE institution they represent. SAGE delegates have the right to be recognized and address the SAGE coalition, but do not have parliamentary or voting rights.

1.3.2.3 Voting. One vote per SAGE Institution may be cast on all parliamentary matters, and all business before the SAGE coalition including but not limited to: Amendments to the Charter or bylaws, approval of the potential advocacy items, approval of the final advocacy items, and the election of SAGE officers. Votes may be cast either in person, via phone call, or via video call for all Coalition calls and summits/conferences.

1.4 SAGE Officers. The officers shall serve to coordinate SAGE’s activities between meetings of the SAGE coalition. All officer decisions may be overturned by a majority vote of the SAGE coalition at any regularly scheduled meetings.

1.4.1 SAGE Officers. There shall be a Chairperson, Vice Chairperson, Director of Communications, a Political Director, and an Internal Affairs Director. Together they shall constitute the SAGE Executive Board (Executive Board).
1.4.2 SAGE Officer Terms. All officers shall be elected by a majority vote of the SAGE coalition during the Day on the Hill in Washington, D.C. Newly elected officers will assume office on June 1, following their election.

1.4.3 Officer Eligibility. All officers shall be enrolled students within an active SAGE Institution. The Chairperson and Vice Chairperson may not be from the same SAGE Institution. A minimum of two states must be represented on the SAGE executive board.

1.4.4 Nomination. The Chairperson will open nominations during the first day of the Day on the Hill. Nominations must remain open for a minimum of 12 hours. A nomination is complete with a motion and a second, and following the acceptance of the nomination by the individual. Self-nominations are in order. No vote is required on the nomination.

1.4.5 Election. SAGE officers shall be elected in the order that they appear in these bylaws. Elections shall take place at SAGE’s annual Day on the Hill in Washington, D.C. Nominations for all officer positions shall be open for a minimum of 12 hours prior to elections taking place.

1.4.5.1 Election Procedure. Upon the closing of nominations by the Chairperson, the following procedure shall govern the election of officers.

   a) Introductions. Each candidate will give an introduction including why they want to serve in the particular position they’re running for as well as their relevant experiences in SAGE and in their educational career.

   b) Questions. Each candidate will answer questions posed by the SAGE coalition. Question time will not exceed 10 minutes for a given officer election. This time limit may be extended by a simple majority vote of the SAGE coalition.

   c) Debate. Candidates will leave the room where the elections are taking place and the membership will discuss the candidates for not more than 15 minutes. This time limit may be extended by a simple majority vote of the SAGE coalition.

   d) Voting. Each active SAGE Institution shall be given a single vote. Votes shall be cast by secret ballot and shall be tallied by the presiding officer. The SAGE delegate receiving a majority of votes shall be declared the winner. In the case where no candidate receives a majority, a run-off shall be held between the two candidates with the highest tallied votes.

   e) Electronic communication is bared. All laptops, cell phones, and any other communications device must be turned off and put away. By order of the Chair, any SAGE coalition Institution, delegate, or officer found using any communication device during the election process will forfeit their right to participate in the election.
1.4.5.2. Runoff Election. Candidates involved in a runoff election shall be allowed to answer any additional questions offered by the membership for not more than 10 minutes. A secret ballot will be taken and the candidate receiving a majority of votes in the runoff shall be declared the victor.

1.4.6 Chairperson.

1.4.6.1 Chief Executive. The Chairperson shall serve as SAGE’s chief executive officer and will serve to coordinate the activities of the other officers.

1.4.6.2 SAGE meetings. The Chairperson shall chair all monthly meetings of the SAGE coalition, as well as the annual Fall Summit, and Spring advocacy conference.

1.4.6.3 Annual Report. The Chairperson shall produce an annual report of their activities and submit it to the SAGE coalition. Secondly, the Chairperson shall prepare a transition document for the person coming into the position. Both documents shall be completed by June 1.

1.4.6.4 Spokesperson. The Chairperson shall be the official spokesperson of SAGE.

1.4.6.5 Vision and Strategy. The Chairperson shall be responsible for developing SAGE’s strategic plan and monitoring its progress in implementation.

1.4.6.6 Fundraising. The Chairperson shall be responsible for SAGE’s finances and fundraising initiatives.

1.4.6.7 Delegation. The Chairperson may delegate authority and responsibilities to the Vice Chairperson, Director of Communications, the Legislative Director, and others as appropriate.

1.4.6.8 Appointment of coordinators and the creation of ad-hoc committees. The Chairperson may appoint any SAGE coalition member to serve as a coordinator within SAGE, with a simple majority vote from active SAGE members. The Chair may also create ad-hoc committees. The appointment of coordinators or the creation of ad-hoc committees must be justified by the Chairperson and include the term of appointment or duration of committee business, responsibilities of appointment or committee charge, and intended outcomes of the appointment or committee.

1.4.6.9 Attendance Management. Any absence from a scheduled SAGE coalition monthly meeting, President’s meetings, Fall Summit, Spring Day on the Hill, or executive board meeting must be granted by the Chairperson who will transmit his or her decisions to grant or deny excused absences to the SAGE coalition.

1.4.7 Vice Chairperson

1.4.7.1 Administration and Operations. The Vice Chairperson shall serve as SAGE’s chief administrative and operations officer. In this role, the Vice Chairperson shall be responsible for
maintaining SAGE’s charter, bylaws, and other governing documents.

1.4.7.2 Annual Report. The Vice Chairperson shall produce an annual report of their activities and submit it to the SAGE coalition. Secondly, the Vice Chairperson shall prepare a transition document for the person coming into the position. Both documents shall be completed by June 1.

1.4.7.3 Governance. The Vice Chairperson shall coordinate and manage SAGE’s governance activities.

1.4.7.4 Minutes. The Vice Chairperson shall be responsible for ensuring that minutes are taken for all SAGE meetings.

1.4.7.5 Parliamentarian. The Vice Chairperson shall serve as SAGE’s parliamentarian and shall advise the chairperson as well as all SAGE Institutions on matters pertaining to the charter, bylaws, and Roberts’ Rules of Order.

1.4.7.6 In-person meetings. The Vice Chairperson shall coordinate the planning and implementation of the Fall Summit and Day on the Hill conference with the Chairperson, Internal Affairs Director, Director of Communications, and Political Director.

1.4.7.7 Chairing meetings. The Vice Chairperson shall by default chair any meetings where the Chairperson is unable to attend or participate. The Vice Chairperson shall also chair meetings at the request of the Chairperson.

1.4.7.8 Secretary of the SAGE coalition. The Vice Chairperson or her/his designee shall serve as the recording secretary of the SAGE coalition and shall ensure that all SAGE Institutions receive an advance copy of the SAGE coalition’s agendas and within one (1) week of the SAGE coalition’s meeting, a draft of the SAGE coalition’s minutes.

1.4.8 Director of Communications

1.4.8.1 External Communications. The Director of Communications shall coordinate all communication between SAGE and external entities.

1.4.8.2 Annual Report. The Director of Communications shall produce an annual report of their activities and submit it to the SAGE coalition. Secondly, the Director of Communications shall prepare a transition document for the person coming into the position. Both documents shall be completed by June 1.

1.4.8.3 Newsletter. The Director of Communications shall coordinate the creation and publication of a “SAGE Coalition” newsletter, which will be published once in the Fall and once in the Spring.

1.4.8.4 Press Releases. The Director of Communications shall coordinate the creation and publication of press releases relating to SAGE actions and activities.
1.4.8.5 Action Alerts. The Director of Communications shall coordinate the creation and publication of action alerts relating to SAGE’s legislative initiatives.

1.4.8.6 Website. The Director of Communications shall coordinate SAGE’s online presence including ensuring its website is maintained with up-to-date news and information.

1.4.8.7 Introductory materials for SAGE membership: The Director of Communications is required to create and maintain an official document to serve as an introduction to SAGE that must include: an overview of the history of SAGE, a summary of membership responsibilities (conference calls, attendance, etc.), and a description of the Fall Summit and the Spring Day on the Hill.

1.4.9 Political Director

1.4.9.1 Annual Report. The Chairperson shall produce an annual report of their activities and submit it to the SAGE coalition. Secondly, the Chairperson shall prepare a transition document for the person coming into the position. Both documents shall be completed by June 1.

1.4.9.2 Legislative Updates. The Political Director shall keep all SAGE coalition members informed of updates pertaining to SAGE’s legislative priorities, and present updates on the SAGE coalition phone calls, President’s calls, the Fall Summit, and Spring Day on the Hill.

1.4.9.3 Advocacy Strategy. The Political Director, shall develop and implement a central advocacy strategy for SAGE. This strategy will be presented to the SAGE coalition at the Fall Summit for approval. The Political Director may want to work with individual SAGE Institutions before the Fall Summit to develop a strategy in concurrence with the priorities of SAGE Institutions.

1.4.9.4 Days on the Hill. The Political Director shall coordinate the advocacy aspects of SAGE’s annual Days on the Hill with the Chairperson.

1.4.9.5 External Publications. The Political Director shall work with the Director of Communications to ensure that all SAGE press releases and action alerts are in the strategic interest of SAGE and are timely.

1.4.10 Internal Affairs Director

1.4.10.1 Conferences. Leads planning of Fall Summit and Day on the Hill in conjunction with Fall Summit host member institution and SAGE Executive Board.

1.4.10.2 Internal Communications. Coordinates and promotes internal communication across member institutions, with an emphasis on sharing best practices and facilitating communication between peer graduate and professional student governments.

1.4.10.3. Finances. Oversees finances for the Coalition in conjunction with Chair.
1.4.10.4. Alumni. Serves as liaison to CPAGE with Vice Chair.

1.4.10.5. Archives. The Internal Affairs Director shall be responsible for maintaining and preserving all records of SAGE’s activities including all documents generated by SAGE for either its legislative agenda or its governance activities, including updating and archiving information.

1.4.11 Impeachment and Removal of Executive Officers. Individual officers may be removed from office for failure to perform the duties listed in these bylaws. A motion to impeach an officer must be made by a member of the SAGE coalition at a meeting of the SAGE coalition. A motion, second, and majority vote are required for consideration of impeachment. The SAGE coalition must discuss the removal of the impeached officer at the next scheduled meeting of the SAGE coalition. A vote on impeachment and removal cannot occur within the same meeting. At the next scheduled meeting of the SAGE coalition, the impeached officer shall be given no longer than ten minutes to explain why she/he shall remain in office and ten minutes shall be given to the SAGE Institution that moved for the officer’s impeachment to make his/her case. A discussion shall be had by the SAGE coalition. The SAGE officer under consideration shall not be involved in the deliberations. A vote shall then be taken on a motion to remove. A two-thirds majority of active SAGE Institutions in attendance will be required to remove the SAGE Officer. Upon the successful removal of a SAGE officer, a vacancy shall be declared and shall be filled using the process outlined in section 1.4.11. The time constraints contained in this section shall be waived for in-person meetings of the SAGE coalition.

1.4.11.1 Impeachment and Removal at In-Person Meetings. A motion, second, and vote is required to impeach a SAGE officer at an in-person meeting. A majority vote is required for impeachment. The impeached officer will have ten minutes to explain why they ought to remain in office and the SAGE Institution that moved for impeachment will have ten minutes to explain why they ought to be removed. The SAGE coalition shall then deliberate on whether the officer shall be removed. The deliberation is concluded when a motion and a second is made to end debate. A majority vote is needed to end deliberations. Following the end of deliberation, a two-hour “cooling off” period is required before a motion for removal is in order. Following the cooling off period, a motion can be made to remove the officer. A two-thirds majority of active SAGE Institutions in attendance will be required to remove the SAGE officer. Upon the successful removal of a SAGE officer, nominations shall be opened immediately and an election shall be held before the in-person meeting adjourns. This election timeline may be modified by a simple majority vote of the SAGE coalition.

1.4.12 Vacancy.

1.4.12.1 Creation. Any officer that accumulates 3 unexcused absences at SAGE conferences, advocacy days, and/or meetings of the SAGE coalition shall be considered to have vacated their seat. Vacancies may also be created upon the termination of a SAGE officer’s status as an active
enrolled student within a SAGE member school.

1.4.12.2 Filling of Vacancies.

a) The Chairperson (or Vice Chairperson in the absence of a Chairperson) shall notify the SAGE coalition of a vacancy within 48 hours of its creation;

b) The Chairperson shall open nominations for a vacant officer position at the next regularly scheduled meeting of the SAGE coalition.

c) Nominations shall remain open for a period of no less than 24 hours or until the next meeting of the SAGE coalition. Elections for the vacant position(s) among the nominated individual(s) shall proceed as outlined in these bylaws.

d) Exception. In the event that a vacancy is created after the election of new officers at the Spring advocacy conference, the officer-elect shall immediately fill the vacancy. Notification of this transition shall be sent to the Coalition by the Chairperson.

1.5 Transitions.

1.5.1 Institutional Memory. The incoming Executive Board members shall read the annual reports and transitional documents from the previous terms, and update the History of SAGE document, if necessary, to keep the institutional memory of the organization up to date. The incoming Executive Board members shall each meet with the respective outgoing member to get oral instructions and updates on the position as well. Each Executive Board member (including the Chairperson, Vice Chairperson, Director of Communications, Political Director, and Internal Affairs Director) shall create a transitional document summarizing their term’s vision and scope of work to be submitted to the Vice Chairperson two weeks prior to SAGE’s Fall Summit.

2. Meetings.

2.1 Rules of Order. All SAGE meetings shall be conducted in a collegial, orderly, and balanced manner. Roberts Rules of order will govern all in person SAGE meetings. Conference call may be conducted without adherence to Robert’s Rules of Order unless the following items are on the agenda: election, impeachment, or removal of an officer, amendments to the bylaws, adoption of potential or final advocacy issues. The SAGE Vice Chairperson shall serve as the organization’s parliamentarian and arbiter of disputes of order. No binding decisions can be made without a quorum present (50% of active SAGE coalitions rounded up +1). Only designated voting members from SAGE Institutions may be counted toward quorum.
2.2 SAGE coalition. The SAGE coalition shall meet at least once per month, and may meet more frequently at the discretion of the Chairperson. A schedule of regular meetings of the SAGE coalition shall be approved within one month of the Executive Board taking office and will be communicated by the Vice Chairperson to all SAGE members within one week’s time. The Executive Board will send a written introduction to SAGE, and a copy of the bylaws to all incoming GSO Presidents within one month of taking office. The written introduction to SAGE must include an overview of the history of SAGE, a summary of membership responsibilities (conference calls, attendance, etc.), and a description of the Fall Summit and the Spring Day on the Hill.

2.3 Presidents’ Round-tables. A GSO Presidents’ round-table shall take place at least four times per year and more frequently at the discretion of the Vice Chairperson. The suggested purpose of these calls is to discuss best practices for graduate student governance, but the agenda is at the discretion of the Vice Chairperson. The regular schedule of Presidents’ roundtables shall be decided on within one month of the Executive Board taking office and will be communicated by the Vice Chairperson to the SAGE coalition.

2.4 Yearly Fall Summit. SAGE members shall gather for a face-to-face summit meeting at least once a year on the campus of a participating SAGE Institution, or an alternate location deemed appropriate by a majority vote of the SAGE coalition.

2.4.1 Purpose. The purpose of the annual Fall Summit is to share best practices on graduate student governance and to select preliminary advocacy issues for the Spring Day on the Hill.

2.4.2 Selection of topics for the discussion of best practices The agenda for the discussion of best practices will be selected by the SAGE GSO Presidents at a President’s monthly meeting no less than one month before the Fall Summit. The Vice Chair, in consultation with the GSO Presidents and the SAGE Executive Board, will decide the format of the sharing of best practices.

2.4.3 Selection of Preliminary White Papers for the Fall Summit Any member of the SAGE coalition may submit a proposal for the adoption of a preliminary advocacy issue to be developed into a White Paper. All proposals for a White Paper must be submitted in writing to the SAGE Executive Board no less than 2 weeks before the start of the Fall Summit. Each proposal must contain a rationale for its selection, which shall include:

   a) A description of how the advocacy issue is related to graduate education;
   b) How the adoption of a specific SAGE advocacy item will benefit SAGE coalitions;
   c) The referencing of at least one piece of legislation in the US House of Representatives or U.S. Senate that is related to the advocacy item;
The SAGE Executive Board will determine if the preliminary advocacy issue meets criteria to develop into a White Paper, and all proposals approved by the Executive Board must be forwarded to the entire SAGE coalition at least one week before the Fall Summit. Advocacy issues that do not meet this criteria, or that are submitted after the deadline will not be included for discussion at the Fall Summit. An advocacy item that the Executive Board designates as not meeting criteria may be challenged at the Fall Summit or at another meeting of the SAGE coalition. The SAGE coalition may decide to consider a preliminary advocacy topic that the Executive Board did not designate as meeting criteria by a majority vote.

2.4.4 Adoption of preliminary White Papers for the Spring Day on the Hill All preliminary advocacy issues that were submitted and approved by the SAGE Executive Board must be ratified by the SAGE coalition at the Fall Summit. The adoption of a preliminary advocacy issue requires a simple majority of the SAGE coalition. The development of these advocacy items into one-sheet White Papers for the Spring Day on the Hill is the responsibility of the SAGE coalition. The final adoption of advocacy issues (final advocacy issues) and corresponding White Papers for the Spring Day on the Hill will take place no more than two weeks before the first day of the Spring Day on the Hill. The addition of another preliminary advocacy issue after the Fall Summit can be considered at any time, but no less than two weeks before the Spring Day on the Hill by a 2/3rds majority vote of the SAGE coalition.

2.4.5 Location. The annual Fall Summit shall be hosted at the campus of a SAGE coalition, unless the SAGE coalition deems an alternative location appropriate, by a majority vote. SAGE Institutions interested in hosting the Fall Summit must submit a proposal to the SAGE coalition no less than two weeks before the Spring Day on the Hill. This proposal must include a general strategy for organizing the Fall Summit. Additionally, the SAGE Institution(s) wishing to host the Fall Summit must prepare a presentation for the SAGE coalition at the Spring Day on the Hill. The SAGE coalition will select, by a simple majority vote the next Fall Summit host no later than June 1.
2.4.6 Standing order of business for the Fall Summit: Based on the experience from previous summits, this is the recommended order of business. These items shall be included in the agenda, but their order can vary at the discretion of the Chair.

I. Call to Order

II. Officer’s Reports
   • Each officer is required to give an update on their office

III. Best Practices
   • This will include a review of any surveys that have been distributed, and the agreed upon topics for the discussion of best practices.

IV. University Governmental Affairs Presentation
   • Governmental affairs representatives will inform the coalition about important legislative issues.

V. Adoption of potential advocacy issues to be developed into one-page White Papers

VI. Cross campus planning/strategizing/resolution adoption
   • This time will be used to coordinate advocacy efforts across different campuses, or debate SAGE resolutions.

2.5 Advocacy Conference (Spring Day on the Hill). In addition to the yearly Fall Summit, SAGE members will advocate together in Washington, D.C. at least once a year. The dates for the Spring Day on the Hill in Washington, DC will be proposed by the Executive Board and approved by the SAGE coalition no later than January 31st of a given calendar year.

2.5.1 Purpose The purpose of this conference is to advocate on behalf of graduate students and graduate education to members of the federal government. During this meeting, the SAGE coalition will also elect officers for the next term.

2.5.2 Adoption of final advocacy issues, and White Papers All preliminary advocacy White Papers must be submitted to the Executive Board no less than two weeks before the Day on the Hill. Only these items will be considered for adoption as final advocacy issues for the Day on the Hill. The advocacy issues and corresponding White Papers will be adopted by a simple majority vote at a meeting of the SAGE coalition no more than two weeks before the Spring Day on the Hill. The adoption of the final advocacy items for the Spring Day on the Hill is binding on all SAGE Institutions, and must be advocated for during any SAGE advocacy activity.
2.5.3 Order of business Based on the experience from previous Day on the Hill conferences, this is the recommended order of business. These items shall be included in the agenda, but their order can vary at the discretion of the Chair.

I. Call to order
II. Officer reports
III. Vote on final advocacy issues
IV. Membership—new, active, inactive etc.
V. Elections
VI. Lobbying demonstration

2.5.4 Lobbying Demonstration and Advocacy Training. As part of the Lobbying Demonstration at the Spring Day on the Hill Advocacy Conference, the Political Director will work with the Working Group Chairs to coordinate trainings on each of the issues that will be taken for the advocacy meetings. This is to train all Day on the Hill attendees on all advocacy issues so that all are comfortable speaking on this issues in meetings.

2.6 Meeting Notice. All SAGE members and SAGE delegates shall receive advanced notice of each meeting defined in sections 2.0. Notice entails written communication to all SAGE members of any decisions pending a vote of the SAGE coalition or other body.

2.6.1 General. Unless otherwise specifically noted, no advanced notice is required for the decisions of SAGE.

2.6.2 One Week Notice. The following decisions require one-week notice of voting to all SAGE members:
   a) Election of an officer,
   b) Adoption of a policy stance (excepting advocacy items),
   c) Approval of the yearly budget,
   d) Suspension of a standing rule.

2.6.3 Two weeks notice. Two weeks notice is required for consideration of amendments to the SAGE charter or bylaws.


3.1 Voting: One Vote Per SAGE Institution. Each active SAGE Institution shall have a vote as exercised through its appointed members to the SAGE coalition, with the exclusion of SAGE officers unless article 1.3.2.1 is met.
3.1.2 Recorded Votes. Upon the request of any SAGE coalition member, votes shall be recorded by the Vice Chairperson and published on the SAGE website. Votes concerning membership status and the election of officers shall be exempt from this provision.

3.1.3 Quorum. The presence, either virtual or in person, of half the active SAGE Institutions, rounded up +1 shall constitute a quorum to conduct business. Only SAGE coalition Institutions, represented by each GSO’s Senior Executive Officer or voting members from the SAGE institution, count toward quorum.

3.1.4 Votes by Email. When the immediacy or magnitude of a decision justifies a vote by email, such votes require the following:

a) a vote cast from no fewer than two-thirds (2/3) of all SAGE coalition members and b) a voting deadline to be set by the proponent of the decision of no less than five business days following introduction or the submission of all eligible votes.

3.3 Majority Rules. Unless otherwise specified herein, a simple majority (50% + 1 vote) of those SAGE Institutions present and voting shall determine a decision.

3.4 Notice Requirement. Decisions made by vote of SAGE members shall be valid and in full force unless until such time as the SAGE coalition votes to repeal, if appropriate, the former decision. If a decision is to be appealed by vote, notice is to be given ahead of time so that SAGE coalition members have adequate time to reconsider the options. of the meeting at which the vote was conducted.

3.5 New Members. An offer of SAGE membership shall be authorized with a two-thirds majority vote of the SAGE coalition and shall be delivered by the Chairperson or his/her designee.

3.6 Member Inactivity. A motion to declare a SAGE Institution dormant shall be approved by a majority of the SAGE coalition. The affected SAGE Institution shall be notified of the proposed change in membership status at least one month in advance of a vote on dormancy. A motion to declare an institution dormant shall not be in order if the SAGE Institution in question has been present and/or participating in meetings of the SAGE coalition in the proceeding 60 days.


Standing rules establish the standing operating procedures of SAGE. SAGE may establish, disestablish, or suspend a standing rule with a simple majority vote provided that one weeks notice has been given. Without notice, establishment, disestablishment or suspension of a standing rule shall carry with a two-thirds vote of all SAGE coalition members present. A roster of standing rules shall be kept by the Vice Chairperson and made available on the SAGE website and via email at the request of a SAGE delegate.
5. Amendments to bylaws and charter.

5.1 Delivery. Any amendment to the bylaws or charter must be presented electronically or in hard copy to all SAGE members at least two week prior to their consideration at a regularly scheduled meeting of the SAGE coalition.

5.2 Format. An amendment to the bylaws shall not be considered unless both the standing bylaw and the proposed bylaw are presented together.

5.3 Adoption. Amendments will be adopted with a two-thirds majority vote of all active SAGE Institutions. Amendments are immediate in effect, unless otherwise noted in the amendment.

6. Availability of the Bylaws. The Bylaws must be posted on the SAGE website.

7. Dissolution. The Student Advocates for Graduate Education shall dissolve upon the unanimous vote of active SAGE members.

SAGE Standing Rules

Fall Summit: The summit shall occur during the Fall academic semester, between August and January of each year.

Spring Day on the Hill: This date shall be determined in coordination with the coalition’s advocacy contacts in Washington, DC. The visit shall occur during the Spring academic semester, between February and May of each year.

Letter Head: Only active SAGE Institutions shall be listed on the SAGE Letterhead.

Invitations: Each year, SAGE shall not invite more than 50% of the number of current active SAGE Institutions. For instance, if there are 10 active SAGE Institutions, no more than five Universities shall be invited to join the coalition in that given year.