

**STANDING RULES OF THE
GRADUATE STUDENT GOVERNMENT
OF PRINCETON UNIVERSITY**

PREAMBLE

To provide for the more efficient conduct of its meetings and establish clearer rules for the conduct of its business, the Assembly adopts these as standing rules and simultaneously declares that all standing rules adopted prior to the adoption of these new rules are repealed:

I. THE ASSEMBLY

1. The Assembly Agenda, as written by the President and circulated as required by the Constitution and By-Laws, shall have such force as if it had been approved by the Assembly.

2. The Secretary shall be empowered to make audio recordings of the proceedings of the Assembly, provided that:

1. Any member of the Assembly may object to the recording of a particular statement or item of business, which shall not be thus recorded, and
2. The Secretary may not share such recordings of Assembly meetings without permission of the Assembly.

3. The Secretary is empowered to transfer copies of the records and proceedings of the Assembly to the University archives.

II. COMMITTEES OF THE ASSEMBLY

1. The committees described in this paragraph are the Standing Committees of the Assembly. Section II of the Standing Rules may be amended, and Committees may therefore be established or abolished, by a simple majority vote and without prior notice. [See Constitution VI.6.] Assembly may direct a Standing Committee to focus on a specific part of its charge.

1. **Academic Affairs.** The Academic Affairs Committee is charged with (1) investigating and advocating for interdisciplinary and cross-departmental academic initiatives, (2) investigating and advocating for interdisciplinary and cross-departmental academic funding, including but not limited to fellowships, research grants, and academic travel grants, (3) investigating and advocating for library facilities and library services for graduate students, including both physical and electronic facilities, (4) studying and reporting on the status of students who are not in regular enrollment, (5)

advocating on behalf of students who are not in regular enrollment, and (6) advocating for department-specific and multi-department issues including (i) funding, (ii) stipends, (iii) mentoring, and (iv) the availability of a list of departmental "best practices", and (7) overseeing the Graduate Writing Days (GWD) program, including hiring and providing direction to the GWD manager.

2. **Facilities.** The Facilities Committee is charged with (1) performing advocacy for graduate student parking and transportation needs and oversight of the GSG's responsibilities in connection with the University shuttle system, (2) working with the Housing Office and Graduate School for the continual improvement of processes related to graduate student housing, (3) working with the residential committees on issues of housing and maintenance, (4) performing advocacy for housing construction, renovation, and maintenance, as well as residential services provided by the University, (5) performing advocacy on the subject of rents, (6) addressing any projects or programs to assist graduate students in finding affordable and convenient housing, (7) working with the Office of Information Technology on issues concerning graduate students, (8) studying and reporting on computing facilities, University computer systems, programs and services dealing with computers or computing, the campus network, University electronic records, and security and privacy concerns associated with any of these subjects, (9) performing advocacy on issues of dining on-campus (including the Graduate College), (10) performing advocacy on issues of campus sustainability, and (11) performing advocacy on these and related issues.

3. **Health & Life.** The Health & Life Committee is charged with (1) studying and publicizing health care options for members of the graduate student body, (2) performing advocacy within the University for improvement in health care and insurance options, services, and benefits for members of the graduate student body, (3) seeking, negotiating, and publicizing external discounts or other health care benefits for graduate students, (4) studying and addressing the challenges faced by graduate students with minor children or other dependents, (5) working with Public Safety to address concerns regarding safety on campus, at the graduate housing units, and while using University transportation, and, (6) advocating for improvements to athletics and athletics facilities.

4. **Social.** The Social Committee is charged with (1) organizing and running small, ongoing or recurrent social events for the graduate student community, (2) assisting the Special Events Chair in organizing and running large social events and parties of the GSG, and (3) maintaining a relationship between the GSG and the various graduate student clubs and societies, and assisting these individuals and societies to run their events.

5. **Campus Relations.** The purview of the Campus Relations Committee shall be:
(1) relations between graduate students and other members of the Princeton Community, including (i) undergraduates, (ii) faculty, (iii) staff (including post-docs), (iv)

alumni, and (v) people who live or work in the Princeton area and are not part of the University,

(2) University policies and practices affecting the interactions of members of and groups within the Princeton Community,

(3) issues of special interest to international students, including (i) visa issues, (ii) financial issues, (iii) travel, (iv) teaching and employment, (v) English language education and testing, and (vi) community relations among international students and between international students and domestic students, and

(4) study and social space on central campus for graduate students. Special attention should be paid to postdoctoral research staff. The charge of the Campus Relations Committee is to study and perform advocacy for items in its purview.

2. Each Standing Committee shall have a Chair, as described in this paragraph.

1. **Duties.** The Chair shall present a report at each regular meeting of the Assembly on the activities of the Committee. No person shall chair more than one standing committee at a time. The Social Chair, shall in addition to their regular duties, serve as a member of the GSG Events Board.

2. **Subcommittees.** The Chair shall be empowered to create subcommittees of the Committee and appoint, remove, and replace subcommittee chairs as she or he sees fit. The charge of such a subcommittee shall

(1) be determined by the Chair of the Committee,

(2) reflect some portion of the mandate of the Committee,

(3) not include any prerogative not in the charge of the Committee, and

(4) not comprise the whole charge of the Committee. A subcommittee with a narrow charge and short-term goal may be referred to as a task force.

3. **Regular Election by the Assembly.** Assembly shall hold annual elections for the Chair of each Standing Committee, except the Campus Relations Committee, at the meeting of the Assembly when the results of the Annual Officer Elections are certified. [See By-Laws III.4] The elections for each Standing Committee Chair shall be publicized to the graduate student body at least one week prior to the meeting when they are scheduled to be held. The election procedures shall follow the procedures for Balloting by the Assembly. [See By-Laws III.6.] The Vice President shall serve as the chair of the Campus Relations Committee, ex officio.

4. **Special Appointment by the Assembly.** Assembly shall enjoy the power to, by a simple majority vote, remove the Chair of a Standing Committee. Assembly shall enjoy the power to, by a simple majority vote, appoint any willing member of the graduate student body to the Chair of a Standing Committee.

3. Membership in each standing committee described in this article shall be open to any member of the Graduate Student Body who desires to join, but each Committee shall be empowered, by a simple majority, to remove members deemed disruptive, except that no Standing Committee shall remove a member of the Executive Committee from its membership without the consent of either the Executive Committee or the Assembly; the Assembly shall also enjoy the power to remove members of standing committees.
4. Every representative and delegate is encouraged to be a member of at least one standing committee.
5. Standing Committees shall be empowered to correspond with and meet with members of the administration.

III. THE TREASURY AND FUNDING REQUESTS

1. Groups receiving co-sponsorship funding from the GSG shall be required to include notice of this fact on all advertising for the event in question, and this requirement shall be considered a condition of funding.
2. Co-sponsorship funds may only be disbursed to an organization by the Treasurer only after the submission of original receipts for the whole amount sought, but the Treasurer may waive this rule at his or her discretion if the organization in question
 - (1) has a long-standing relationship with the GSG,
 - (2) has an internal University account into which the funds are to be deposited, and
 - (3) makes an explicit request that the requirement be waived.
3. Organizations requesting funding must give this information to the Treasurer:
 - (1) the name of the organization requesting funding,
 - (2) the name and contact information for a contact person,
 - (3) the name of the event to be funded,
 - (4) the date(s) of the events, if applicable,
 - (5) the expected graduate student attendance,
 - (6) a budget, including the amount requested and what funding will be provided by organizations other than the GSG,
 - (7) the organization's University account number, if applicable, and
 - (8) whether the event has been registered and/or approved by the Graduate School.All grants of funding for events shall expire three months after the date of the approved event if unclaimed. The Treasurer shall not disburse co-sponsorship funds if receipts for the amount to be disbursed are not received within these three months.

4. All organizations that have received co-sponsorship funding from the Assembly shall inform the Treasurer immediately if there are any significant changes to the event following the

decision by the Assembly to approve funding, including, but not limited to: the name of the event, the date of the event, the venue of the event, the content of the event, the organizations co-sponsoring the event, or any fees or other attendance charges. The Treasurer shall inform the Assembly if he has a reasonable belief that the changes are significant enough to

(1) alter the character of the event or

(2) be likely to change the opinion of the Assembly on its decision to fund the event;

The Treasurer or Executive Committee shall be empowered to call a vote on whether the event is the same event which the Assembly previously voted to fund and, in this event, no funds shall be disbursed by the treasurer unless the Assembly votes that the character of the event is unchanged.

5. If it is determined by the Assembly that an organization has deceived the Assembly with respect to the nature or content of an event, the Assembly shall be empowered to censure the organization or its representatives and shall have the further authority to punish censured organizations by any measure up to and including forbidding future GSG co-sponsorship, such restriction or punishment not to continue for more than twelve months past the date of the motion of censure.

6. All funding requests must be received by the Treasurer two weeks before the Assembly meeting at which they are to be discussed in order to be eligible for consideration. The Treasurer shall present each funding request to the Assembly and make a recommendation regarding whether the Assembly should approve the request and/or the amount of funding the Assembly should approve, unless the Treasurer shall recuse himself due to a conflict of interest. If the Treasurer is unavailable to attend a particular meeting of the Assembly, the President shall designate another Officer to make the presentation and recommendation and/or the Treasurer may communicate a recommendation in writing. Events sponsored or co-sponsored by the GSG must be open to all members of the Graduate Student Body.

7. Having already approved funding for an event, the Treasurer and the GSG will not honor any further requests for funding for the same event. However, the GSG Assembly may vote to do so by a simple majority. Any organization that wishes to request further funding for an event after funding for that event has been approved shall submit a funding request in the same manner and following all the rules and by-laws as all other funding requests. When considering whether to approve funding for an event which has already been funded, the GSG Assembly may use the following guidelines:

1. When comparing the amount of money requested to the number of graduate students at the event, the total of all funding requests concerning an event shall be compared to the number of graduate students attending, not just the funding request in question.

2. The GSG Assembly shall decide whether another event could be funded with the amount requested.

3. The Treasurer shall examine the Treasury's records and present to the GSG Assembly any evidence which suggests that:
 1. the organization has made a habit of asking for further funding after funding has already been approved for the same event;
 2. the organization is irresponsible with its planning of events;
 3. the organization regularly disregards the GSG's rules, by-laws, and constitution.

IV. ELECTRONIC MAILING LISTS

1. The Communications Director shall be empowered to create and administer electronic mailing lists for the Assembly, as described in these rules, unless otherwise noted. The GSG's Unix account, <gsg> shall be the owner of all of these lists.
2. The GSG shall be authorized to run an e-mail list of all graduate students, <gsg-global>. The list shall be co-owned by the Dean for Graduate Student Affairs. The list shall be configured so that no replies may be sent to the list by graduate students. All mailings sent to the list shall be approved by the Executive Committee. The Executive Committee shall be empowered to establish their own criteria for deciding what messages to send to the list but all messages must be approved by at least a majority of the total number of the Executive Committee. The Election Committee may use the <gsg-global> list without seeking permission from the Executive Committee, for e-mails regarding elections of Officers. Other lists may be maintained for other members or friends of the graduate student community, including DCC students, ETDC students, and others <gsg-extra>.
3. The GSG shall run a list for discussions of the Assembly, <gsg-assembly>. All members of the Assembly shall be members of this list. Any member of the graduate student body may be added to the list upon request. Votes of the Assembly between meetings shall be announced on this list. The Communications Director or the Executive Committee shall be empowered to suspend the Assembly list or remove non-Assembly members in the event of inappropriate, offensive, or dilatory mailings; such decisions shall be subject to override by the Assembly. Discussion on the <gsg-assembly> list shall not be considered confidential. The Communications Director shall remove persons who cease to be members of the Assembly.
6. There shall be a list for the discussions of the Executive Committee, <gsgexec>. This list shall be confidential and shall include members of the Executive Committee. Other officers, former officers, or acting officers may be included on the list by the unanimous decision of the Executive Committee.

7. The Communications Director shall be empowered to create and administer lists for all GSG standing committees, or for the graduate student delegation to the Council of the Princeton University Community or subcommittees of this delegation.

STANDING RULES OF THE EXECUTIVE COMMITTEE OF THE GRADUATE STUDENT GOVERNMENT

The Standing Rules of the Executive Committee are a separate document in which the Executive Committee has established rules for its own procedures. These standing rules were unanimously adopted on July 8, 2003 and are provided here for informational purposes only.

I. MEETINGS AND DISCUSSIONS.

1. Meetings of the Executive Committee shall be called by the President or scheduled regularly by majority vote of the Executive Committee.
2. A quorum for meetings of the Executive Committee shall be a majority of members. In the absence of the President, the Vice President, if any, shall preside over the meeting and count toward the quorum but shall be without vote.
3. Discussions of GSG Executive Committee, or any records thereof shall be confidential. Minutes of Executive Committee meetings shall be closed for a period of twenty years following each meeting but can be released before that time by both a unanimous vote of the executives who served on the Committee in question and a majority vote of the current Executive Committee. A unanimous Executive Committee may also approve the inclusion of others in their discussions, for periods up to six weeks at a time.
4. The Secretary may deposit copies of Executive minutes and other records in the University archives, subject to the confidentiality described in these rules.

II. GLOBAL E-MAIL POLICY.

1. Except in the case of global e-mails authorized by the Elections Committee and other exceptions provided for by by-law, the sending of global e-mails shall require affirmative votes of a majority of Executive Committee members not abstaining on the actual text to be sent.

Members of the Executive Committee may proxy their votes on global e-mails to others on the list, other officers, or others who have been unanimously approved by the Executive Committee.

2. The Executive Committee shall ordinarily send e-mails advertising all events run by the GSG and all events co-sponsored by the GSG, except for reasons described in these rules.
3. The Executive Committee may refuse to send global e-mails when, in their judgment, the text of those e-mails
 1. is offensive or derogatory,
 2. is rude or impolite,
 3. is obscene, indecent, or contravenes prevailing standards of decency,
 4. contravenes University regulations or applicable laws or encourages or advertises events or activities that do so, or
 5. is likely to cause an undue number of complaints or controversy for the GSG.
4. All global e-mails advertising events and activities shall contain a statement explaining whether the GSG is
 1. sponsoring the event, and listing any co-sponsors,
 2. co-sponsoring the event, and listing other sponsors or co-sponsors, or
 3. sending the email for purely informational purposes and shall contain a statement of such intent.

Sponsorship shall amount to the explicit agreement of the Assembly to sponsor an event and co-sponsorship shall amount to the explicit agreement of the Assembly to co-sponsor and event, regardless of whether funds were approved.

5. The Executive Committee shall send all global e-mails requested by the Elections Committee under the powers granted to them in the By-Laws. Needless and redundant global e-mails should not be sent without due consideration.
6. The Executive Committee reserves the right to review and return drafts for global e-mails to organizations for changes and/or reformatting or to modify or alter their text for brevity and/or clarity. If time permits, the Executive Committee will return altered global e-mails to the organizations requesting such publicity before sending them.
7. Organizations requesting global mailings are strongly encouraged to submit the text at least 72 hours in advance of the time they wish the global e-mail to be sent.