

Graduate Student Government Bylaws

Last Revised: April 13, 2020

PREAMBLE: *We, Graduate and Professional Students at the University of Southern California, do ordain and establish these Bylaws to set forth the following: the responsibilities and expectations of specific Executive Board member positions; the process through which the responsibilities and expectations of Executive Board member positions shall be developed, altered, or removed; the process through which all meetings shall be conducted, developed, altered, or removed; and the process through which the administration of Graduate Student Government resources and programs shall be developed, changed, or removed.*

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I. Executive Board Responsibilities

A. President

1. Serves as the primary representative of GSG on behalf of all graduate and professional students to the University Administration
2. Serves as the primary representative of GSG on behalf of all graduate and professional students to external parties, including but not limited to the press and local/state/national governments
3. Chairs Executive Board meetings
4. Oversees the utilization of all GSG funding
5. Oversees the development of the annual GSG budget
6. Participates in, or designates (with Executive Board approval) a representative to participate in, the following University committees:
 - i. Student Affairs Committee of the Board of Trustees
 - ii. USC Board of Governors
 - iii. Any and all task forces and councils initiated by USC Administrators requesting student representation
7. Coordinates advocacy efforts and initiatives with the leaders of Undergraduate Student Government, Staff Assembly, and Academic Senate (such as by serving on the Trojan Council, est. fall of 2017)

B. Senior Vice President

1. Serves as a liaison between UPC and all graduate and professional students whose academic unit is located on satellite campuses
2. Assists the President in managing the VPs, focusing on the Directors who represent satellite campuses
3. Conducts advocacy efforts to improve campus life for students on satellite campuses
4. Serves as the primary representative for satellite campuses and their graduate and professional organizations to GSG, administrators at UPC, and satellite campus administrators
5. Calls, chairs, and prepares agendas for satellite campus meetings, such as the GSG HSC Governing Council meetings and the HSC Concerns Committee
6. Coordinates the daily operations of GSG offices on satellite campuses
7. Chairs Executive Board meetings should the President be unable to attend

C. Vice President of Administration

1. Chairs, or appoints someone to chair, Executive Board meetings should the President and the Senior Vice President be unable to attend
2. Chairs, or appoints someone to chair, Senate Meetings should the Director of E&R be unable to attend

3. Leads the Administrative team of the GSG E-board that includes the Directors of Elections and Recruitment, Finance, Operations, and Travel Grants
4. Holds weekly Administrative Team meeting including the satellite campus Director of Finance.
5. Support and assist all team members and fill in for any team member who is unable to fulfill their duties
6. Assists the President with policies, issues, and Executive Board meetings and in appointing people for university committees
7. Approve or deny all Administration team funding applications before their review by the Finance Committee

D. Vice President of Advocacy

1. Leads the Advocacy Team of the GSG E-board that includes the Directors of Academic Affairs, Campus Affairs, Diversity and Equity, External Affairs, and Globalization and Inclusion
2. Holds weekly Advocacy Team meeting including the Director of Diversity and Equity for the satellite campuses
3. Support and assist all Advocacy Team members and fill in for any team member who is unable to attend a university committee, event, or otherwise fulfill their duties
4. Oversee the advocacy issue database and compile the annual advocacy issue progress report
5. Assists the President with policies, issues, and Executive Board meetings and in appointing people for university committees
6. Coordinates and oversees all advocacy initiatives to avoid redundancy while allowing the E-Board member autonomy in their advocacy efforts
7. Approve or deny all Advocacy team funding applications before their review by the Finance Committee

E. Vice President of Programming

1. Leads the Programming team of the GSG E-board that includes the Directors of Community Service, Communications, and Social Programming
2. Holds weekly Programming Team meeting including the Directors of Programming, Communication, and Community Service for satellite campuses
3. Support and assist all Programming Team members and fill in for any team member who is unable to attend an event, or otherwise fulfill their duties
4. Design and order, or appoint someone to design and order, GSG promotional materials
5. Attend the majority of GSG events, help arrange volunteers for events, and work with the team of programming directors to complete post-event evaluations
6. Assists the President with policies, issues, and Executive Board meetings and in appointing people for university committees

7. Approve or deny all Programming team funding applications before their review by the Finance Committee

F. Director of Academic Affairs

1. Serves as an advocate for graduate students and represents GSG in regards to academic concerns of graduate and professional students on appropriate academic-based University administrative committees including the Graduate School Advisory Council, the Career Center's Beyond the PhD Conference Planning Committee, the Academic Affairs Committee for the Board of Trustees, the Blackboard Advisory Committee, the Friends of the Graduate School Committee, and others
2. Plans and coordinates the Annual Graduate Research Symposium
3. Plans and coordinates ongoing GSG Academic Programming Events (at least 2 per year, excluding the Symposium)

G. Director of Campus Affairs

1. Oversees, or delegates to another Director, the implementation of pilot programs voted on by the Senate
2. Serves as an advocate for graduate students in regards to non-academic, student-life issues that arise during their tenure at USC. These include, but are not limited to, matters related to safety, health and wellness, transportation, housing, childcare and family, and campus life and engagement
3. Works with Senators to address student life issues
4. Participates in relevant University committees

H. Director of Community Service

1. Plans and coordinates new and ongoing GSG community service events
2. Serves as the primary liaison to the Volunteed Center and USC Civic and Community Relations/Civic Engagement office(s)
3. Coordinates joint community service events with the HSC Director of Community Service, USG, other student organizations, and LA-area community service groups or organizations

I. HSC Director of Community Service

1. Plans and coordinates new and ongoing GSG community service events, primarily at HSC
2. Serves as the primary HSC liaison to the Volunteed Center and USC Civic and Community Relations/Civic Engagement office(s)
3. Coordinates joint community service events with the Director of Community Service, USG, other student organizations, and LA-area community service groups or organizations

J. Director of Communications

1. Coordinates publicity efforts with other Executive Board members on upcoming events and meetings
2. Manages and updates the GSG web site, social media accounts, calendar, and GSG General Listserv and ensures all active Senate members are registered to the Listserv
3. Composes, distributes, updates, and monitors a weekly newsletter of GSG announcements and information of interest to graduate and professional students via the GSG General Listserv
4. Works with the President to generate any and all campus-wide newsletters
5. Takes minutes at all Executive Board and Senate meetings
6. Acts as primary liaison between GSG and any internal or external media
7. Assists the Vice President of Programming in designing and ordering promotional materials
8. Creates logos and publicity-related branding for GSG, ensuring that they comply with University policies
9. Works with the HSC Director of Communication in all responsibilities as needed

K. HSC Director of Communications

1. Coordinates publicity efforts with other Executive Board members on upcoming events and meetings, primarily those at HSC
2. Manages and updates the GSG web site, social media accounts, calendar, and GSG General Listserv and ensures all active HSC Senate members are registered to the HSC Listserv
3. Composes, distributes, updates, and monitors a weekly HSC newsletter of GSG announcements and information of interest to graduate and professional students via the GSG General Listserv
4. Works with the President to generate any and all campus-wide newsletters
5. Takes minutes at all Executive Board and Senate meetings
6. Acts as primary liaison between GSG and any internal or external media, specifically for HSC-related media inquiries
7. Assists the Vice President of Programming in designing and ordering promotional materials
8. Works with the Director of Communication in all responsibilities as needed

L. Director of Diversity and Equity–Advocacy

1. Participates, or designates someone to participate, in all relevant University Committees that affect diversity, inclusion, equity, and/or access to USC or higher education more generally
2. Advocate to university leaders on behalf of graduate students from marginalized backgrounds

3. Work with Senators to develop advocacy initiatives
4. Maintain a list of, and coordinate with, graduate student organizations that are designed to support graduate students from marginalized backgrounds

M. Director of Diversity and Equity–Programming

1. Collaborate with other GSG Directors, USG, and RSOs on developing events that promote diversity, equity, inclusion, and access to USC of individuals from marginalized backgrounds
2. Design at least three events and/or programs per year to expose graduate students to the communities around USC and across LA with an emphasis on the diversity of the neighborhoods as well as the challenges the residents face
3. Hold at least two social/service-oriented events and one town hall/advocacy related event each semester.

N. HSC Director of Diversity and Equity

1. Participates, or designates someone to participate, in all relevant University Committees–particularly those relevant to HSC–that affect diversity, inclusion, equity, and/or access to USC or higher education more generally
2. Advocate to university leaders on behalf of graduate students from marginalized backgrounds, specifically those at HSC
3. Work with Senators to develop advocacy initiatives, specifically those that affect HSC and its students
4. Maintain a list of, and coordinate with, graduate student organizations that are designed, to support graduate students from marginalized backgrounds, specifically those at HSC
5. Hold at least one social/service-oriented event and one town hall/advocacy related event each semester.
6. Design at least one event or program per year to expose graduate students to the communities around HSC and across LA with an emphasis on the diversity of the neighborhoods as well as the challenges the residents face
7. Collaborate with the Director of Diversity and Equity–Programming on events, including those with non-GSG organizations

O. Director of Elections and Recruitment

1. Serves as the primary liaison and communicator between the Executive Board and the Senate
2. Coordinates all Senate meetings and Senate Orientations, including planning the agendas, arranging for meals, and leading, or designating someone to lead, all Senate meeting
3. Maintain attendance records of all Senators at Senate meetings to ensure they are completing their required duties

P. Director of External Affairs

1. Acts as the primary GSG representative to legislative bodies, graduate student bodies at other universities or colleges, the National Association of Graduate and Professional Students (hereinafter NAGPS), and other national organizations
2. Coordinate GSG attendance at National Legislative Action Day with NAGPS
3. Coordinates other political events, including but not limited to voter registration drives and canvassing
4. Prepare letters, materials, etc. to be sent to local, state, and national legislative bodies to advocate for graduates students

Q. Director of Finance–Education and Access

1. Work with the other Directors of Finance to develop and implement changes in finance policy
2. Takes the lead on preparing the Online Finance Orientation and tracks successful completion
3. Fields all inquiries about the finance application process before its submission
4. Manages and updates the list of all RSOs eligible to receive funding
5. Works with the other Directors of Finance to screen all RSO and GSG finance applications
6. Serves as the primary communicator and/or liaison between GSG and the Senate or other RSOs
7. Work with the other Directors of Finance to oversee and manage any/all finance interns

R. Director of Finance–UPC Approvals

1. Co-Chair the Finance Committee with the Director of Finance–HSC to screen all finance applications
2. Fields all questions about the finance application process after the application has been submitted but before it is being disbursed or reconciled
3. Works to ensure that all payments are processed for approved finance applications
4. Work with the other Directors of Finance to oversee and manage any/all finance interns

S. Director of Finance–Disbursements and Reconciling

1. Oversees the disbursements of Umbrella Funds
2. Works with the other Directors of Finance and Campus Activities to ensure RSO disbursements are completed
3. Reconciles disbursements on a rolling basis, ensuring that post-event forms and final invoices (if needed) have been submitted no later than four weeks after the event has concluded

4. Facilitates end-of-semester and end-of-fiscal year reconciling and accounting reports
5. With the other Directors of Finance to track RSO spending to make a report at each Senate meeting
6. Work with the other Directors of Finance to oversee and manage any/all finance interns

T. HSC Director of Finance

1. Co-Chair the Finance Committee with the Director of Finance–HSC to screen all finance applications, focusing on HSC applications
2. Works with the Director of Finance–Approvals to update approve/denied finance applications and communicating with RSOs regarding any issues
3. Serves as the primary contact for all finance-related questions by RSOs at HSC
4. Work with the other Directors of Finance to oversee and manage any/all finance interns

U. Director of Globalization and Inclusion

1. Advocate to University leaders and administrators on behalf of undocumented students, international graduate students, or other non-domestic non-citizen graduate students
2. Hold at least one social/service-oriented event and one town hall/advocacy related event each semester
3. Serve as the primary contact to other position-relevant RSOs—including the appropriate USG organizations—to coordinate advocacy and programming efforts
4. Collaborate with the Directors of Diversity and Equity on GSG advocacy and programming efforts
5. Spearhead the implementation of International Student Appreciation Week

V. Director of Operations

1. Prepares materials for, and manages the logistics of, Executive Board meetings and retreats
2. Works with the VP of Administration to ensure that all general non-organizational disbursements are appropriately transferred at the beginning of each semester (or whenever necessary)
3. Works with the Campus Activities Office Manager to oversee day-to-day office tasks, including but not limited to building relationships with Campus Activities student staff, GSG Director office hours, and distributing documents to the appropriate Directors as needed
4. Assists Directors with event planning such as finding locations, volunteers, and caterers

W. Director of Social Programming

1. This position may have additional directors as the Executive Board and/or the Senate deems necessary
2. Organizes a minimum of 4 small events per semester and 1 larger event per semester; each additional director adds 2 small events and 1 larger event per semester to the minimum amount, to be split evenly among all Directors of Social Programming
3. Works with the VP of Programming to provide regular updates and evaluations of events
4. Collaborates with the undergraduate Program Board (or the USG equivalent), other GSG Directors, and other campus RSOs for joint events

X. HSC Director of Social Programming

1. Organizes a minimum 2 small events and 1 larger event per semester, focusing on events that prioritize the HSC student body
2. Works with the VP of Programming and the Senior Vice President to provide regular updates and evaluations of events
3. Collaborates with other GSG Directors and HSC-based student organizations for joint events that focus on the HSC student body

Y. Director of Sustainability

1. Analyzes the current practices of the GSG organization and identifies points where environmental sustainability could be improved
2. Serves as an active member of university committees relevant to issues of sustainability, such as the USC Sustainability Steering Committee
3. Serves as liaison to the USC Office of Sustainability, USG Environmental Student Assembly (ESA), and other USC sustainability organizations or committees
4. Plans and coordinates ongoing GSG sustainability student advocacy initiatives and events

Z. GSG Committees

1. Academic Affairs Committee

- i. Chaired by the Director of Academic Affairs
- ii. Organizes the logistics of the annual Graduate Research Symposium such as finding judges, gathering applications and abstracts, and finding volunteers for the day of the event
- iii. Assists the Director of Academic Affairs in gathering student concerns regarding academic life at USC for the Director to bring back to the Executive Board

2. Finance Committee

- i. Chaired by a Director of Finance; generally chaired by the Director of Finance–Approvals and/or the HSC Director of Finance, but may be delegated to a different Director of Finance as needed
- ii. Must have a minimum of 3 senators
- iii. Reviews all funding applications for all RSOs for approval
- iv. Provides feedback to the Directors of Finance on finance policies and procedures
- v. Assists the Directors of Finance, the VP of Administration, and the President with preparing and/or organizing the GSG budget for the following academic year, as needed

3. Health Sciences Campus Concerns Committee

- i. Chaired by the Senior Vice President
- ii. Meets with HSC students a minimum of once per month to gather specific concerns of HSC students and inform GSG advocacy efforts
- iii. At least one HSC senator must be present; the senator may designate a proxy to attend in their place
- iv. Assists the HSC Directors in planning, publicizing, and running events

4. Committee Addendum

- i. Other committees may be started or terminated as need by any Director, and all committees must have at least one senator
- ii. The Senate may vote to make a committee permanent, pursuant to the process to amend the Bylaws

II. GSG Finances

A. Funding Sources and Utilization

1. GSG shall be funded from the Graduate Programming Fee
2. GSG funds shall be used for all internal advocacy, administrative, and programming needs of GSG at large (coordinated by the Executive Board), limited by the amount approved in the budget
3. All other GSG funds shall be used to support graduate student RSO events and/or other funding needs as deemed appropriate by the Executive Board in compliance with University policies

B. Finance Policies

1. All finance policies shall be determined by the Directors of Finance based on adherence to University policies and the abilities Campus Activities support staff, and may only be changed pursuant to the process outlined in the Constitution
2. Finance policies shall be made publicly available for viewing in a temporally relevant and technologically appropriate method

3. Finance policies shall be located in a separate document entitled "GSG Finance Policies"

C. Executive Board Stipends

1. All Executive Board stipends shall be paid the equivalent of 2 units per semester, per position
2. The "unit" cost shall be based upon the University's base unit tuition cost as set by the University and/or the USC Board of Trustees
3. Board member stipends are paid each semester in monthly installments or—due to different funding and payment needs by each academic unit—as approved by the President
4. Executive Board members shall work from the commencement immediately after their appointment until the following commencement
5. Executive Board member stipends may be withheld as pursuant to an Executive Board memorandum of understanding in conjunction with Campus Activities

D. GSG Endowment

1. The GSG Endowment funds were allocated on April 4th, 2005, and was established in January 2008
2. The GSG Executive Board shall be the stewards of the GSG Endowment
3. The GSG Executive Board, at the request of the Senate, shall provide a brief report on the GSG Endowment
4. Allocation of any portion of the interest generated from the GSG Endowment shall be approved by a majority vote of the Senate with recommendation from the GSG Executive Board; priority shall be given to fund an Executive Board position
5. Any unallocated portion of the interest generated from the GSG Endowment at the end of the academic year shall be reinvested into the GSG Endowment
6. GSG may directly request donations from past GSG Executive Board members or senators, but shall not request donations from any source if it would violate University policy