Article 1: General Assembly Department Representatives

Section 1: Appointment of General Assembly (GA) Voting Members

1.1 Each department shall appoint one department representative and may appoint additional alternate representatives.

1.2 The department representative’s term will begin on April 1st and will conclude the following year on March 31st. The outgoing representative is urged to attend the April GA meeting with his or her successor.

1.3 Alternate members may attend and participate in all GA meetings, sign GSA paperwork, serve on committees, and may vote in the absence of the department representative.

1.4 The GSA will request nominations for new department representatives on March 1st. Departments must appoint or elect their representatives and, if they choose, any alternates, before March 21st. Departments failing to do so will be given a warning and a 10-day grace period to select their representative.

Section 2: Duties and Responsibilities of Department Representatives

2.1 The duties and responsibilities of the members of the General Assembly are:
    a) To attend all General Assembly meetings or provide an alternate when they are not able to attend;
b) To disseminate information from the GSA to graduate students within their departments;
c) To assist in identifying and soliciting new representatives;
d) To be available to their department’s graduate students throughout the year, including over the summer, particularly to sign funding request forms, and in their absence to notify the GSA and appoint a student to do so in their place;
e) To bring concerns of graduate students to the GA;
h) To work with their departmental administration to secure proper use of GSA funds allocated to departments;
i) To make sure their department is represented on one GSA committee and to send a student volunteer to help with the GSA Symposium.

Section 3: Department Standing and Forfeiture of Funds

3.1 Any department which does not select a department representative is not considered to be in good standing and is not eligible to receive funds as specified in 3.4.

3.2 If a department is able to send a representative or alternate to the GA, that department is considered to be in good standing when the following requirements have been met:
a) The department is represented at three out of the four scheduled meetings each semester. This means that the department representative or the alternate may miss only one meeting each semester.
b) Each department representative or alternate must serve on one GSA Committee and send a student volunteer to help with the GSA Symposium.

3.3 Should a department not be able to send a representative to the GA, it can fulfill the following alternative requirements in order to remain in good standing:
a) The department chair must submit a written statement to the GSA Executive Board each semester explaining why no graduate student from that department could attend GA meetings as scheduled.
b) The departmental representative or alternate must serve on one GSA committee and send a student volunteer to help with the GSA Symposium.

3.4 Failure to comply with sections 3.1, 3.2, or 3.3 above results in forfeiture of funds as described below:
a) If a department fails to maintain good standing during the fall semester, they shall
forfeit their department allocation for the current academic year and its graduate students shall be ineligible for conference attendance and presentation awards and for publication awards from the start of the spring semester until the end of the fiscal year.
b) If a department fails to maintain good standing during the spring semester, it will forfeit its department allocation for the following academic year and its graduate students will be ineligible for conference attendance and presentation awards and publication awards from the end of that fiscal year until the of the end of the fall semester year.

3.5 The forfeited funds transfer into the internal budget and will roll over into the next fiscal year.

Article 2: Executive Board, GSA Elections and Removal of members

Section 1: Executive Board

1.1 The Executive Board consists of the officers of the GSA: a President, one Vice president for Frost Campus, one Vice-president for the Health Sciences Campus, a Treasurer, a Secretary, an External Affairs Officer, and an Administrative Assistant.

1.2 The Executive Board sets the agenda for General Assembly meetings, recommends action to the General Assembly, adopts a budget and approves expenditures not included in the budget as funds allow, and appoints committees as needed for the conduct of GSA business.

1.3 The Executive Board will hold monthly meetings during the Fall and Spring terms and at least once during the summer.

1.4 The Executive Board acts when a meeting of the General Assembly cannot be convened, subject to the approval of the General Assembly at the next meeting when appropriate.
a) Situations in which the Executive Board may act include but are not limited to:
i) requests for special exceptions for rewards,  
ii) requests for guest speakers at General Assembly,  
iii) requests for use of the Graduate Student Association representative list to 
communicate information relevant to graduate students.  
b) Situations in which the Executive Board must wait for approval from the General 
Assembly include but are not limited to:  
i) inclusion of new departments in the Graduate Student Association,  
ii) changes to Graduate Student Association bylaws,  
iii) changes to Graduate Student Association awards.  

1.5 Minutes of the Executive Board meetings will be kept and made accessible to the 
General Assembly.

Section 2: Officers

2.1 President. The President is the executive officer and presides over all General 
Assembly and Executive Board meetings. He or she acts as the spokesperson to the 
administration of the University and co-chairs with one of the Vice Presidents the 
Research Symposium Committee. In votes made by the Executive Board, the President 
will moderate the discussion and only vote to break a tie.

2.2 Vice Presidents. Two Vice Presidents are elected to the Executive Board; one for 
Frost Campus, and one for the Health Sciences Campus. The Vice Presidents advocate 
and respond to the needs of graduate students on their respective campuses. Upon the 
election of the two Vice Presidents, the Executive Board determines the distribution of 
additional duties. Each of the vice presidents is appointed to be responsible for one of 
the following duties:  
a) one Vice President will chair the Awards Committee,  
b) one Vice President will co-chair with the President the Research Symposium 
Committee,  
c) Vice presidents are automatically appointed by GSA, each as voting members to the 
Graduate Academic Affairs Committee which meets every month during the regular 
academic year. If a Vice President cannot attend these meetings, another Executive 
Board member can serve in their place.

2.3 Treasurer. The Treasurer is responsible for:  
a) keeping accurate records of revenues and disbursements,
b) preparing a summary financial report each semester,
c) preparing budget plans for awards in conjunction with the Administrative Assistant,
d) presenting any relevant budget information to the General Assembly when necessary.

2.4 Secretary. The Secretary is responsible for:
a) preparing minutes for the Executive Board meetings and General Assembly meetings and sending copies to the Administrative Assistant,
b) taking attendance of GSA department representatives at General Assembly meetings,
c) preparing the agenda for Executive Board meetings and preparing the agenda for General Assembly meetings with the guidance of the other Executive Board officers.

2.5 External Affairs Officer. The External Affairs Officer is responsible for:
a) working with the President to coordinate the GSA’s relationship other organizations, particularly the Student Government Association (SGA) of Saint Louis University;
b) acting as one of the two Graduate Student Association senators to the SGA by attending weekly meetings of the SGA senate;
c) maintaining regular communications with the SGA Executive Board and relating concerns relating to graduate students to them.

2.6 Administrative Assistant. The Administrative Assistant is selected by the Associate Vice President for Graduate Education and appointed to an eleven-month graduate assistantship. The Administrative Assistant reports to the Associate Vice President for Graduate Education, who is the advisor to the GSA. He or she coordinates distribution of various GSA awards. In votes made by the Executive Board, the Administrative Assistant may provide input, but cannot cast a vote.

Section 3: Elections

3.1 Election. Executive Board Officers are elected during the March General Assembly meeting.

3.2 Eligibility of Candidates. Graduate students who have served at least one year as a GSA Department Representatives are eligible to run. In the instance that no such student is available, willing, or able to run for the Executive Board, any graduate student
in good standing and from a department represented in the GSA is eligible to run. Officers are not restricted from running for the same or another office in following years. A student may accept the nomination for only one Executive Board position.

3.3 Procedure.

a) All voting will be done by secret ballot. The Administrative Assistant will count the votes. Each department may cast one vote for the President, Treasurer, Secretary, External Affairs Officer and the Vice-President who represents their campus.

b) If two or more students stand for election for one position, the candidate who receives a plurality of votes cast is elected to this position. In the case of a tie, the General Assembly will vote again until a decision is reached, dropping the candidate who received the fewest votes each time, if applicable.

c) If a student stands for election unopposed, the General Assembly will vote for or against this candidate. If a majority of votes are cast in favor of the candidate, he or she is elected; if not there will be a call for new candidates and another election will be held immediately.

3.4 Term. All officers take office on May 1st of the year of election and serve a term of one year. Officer-elect members are required to attend the April Executive Board meeting and General Assembly.

3.5 Resignations. If a member of the Executive Board resigns, the General Assembly will be notified by Executive Board within 48 hours. A new election will be held at the next General Assembly meeting according to the procedure described in section 3.3.

Section 4: Removal

4.1: Grounds for Impeachment and Removal. An Executive Board member, department representative, or alternate may be removed for egregiously disregarding their stated duties, misusing GSA funds, or knowingly signing or submitting false or dishonest paperwork.

4.2: Procedure for Impeachment and Removal. A motion for impeachment and removal may be proposed in writing to the Administrative Assistant by any department representative, alternate or department chair.

a) The motion for impeachment and removal must be backed by representatives of four additional departments in the Graduate Student Association in writing. Only motions
with this sufficient backing will be presented to the General Assembly.
b) The motion for impeachment and removal must be presented at the next meeting of
the GA, but no vote may be taken at that meeting. The motion for impeachment and
removal must be voted on at the meeting following that during which they were
proposed, unless it has been withdrawn by the proposing member.
c) Any motion for impeachment and removal must pass by a two-thirds majority.
Impeached and removed members are to be stripped of their positions immediately and
are barred from future participation in the General Assembly or Executive Board.
d) After a successful vote for impeachment and removal, departments will choose a new
representative or alternate, or a new election for the Executive Board will be held at the
next General Assembly meeting according to the procedure described in section 3.3.

Article 3: Meetings and Finances

Section 1: Advisor

1.1 The Associate Vice President for Graduate Education of Saint Louis University is
the advisor to the GSA.

1.2 The advisor acts as the administrative liaison between the GSA and the university
administration and serves as an advocate to graduate students.

1.3 The advisor is invited to all General Assembly and Executive Board meetings, but
may not cast a vote.

Section 2: Meetings of the General Assembly

2.1 Meetings are held at times and places determined by the Executive Board.
Reasonable attempts are made to hold meetings convenient to all General Assembly
members. Every attempt is made to hold meetings to one hour.

2.2 Voting members are notified of meetings at least one week in advance.
2.3 Meetings are open to all enrolled graduate students, who are welcome to participate in discussion.

2.4 Only one vote per department may be cast. Voting is restricted to named department representatives or their designated alternates.

2.5 Representatives or alternates from half of all departments must be present to constitute a quorum for the General Assembly votes.

2.6 Motions require a simple majority vote of members present, excluding abstentions, to pass.

Section 3: Acquisition of Revenue

3.1 The primary source of GSA revenue is an activity fee collected by the university and transferred to the GSA.

3.2 Revenue raised by the GSA or by outside sources will be kept in a university account under the title, “Saint Louis University Graduate Student Association”.

3.3 Funds, representing 85% of paid graduate student activity fees will be kept in the university account, with 15% going to the Student Government Association (SGA) for graduate participation in university wide events.

Section 4: Allocation of Revenue

4.1 An amount of funds received will be set aside for the internal budget and other activities of the GSA as determined by the Executive Board and General Assembly.

4.2 The Treasurer and Administrative Assistant, in conjunction with the Executive Board, will to determine the budget and present it to the General Assembly during the fall semester, alongside a full report on the preceding year’s budget.

4.3 The budget will set aside funds for both departmental and individual allocations.
Section 5: Departmental Allocations

5.1 The GSA will allocate funds to each department in good standing for special or extraordinary expenses.

5.2 The amount allocated will be determined as part of that year’s normal budget after the GSA receives the official census figures of each academic year.

5.3 The Administrative Assistant will provide the department representatives the forms required to request an award, which the representative or an alternate must complete before incurring the expense.

5.4 The guidelines for acceptable expenses will be determined by the Executive Board in consultation with the General Assembly and included on the award forms.

5.5 The allocations for each department will be proposed by the treasurer, in consultation with the administrative assistant, and approved by the General Assembly.

Section 6: Individual Allocations

6.1 The GSA will provide awards for enrolled graduate students for academic conference travel and costs, poster presentation materials, and publishing assistance.

6.2 The Executive Board will submit guidelines for approved expenses and changes to amounts for any of these categories to the General Assembly for approval.

6.3 The Administrative Assistant will make the current policies for individual allocations available for all graduate students on the GSA’s website.

6.4 The Administrative Assistant awards funds spent in accordance with the budget and guidelines of GSA upon presentation of a completed request form and valid, dated, and itemized receipts and signed by the student and their department representative or alternate.
Section 7: Amendments to the By-Laws

7.1 Amendments may be proposed by the Executive Board or any department representative or alternate.

7.2 Voting on any amendments must take place at the meeting following its presentation.

7.3 Amendments must pass by a two-thirds majority of voting members present.

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