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Article I

Funding

A. The GSA Budget

1. The GSA Budget is the document that describes the general plan for GSA Expenditures. The GSA Budget has two types of entries— General Allocation Items and Line Items.
 - a. General Allocation Items are general spending guidelines for GSA funds. The allocation does not imply General Body permission to use the funds.
 - b. Line Items are expenditures that the General Body approves at the time of the passing of the budget. The specified amount is allocated within limits of stated criteria. The criteria will be attached to the budget document.
2. The GSA General Body has the right to modify or freeze either part of or the entire budget.
3. The GSA General Body may approve a preliminary budget if the amount of available funds for the following semester is not yet known.
4. Once the total funds available is known, the general body must approve of the actual budget as per the Constitution. Until the general body is able to meet and approve the budget, only line item criteria from the estimate budget will be valid.
5. GSA budget for the academic year will be approved during the third week of April of previous academic year.
6. If line item criteria on an estimate budget specify that funds have to be spent before an actual budget is approved, then the total funds and the line item will be reduced by previous expenditure from the line item.
7. All line items will be denoted by an account number on the budget and the phrase "Line Item" followed by the account number prefixing the criteria statement.
8. Within fifteen days after the fiscal year close, the GSA President, with the approval from their GSA Advisor, will request that the NJIT Treasurer apply up to 50% of the uncommitted GSA fund balance (in a fiscal year) to the pre-established GSA endowment at NJIT. The remaining fund balance will be reserved

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within the GSA account and, if necessary, incorporated into the budget plan for the upcoming fiscal year.

B. Operating Expenditures

1. Receipts for all reimbursements shall be given to the Treasurer before money is reimbursed and shall be made available to the General Body upon request.
2. The GSA shall not spend more than \$100 on any single meeting of the general body, executive board, or committee unless the general body prior to the meeting approves the expenditure.

C. Scope of GSA Expenditures

1. The GSA may spend money only on the following types of expenditures:
 - a. Clubs chartered by the Graduate Students Association according to the relevant bylaws.
 - b. Events and programs sponsored and/or conducted by the GSA.
 - c. Expenses resulting from direct contractual agreements with the NJIT Student Senate.

D. GSA Reserves

- a. The GSA shall have access to only 10% or \$10,000, whichever is greater, against the available GSA fund balance (reserves) in one fiscal year.
- b. Only the GSA General Assembly can vote on any funding requests that require access to the GSA fund balance. The Executive Board (when in place of the General Assembly) or the Finance Committee shall not vote on any funding requests from the fund balance.
- c. Voting on any amount shall require 2/3 affirmative vote of the GSA General Assembly or of the voting members present.

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Article III

Clubs

A. Chartering and Membership

1. Each club must submit a list members, a list of officers, an academic advisor, and a constitution to the GSA Clubs and Constitution committee for review. Once the material has been approved by the Clubs and Constitution Committee, each club shall present these materials to the GSA general body.
 - a. Request for charter must be accompanied by a club membership roster listing every pledged member of the club, signed by each member, and including the student ID numbers of each member. There must be at least 10 members on the roster for application to be considered.
 - b. A list of officers as defined in the constitution of the club must be submitted.
 - c. Each club must have an appointed academic advisor to the club who holds a faculty position at NJIT.
 - d. Each club or society must draft and abide by a constitution defining the mission of the club, the duties of the club officers, the election process, and the membership eligibility requirements. This constitution must be approved by the GSA Constitution committee before a club can be considered chartered. The GSA will not fund a club that is religious, politically biased, or exclusionary in nature. Any change to the existing constitution of a chartered club must be approved by the GSA.
 - e. The constitution must include a Mission Statement outlining the mission of the club. The emphasis should be on promotion of activities of interest to the graduate community at NJIT.
2. Club Membership
 - a. Any member of the GSA may be a voting member of any funded GSA chartered club.
 - b. A GSA sponsored club must be composed of only NJIT students. To be considered a graduate club, a minimum of ten (10) graduate students must participate in the club and all executive board members and other voting bodies shall be composed of all graduate students. Undergraduate students may join graduate clubs as non-voting members.

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- c. Each club shall keep its membership records, that shall contain at minimum the members' name, student ID number, address, phone number, and degree program, on file for a minimum of two semesters after a person has joined the club.
- d. The club constitution must define 4 executive positions—President, Vice President, Treasurer, and Secretary. A minimum of two (2) of these positions must be filled with eligible graduate students at an annual or semester election to qualify for funding from the GSA as a graduate student organization.

B. Club Responsibilities

- 1. Administrative
 - a. The minutes of all club meetings must be filed with the GSA Vice President - General Affairs within two weeks of the clubs meeting.
 - b. A report of club-sponsored events must be filed with the GSA Vice President - General Affairs within two weeks of the event. The event report should contain general information concerning the event and a count of the people present at the event. The report should be approved by the club advisor.
- 2. Clubs requesting funds must have a new slate of officers installed as per their constitution each academic year.
- 3. Each club shall select an executive board member of the club or a designated replacement member to represent the club on the Clubs and Constitution Committee. This representative must attend each meeting of the Clubs and Constitution Committee or have the absence excused.
 - a. The Clubs and Constitution Committee shall meet on the first Tuesday of every month or by arrangement with the committee members and the Vice President - General Affairs of GSA.
 - b. The meeting time and place of each clubs board meeting must be formally announced at the GSA general body meeting for two meetings prior or the actual club board meeting.
 - c. Clubs may designate a member to be part of the Clubs and Constitution Committee by submitting a formal letter signed by the club's president to the GSA Vice President - General Affairs.

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- d. If a club is not represented at a meeting, the club must submit a formal reason for their absence. Failure to have absence excused will result in freezing of the club's budget. When the club has the absence excused, funds will be unfrozen.
4. All GSA sponsored club events must be open to all GSA members and abide by the rules set by NJIT regarding the conduct and advertising of events at the school.
 - a. All clubs shall participate in at least one additional All-Campus event sponsored by GSA as directed by the Activities Committee and approved by the General Body.
 - b. Any GSA sponsored club event must have the GSA mentioned in all event announcements as well as at club event.
 - c. All clubs/organizations must abide by Hazell Center Guest Policy. Advertising for events should reflect the policy set by NJIT.
 5. All performers, entertainers, lecturers, etc. (anyone who provides a service) must sign a contract.
 - a. A contract may not be entered into by any individual student and performer as a representative of GSA.
 - b. To be considered valid, all contracts must be approved by the GSA Vice President - General Affairs and President, GSA Advisor and the Vice president of Academic Affairs of the Institute.
 - c. Contract shall be submitted at least fourteen days prior to the scheduled event to the GSA Office.
 - d. Blank contracts are available in the GSA Offices. Contracts with individual performers must include their social security number.
 - e. No contract will be approved after the performance date.
 - f. Any contract not approved by the persons listed above before final signatures, may not be honored and shall be the sole financial responsibility of the person who signed it.

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C. Club Status

Each club is designated as active, conditional, or inactive. In addition, clubs may be placed upon probation.

1. Definitions

- a. A club will be designated as active, if it holds a minimum of three events, one that is not a club meeting, per semester, has been chartered for more than one year, and has been off probation for more than one semester.
- b. A club will be designated as conditional, if it has been chartered for less than one year or has been removed from probation that lasted for at least an entire semester.
- c. A club will be designated as inactive, if it fails to hold a minimum of three events, one that is not a club meeting, per semester or has remained on probation for two successive semesters
- d. A club will be placed on probation for violation of the rules set forth in the constitution and bylaws of GSA. Probation means a club is not allowed to receive GSA funding in any form or use GSA resources and facilities.

2. General Budgeting Requirements of Clubs

- a. By the first Monday of April, the Vice President – Public Relations of GSA, will submit the Activities Budget to the GSA Executive Board and then to the GSA general body for approval.
- b. In December, the Vice President - General Affairs of GSA will present to the GSA general body a financial report consisting of the amount allocated to each club/organization during the fall semester and projected allocations to each club/organization for the Spring semester.
- c. When a new club is recognized by the GSA general body, \$500 will be placed in the GSA general club fund. This money remains the property of the GSA and may not necessarily be allocated to the club in question.

3. Active Clubs Budgets

- a. Active clubs can submit a budget request to the GSA for a calendar of events.
- b. Hereafter the term department shall refer to any department, disciplinary program or interdisciplinary program. For budgeting purposes, clubs and

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organizations will be divided into two categories, academically affiliated clubs and culturally affiliated clubs. This classification will be made by the Clubs and Constitution Committee of the GSA by review of the mission statement in submitted constitutions. The academically affiliated clubs can recommend the department to be affiliated with to the Clubs and Constitution Committee. All clubs will be designated as academically affiliated by default if ambiguity arises.

- c. All active club planning to request funds to fulfill their budgets must have the following information approved by the club advisor and filed with the GSA by the third Wednesday in April.
 - i. A complete list of current officers.
 - ii. A complete list of programs / events run during the past academic year.
 - iii. A proposed list of programs / events for the upcoming academic year with estimated costs for events.
- d. Each club must submit a yearly budget that does not exceed 105% of the previous year's budget and shows the amount allocated to each activity for the upcoming academic year.

4. Conditional Clubs

- a. A conditional club will be funded on an event-by-event basis by the GSA general body. A club representative must present each funding request to the general body and have it passed by a simple majority.
- b. Conditional clubs planning to request funds for an event must have the following information approved by the club advisor and filed with the GSA at least two (2) weeks prior to the event in question:
 - i. A complete list of current officers.
 - ii. A complete list of programs/events run during the past academic year.
 - iii. The proposal for the event including a complete cost breakdown.
- c. Each conditional club shall have \$500 allocated for distribution to the conditional club for the academic year. These funds are kept in the GSA clubs budget and do not necessarily have to be distributed to the conditional clubs.

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- d. Conditional clubs shall be budgeted on an ongoing basis during the academic year. A club desiring to hold an event shall submit a formal request to the GSA Clubs and Constitution Committee with a description of the event including the time and place, a detailed budget for the event, and an approximate number of people to attend at least fourteen (14) days prior to the event.
- e. Upon approval of conditional club events, the GSA Vice President - General Affairs shall process the request, and provide a written acknowledgment of same within one (1) week of the approval vote.
- f. Following the event, an event report must be completed and submitted by the club.

5. Inactive Clubs

- a. Any club designated as inactive must make a formal petition to the GSA clubs and Constitution Committee and the GSA general body to be removed the inactive status. All inactive clubs become conditional clubs when removed from the inactive list.

D. Club Supplies and Resources

1. Active and conditional clubs shall be given a selection of reasonable office supplies annually not to exceed the amount of \$100.00.
2. Active and conditional clubs may fund seminars that they wish to sponsor with GSA funds. This is done through standard GSA club funding mechanisms. Seminar announcements must include the statement "Made possible through the support of the NJIT Graduate Student Association." Omission of this statement from published announcements may be grounds for the imposition of probationary status by a vote of the GSA funding committee.

E. GSA Privileges

The following privileges are available to GSA funded clubs not on probation.

1. Office spaces for the clubs in the Hazell are provided depending on availability. Clubs desiring office space should fill out a request before last week of April and submit the request to the Hazell Center.
2. Food services worth \$25 are available for all GSA-funded clubs but may not be used more than two times per semester. Additional money for food must be requested from the GSA Clubs and Constitution Committee and if approved

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will be charged to the clubs account. Price quotes for food service can be obtained from the Pub, Institute Food Service or an outside establishment.

3. Members of clubs working for more than four (4) hours at a GSA event sponsored by the general body are eligible for food services.
4. Organizer(s) of a GSA event /trip (not club event/trip) is (are) waived the costs of the event in the appreciation of his/her (their) efforts and time. The maximum waivable amount is \$30 per organizer and \$100 per event.
5. Security and maintenance funds are billed for events run outside normal Institute hours. Clubs must fill out the Security Request Form as soon as they know about an event that will require security and/or maintenance after hours. Reservations for rooms are not completed until the Hazell Reservation Office has a signed copy of the Security Request Form. The following steps must be followed when making a request for security for security and/or maintenance.
 - a. Make tentative room reservations and arrangements with the Reservations Office at least two weeks prior to the event.
 - b. Complete a Security and Maintenance Request Form (available outside the GSA Offices). ACTIVE groups need the approval of the GSA Vice President - General Affairs and CONDITIONAL clubs / organizations must get approval at a scheduled Finance hearing.
 - c. The form must be signed by the GSA Vice President - General Affairs and submitted to Head of Reservations, in the Reservations Office to confirm your room reservation.
6. In the event that any GSA chartered club remains on probation for two consecutive semesters, beyond the current semester in which probationary status was imposed, the club will lose its charter.

F. Funding of Club Activities

1. Requests for Funding-Processing
 - a. Requests for financial approval must be made to the GSA at least 2 weeks before the scheduled expenditure, at a GSA Clubs and Constitution Committee meeting, that is held before the general body meeting. The application must include all information necessary for approval by the GSA Clubs and Constitution Committee in accordance with both eligibility requirements defined in this statement and the

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general funding eligibility requirements of the GSA, as outlined in the GSA constitution.

- b. All funding requests shall go through the GSA Clubs and Constitution Committee, which shall recommend funding requests to the GSA general body for a vote.
- c. 1Organization can appeal a Clubs and Constitution Committee decision by addressing the GSA general body at the end of a GSA general body meeting. This appeal presentation cannot be placed on the general body meeting agenda.
- d. The disbursement date is defined as the date the GSA receives all necessary forms and receipts that will be evidenced by a written acknowledgment from the GSA. The dated, written acknowledgment from the GSA will serve as the only acceptable form of proof of date of disbursement.

2. Funding and Budget Guidelines

- a. Events and activities must be in accordance with the mission statement of the club, as defined in its GSA-approved constitution. A statement to this effect "How This Proposed Activity Meets The Mission Statement Of The Club" must be included in the application. The GSA general body reserves the right to interpret this eligibility requirement at the time of application, and may deny eligibility of a proposed event with a general body vote.
- b. Applications for funding of proposed events must include a budget of expected expenditures. These may not include any of the following:
 - i. Honoraria
 - ii. Payments to club members for services rendered
 - iii. Payments to NJIT students for services rendered
 - iv. Payments to individual faculty or staff for services rendered
 - v. Travel expenses for students to professional conferences and non-GSA events

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- c. The total expenditures for an event or activity presented for disbursement may not exceed 110% of the amount originally presented in the approved budget, without a majority vote of the elected GSA department representatives at a GSA general body meeting.
- d. Approved funding for a chartered club that has not been disbursed by the end of the Spring semester will be available up until the start of the next academic year. This allows for summer allocations if an expenditure has been approved by the GSA Clubs and Constitution Committee prior to the end of the academic year but which has not been dispersed by the end of the academic year.
- e. All money, including approved money that has not been disbursed by the start of the new academic year, will be returned to the GSA general fund.

3. Awarding of Funds

- a. Requests for funds will be reviewed by the GSA Clubs and Constitution Committee. Criteria used in allocation of funds include:
 - i. Financial responsibility and past spending practices of the requesting club.
 - ii. Amount of funds available.
 - iii. Potential benefit of scheduled activities to the NJIT population.
 - iv. Established policies and regulations of the GSA Clubs and Constitution Committee, NJIT, and the state of New Jersey.
- b. The GSA will pay up to: 50% travel, & \$50 hotel/per night and food for department seminars. Seminar announcements must include the statement "Made possible through the support of the NJIT Graduate Student Association." Omission of this statement from published announcements may be grounds for the denial of future seminar support by a vote of the GSA funding committee. Departments must come to the GSA at least four (4) weeks prior to the event to have the seminar considered for sponsorship.

4. Funding Limits

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Yearly budget allocations for club activities will be assigned along two group designations. Group I contains all clubs that are affiliated with local, national, or international societies (such as American Institute of Chemical Engineering AIChE). Group II contains all other clubs and is broken into 3 classification tiers. To qualify for 'Tier 1' a club must have a minimum of two (2) events per year attended by 100 or more people and/or conduct a minimum of 8 seminars a year each attended by an average of 30 or more people. To qualify for 'Tier 2' the club must be active but not meet the requirements to be in 'Tier 1.' All other clubs in Group II fall into 'Tier 3,' which includes new and conditional clubs along with clubs that have just been assigned to inactive status.

Both group assignment and assignments within the groups are handled by the GSA Clubs and Constitution Committee based on the mission statements of the clubs as well as club size and the number and types of events held.

- a. **Tier 1** clubs will be allocated up to \$2000 for the academic year's operating budget.
- b. Allocation of the operating budget for active academically affiliated clubs of **Group I** and **Tier 2 of Group II** for the academic year shall be the following:
 - i. If there is only one club associated with a single academic department/disciplinary program/interdisciplinary program, then a maximal total operating budget of \$1,000 for the academic year may be allocated for this club.
 - ii. If there is more than one club associated with a single department/disciplinary program/interdisciplinary program, then a maximal total operating budget of \$1,000 for the academic year may be allocated and must be divided with all clubs associated with that department/disciplinary program/interdisciplinary program. The division of such funds will be made by the GSA General Body.
- c. **Tier 3** clubs will be allocated \$500 simply for budget guidelines.
- d. Once clubs have exceeded their budget allocation for the year, they must come before the Clubs and Constitution Committee for each additional event they wish to fund.
- e. Any individual, group or club may come to the GSA general body and ask for funding for any reason at any time. Decision to fund these types of events is left to the discretion of the general body to approve funding and place limits as they wish.

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- f. If a club has requested budgeting of money for an event for more than three consecutive years and the event is seen as in the spirit of the GSA mission and the mission of the club, the club can ask that the general body to make the event a "Line Item." This would mean that the event could be removed from club budget allocation and placed as a line item in the general GSA budget to be voted on at the beginning of the semester and not as part of the club budget.

5. Budget Guidelines

- a. Only clubs with GSA-approved constitutions may be funded.
- b. There will be no funding of religious groups or organizations whose intentions are to proselytize on campus at any time.
- c. There will be no funding for intercollegiate or intramural athletic teams.
- d. There will be funding for not more than 1 (one) club's party per academic year total amount not exceeding 15% of the club's yearly budget. There will be no funding for other parties, banquets or dinners unless said event is an integral part of the organization's program, as determined by the Clubs and Constitution Committee. GSA funding cannot exceed 40% of the total cost of the event and cannot exceed more than 15% of the clubs total budget.
- e. There will be no funding for gifts for anyone to exceed \$5 without express permission of the general body.
- f. The clubs budget request cannot exceed 5% of the previous year's budget in order to be eligible for budgeting for the following fiscal year.
- g. Funds will not be allocated for recruitment purposes.
- h. Any event sponsored by the GSA shall be open to and conducted for the enjoyment and benefit of the entire NJIT student body.
- i. Any items purchased through funding by the GSA shall be kept available to the entire graduate student body at the sole discretion of the Clubs and Constitution Committee.

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- j. All activities, etc. must follow rules and regulations of NJIT listed in the "LOG NJIT." Portions of this document are based on NJIT Student Senate Financial Regulations, as found Fall 1990.
- k. No more than \$100 of a club budget may be allocated for office equipment and supplies
- l. No more than 10% of a club budget may be allocated for activities related to the preparation for and attending of off-campus conferences outside of the Newark/ New York Metropolitan area. Up to an additional 40% of the club budget may be allocated for conferences in the Newark/New York region. (In this case, conference is defined in the same way as in the General Travel Award section of Part III of these Bylaws).

6. GSA Funding Authority

The GSA general body reserves the authority to take action against the club not functioning in the right spirit of the GSA constitution by

- a. Freezing a budget completely, or for a specified time; duration to be determined by the Clubs and Constitution Committee.
- b. Reducing the budget for the current year. The Clubs and Constitution Committee shall have the right to review and take actions they seem necessary to enforce these policies and procedures at any time during the fiscal year.

7. Funds and Money Handling

- a. GSA Accounts—the Graduate Student Association, in conjunction with the Institute Finance Office, keeps an account for all active GSA-funded clubs. If a GSA approved club receiving funds from the GSA has other forms of income, e.g., dues, bake sales, etc., the club must turn the funds into the GSA Vice President - General Affairs to be deposited. The GSA Vice President - General Affairs will withdraw from this account on request of the organization for organizational uses.
- b. Disbursement—funds allocated to the GSA approved clubs and organizations should be spent according to the GSA approved budget for the current year. Funds allocated by the GSA may not be used to finance any activity which is in violation of written NJIT policies or practices, or which is in violation of the GSA Regulations. The GSA

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Clubs and Constitution Committee reserves the right to deny support of certain activities if it determines the event is in violation of GSA Rules and Regulations, or Institute Policy. Failure of the Clubs and Constitution Committee to identify an activity which is a violation of said policies is not in itself approval of the activity. The GSA Funding committee assumes no responsibility for determining the appropriateness of proposed events and activities, although it may deny support based on such a determination. Clubs wishing to make a change in their allocation, must submit the request in writing to the GSA Vice President - General Affairs at least 14 institute business days prior to the submission of disbursement forms, such as Expense Vouchers or Purchase Orders. The club must also be prepared to justify the proposed changes in a meeting with the GSA Clubs and Constitution Committee.

- c. Income and Deposits—anytime a GSA sponsored club runs an event that involves money from its budget, at which there will be charges for entering the event or for refreshment sold at the event, tickets must be used. Tickets are available two days before the event or on the last school day before the event (if the event is on a week end or holiday) from the GSA Vice President - General Affairs. The GSA President, Vice President - General Affairs or Treasurer will be present to supervise the collection of the money. This person is responsible for the money/funds until a deposit can be made to the Finance Office. This designated person will be held responsible for any funds that are not collected and turned in after the event.
- d. Clubs using GSA funds must deposit all the proceeds into their operating account or the GSA general club fund (whichever is applicable). There will be no exceptions. Gate or other receipts collected at the event may not be used for direct reimbursement or payments of any kind.
- e. GSA affiliated clubs are not allowed to hold raffles that require the purchase of a ticket or collection of other participation fee.
- f. If tickets to a scheduled event are sold in advance, they must be provided by or approved by the GSA Vice President - General Affairs. Advance tickets may be sold at the Hazell Center desk from 9 a.m. until 3 p.m.; the money must be deposited at the end of each day into the club account, and a copy of the deposit receipts must be given to the Vice President - General Affairs of the GSA. If tickets are to be printed, they must include the statement "Made possible through the support of the NJIT Graduate Student Association." Omission of this statement from published announcements may be grounds for the

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imposition of probationary status by a vote of the GSA funding committee.

- g. If a club runs a trip, at least 50% of the total cost of the scheduled trip must be collected from participating students at least four (4) weeks before the departure date. Each transaction must be recorded in duplicate in a receipt book provided by the GSA Vice President - General Affairs. Checks collected must be made payable to NJIT followed by the club name. The payer's social security number should be written on the face of the check.
- h. The Expense Voucher—all sections of the Expense Voucher must be completed. After the voucher has been properly filed out and signed by the Vice President - General Affairs or President of the organizations, it must be submitted to the GSA Vice President - General Affairs along with all necessary documentation (i.e. contracts, receipts, etc.). The GSA Vice President - General Affairs will use this as a source document for computer entry until further notice. Checks are available at the finance office two weeks after submission of voucher. Checks can only be picked up by the GSA Vice President - General Affairs. In order to insure that a check will be processed in time, an Expense Voucher must be submitted to the GSA Vice President - General Affairs at least fourteen (14) Institute working days prior to the day the check is needed.
- i. Checks will not be made out in a student's name, except with prior consent of the GSA Vice President - General Affairs, and then only for the following reasons:
 - i. Reimbursement for purchases made by a club member for a party or other event, approved in advance by the GSA Clubs and Constitution Committee
 - ii. Purchases made for the club in general.
 - iii. A written acknowledgment of advance funding approval from the GSA Vice President - General Affairs for the reimbursement is the only proof of funding approval that will be accepted.

8. Debt

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A club shall not go into debt. If a club sponsored by the GSA accepts any debt unauthorized by the GSA Clubs and Constitution Committee or GSA general body, the four club officers, or whomever signed into agreement will be held liable.

9. Enforcement

- a. The GSA Vice President - General Affairs shall enforce the policies, regulations and procedures herein through these actions:
 - i. Freezing a budget completely, or for a specified time; duration to be determined by the Clubs and Constitution Committee.
 - ii. Reducing the budget for the current year. The Clubs and Constitution Committee shall have the right to review and take actions they seem necessary to enforce these policies and procedures at any time during the fiscal year.

10. Appeals Process

In the event that a club feels it has been inadequately funded or unfairly treated by the Clubs and Constitution Committee, it may appeal to the GSA general body. If rejected at the GSA general body, the appeal process is terminated.

Article III

Membership

A. Definition of Membership

Members

A member of the Graduate Student Association is any student currently enrolled in graduate programs at the New Jersey Institute of Technology and paying the Graduate Student Association fee at the New Jersey Institute of Technology. Membership ceases at the date of graduation or termination of affiliation with NJIT.

General Body

The General Body is defined as the entirety of the members of the Graduate Student Association, their program representatives, and the elected officials of Executive Board of the Graduate Student Association.

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B. Member Privileges and Responsibilities

1. Any Member of the Graduate Student Association has the right to attend any meeting of the general body of the Graduate Student Association as well as any event sponsored by the Graduate Student Association.
2. Any member has the right to address the general body of the Graduate Student Association. This right may include but is not limited to making announcements, requesting advice and guidance, and/or asking for financial assistance for activities that relate to and impact the lives of graduate students of the New Jersey Institute of Technology.
3. Any member enrolled in a graduate program is entitled to represent his or her graduate program in the Graduate Student Association.
4. Any member is entitled to vote in the election of the program representative and alternate program representative to the Graduate Student Association for his or her graduate program only.
5. Any member is entitled to vote in the election for the officers of the executive board of the Graduate Student Association.

Article IV

Programs and Representation

A. Definition of Program

A graduate program is defined as a program represented on the Graduate Council of the New Jersey Institute of Technology.

B. Program Responsibility

Each graduate program shall elect one (1) Program Representative to the Graduate Student Association. This representative will speak for and act in the best interests of the students of the program for which they have been elected.

In addition, each graduate program shall elect one (1) Alternate Representative, who is empowered to vote in the event that the Program Representative is absent or in some other way unable to fulfill the duties of the representative.

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C. Program Representatives Selection

1. Representatives and Alternate Representatives shall be nominated and elected by the students in their graduate program.
2. When an election is not possible, Representative shall be appointed by the General Body upon recommendation of the President of the Graduate Student Association.
3. If a Representative cannot be either elected or appointed the Graduate Student Association shall represent the program of study in its best interests.
4. No graduate student may represent more than one graduate program during the same term of office.
5. Students of each graduate program shall have the right to dismiss their Representative by majority vote of those in attendance at a meeting of the graduate students of the program provided that the meeting and its purposes are announced to all students in the program ten (10) days prior to the meeting and a majority of the graduate students of the program are present at the time of the vote.

Article V

Responsibilities of Representatives

A. Responsibilities

The duly elected Representatives or alternate acting as the representative of the program to the GSA shall complete the following duties and responsibilities:

1. Aid in the nomination and election process for all GSA representatives and officers in accordance with the election rules and guidelines of GSA Constitution and Bylaws.
2. Discuss and vote upon GSA Activities.
3. Approve the President's appointments to all GSA committees, University committees, and any position that would represent the GSA as a whole.
4. Vote on expenditures according to the guidelines for appropriation of funds.

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5. Be appointed to and serve on at least one GSA committee and one University committee. Each representative shall report the events of their respective committee to the GSA general body.
6. Be available to his or her constituency.
 - a. This availability must be in the form of both a departmental feedback session and office hour held once per week either in the GSA office or in space provided by their program department.
 - b. Each representative has the right to allocate funds for department feedback sessions as well as use the facilities, supplies, and equipment of the GSA to accomplish adequate representation.

Article III

Positions Of the Executive Board

The Officers of the GSA shall be President, Vice President – General Affairs, Vice President – Public Relations, Treasurer, Secretary, and Technology Officer.

The advisor of the organization shall be the Dean of Graduate Studies and shall be an ex-officio member of the GSA.

Description of Positions

The **President** shall call and preside over all official meetings, participate in the planning and organization of events, appoint committees, and serve as the liaison between GSA members and NJIT as a whole.

The **Vice President – General Affairs** is to aid the President as necessary and oversee the functioning of GSA office, affiliated clubs, as well as activities and events sponsored by and/or run by GSA. In the absence of the President, the Vice President – General Affairs shall assume the duties of the President in his/her absence.

The **Vice President -Public Relations** is to provide the GSA with a respectable and prominent image through public relations campaigns and marketing plans for GSA endorsed events. These should be focused on projecting a positive image to existing and future members of the NJIT community. The Vice President – Public Relations shall be responsible for the perception of the GSA and its operations. In the absence of the President and of Vice President – General Affairs, the Vice President - Public Relations shall assume the duties of the President.

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The **Treasurer** shall be responsible for the collection of all monies and their disbursement. Appropriate records shall be maintained and a financial report prepared for the membership annually and as requested by the President. The Treasurer, upon being elected, shall be responsible for the compilation and submission of an annual budget for his/her term in office.

The **Secretary** shall keep minutes of all meetings, maintain all official records and correspondence, and maintain a roster of all GSA members (name, student ID number, address, phone number, e-mail address, and degree program). A copy (paper or e-mail) of the minutes of all meetings or a report on any event shall be made available for review by the general body within two weeks of the meeting/event. The event report shall contain general information concerning the event and a count of the people present at the event.

The **Technology Officer** shall be responsible for all equipment and technology-related aspects of the GSA. This includes up-keep of the GSA webpage, computers, audio/visual equipment, and other appliances, as well as the supplies necessary to keep these devices in good working order. The Technology Office shall work with the Secretary to create and maintain communication among the representatives and officers of GSA as well as to keep the general body informed of the happenings of the GSA.

Vacancy of Positions

- A. If any seat becomes vacant, a temporary replacement may be appointed by the President, or in the President's absence, by the Vice President – General Affairs, until the GSA elects a replacement for the remaining term of office.
- B. In the event that the President's seat becomes vacant the person who is Vice President – General Affairs is promoted to President.

Limits on Services

- A. No member may be elected to or serve more than two terms in any one GSA officer position.
- B. No member currently serving as an officer of a GSA-recognized club may serve as an officer of the GSA.

Article VIII

Elections

Bylaws

An election shall consist of nominations, campaigning, and voting. The duration of an election is from the opening of nominations to the last day of elections. Voting shall occur two weeks after the opening of nominations. Campaigning shall occur between the opening of nominations and the close of elections.

A. Nominations

1. Nominations can occur verbally in a General Body meeting or in written form by filling out a nomination form.
2. All nominations must be seconded in writing.
3. Nominees must accept their nominations verbally at a General Body meeting or in writing.

B. Election Timetable

1. Elections for all executive board officers' positions shall be held each spring semester.
 - a. A nomination period shall begin the Monday after spring break ends and shall remain open for two weeks.
 - b. Elections shall begin on the first Monday following the close of nominations or the first Monday in April, whichever comes last. The elections will continue through the Friday of that same week.
2. Elections for all representatives' positions shall be held each fall semester.
 - a. A nomination period shall begin the first Wednesday of the semester and shall remain open for one week.
 - b. Elections shall begin on the first Monday following the close of nominations. The elections will continue through the Friday of that same week.

C. Officer Elections

1. Any member of the GSA may nominate another member of the GSA to be a candidate for election for an executive board position.
2. When there is more than one candidate competing for an officer position, the platforms of each of the candidates must be made publicly known by the GSA

Bylaws

in a fair and consistent manner. This must occur after the close of nominations and before the first day of elections.

3. Write-in ballots for officers are disallowed.
4. If an Executive Board position is uncontested, the nominee is automatically designated the winner at the opening of the elections on Monday.

D. General Body Elections

1. Any member of an academic program recognized by GSA may nominate another member of that program to be a candidate for election as a Program Representative or Alternate Program Representative.
2. When there is more than one candidate competing for a position, the platforms of each of the candidates must be made publicly known by the GSA in a fair and consistent manner. This must occur after the close of nominations and before the first day of elections.
3. Write-in ballots for officers are disallowed.
4. If a position is uncontested, the nominee is automatically designated the winner at the opening of the elections.
5. If an election is deemed unfeasible by the GSA executive board, then a representative may be appointed by petition, with 1/4 of the students in the applicants program, or 25 signatures of such students, whichever is less.

E. Terms of Office

1. Executive board officers shall take office on April 15 and hold the office for one calendar year.
2. All Representative and Alternate Representative shall take office on October 1 and hold the office for one calendar year.

Article VIII

Duties of Officers

- A. Officers of the GSA shall participate in programs of orientation for incoming graduate students.

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i. The President shall:

1. Preside over all Association meetings.
2. Vote in case of a tie.
3. Meet regularly with the advisor and such others as shall be appropriate to discuss organizational matters, relevant issues, and to plan activities.
4. Be responsible for implementing GSA decisions and periodically checking and reporting progress to the general body.
5. Preside over the nomination and election of the incoming officers.
6. Appoint the chairperson for each GSA committee.
7. Appoint representatives to committees as well as to fill vacant positions within the GSA.

ii. The Vice President – General Affairs shall:

1. Oversee the procedures of the GSA club process.
2. Serve as Chairperson to the GSA Club/Constitution Review Committee.
3. Represent the GSA on university committees and at university events that involve decisions related to graduate student interests.

iii. The Vice President – Public Relations shall:

1. Serve as the Chairperson of The Activities Committee, serve as the GSA Spokesperson and oversee all social & cultural activities of GSA.
2. Coordinate with Hazell Center for activities for GSA members.
3. Initiate GSA campaigns with the help of new slogans, brochures, and flyers
4. Submit GSA news and concerns for publishing in *The Vector* on a regular basis
5. Scheduling regular meetings and feedback sessions with NJIT leadership
6. Circulate GSA paraphernalia around campus (buttons, t-shirts, sweaters, hats, bags, etc.)

Bylaws

iv. The Treasurer shall:

1. Maintain accurate and complete financial records and ensure that a balanced budget is maintained at all times.
2. Make a financial report at each GSA meeting.
3. Issue and authorize payment vouchers. This may be delegated to either the President or Vice President as necessary.

v. The Secretary shall:

1. Record and report the minutes of each GSA meeting.
2. Maintain appropriate records and correspondence.
3. Notify members of all GSA meetings and, where appropriate, notify the general graduate student body of such meetings.
4. Maintain the GSA mailing list for both congenital and electronic mail.
5. Work with the Technology Officer to maintain and update the GSA web page.

vi. The Technology Officer shall:

1. Be responsible for all equipment and technology-related aspects of the GSA.
2. Build and maintain the GSA webpage.
3. Work with the Secretary to maintain and update the GSA web page.
4. Administrate the GSA computers, printers and other computer related equipment to ensure they are in good working order.
5. Be in charge of all audio/visual equipment, including the GSA stereo system and CDs used for pub nights, barbecues and other events. If equipment is borrowed by a GSA club, it is the responsibility of the Technology Officer to sign it out and arrange for its return in good working order.
6. Maintain all other appliances and other supplies (paper, batteries, cables, etc.) related to the devices in the GSA office.

Bylaws

Article IX

Meetings and Attendance

- A. There shall be at least two meetings per month during the academic year.
- B. The meetings shall be run according Robert's Rules of Order.
- C. Any graduate student may attend the GSA meeting, but only elected or appointed Representatives may vote.
- D. Both Program and Club Representatives are expected to attend all GSA meetings. In the case of unavoidable absence they must ensure the presence of an alternate representative from their program or club.
 - a. In the event that a club has two unexcused absences, the club will automatically be put on probation following official notice from the Secretary after the second unexcused absence. All of the club's assets will be kept frozen until they resume attendance to the meetings.
 - b. In the event that a program representative has two unexcused absences, the GSA shall dismiss the representative and/or alternate representative by a $\frac{3}{4}$ vote of the GSA Program Representatives following official notice of such a vote by the Secretary after the second unexcused absence. The GSA representative in question shall have an opportunity to address the Representative body before the scheduled vote, but shall not have an opportunity to vote.
 - c. "Unexcused absence" shall be defined as an absence that has not been excused in writing and signed and dated by a GSA officer.

Article X

Constitutional & Bylaw Amendments

A. Proposals of Amendments to the Constitution

- 1. Amendments to this Constitution may be proposed by any member at a GSA meeting and must be seconded by another member.
- 2. The proposed amendment must be submitted to the GSA in written form.

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3. The proposed amendment must be put to a vote at the GSA meeting one week after proper submission to the GSA.

B. Notice of and Voting On Conditional Amendments

1. Public notice of this vote and the date and location of the next scheduled GSA meeting must be made at least one week prior to the meeting. Public notice may be considered, but is not limited to, notification of an amendment vote at a public GSA meeting.
2. Ratification of amendments to the Constitution requires a 2/3 affirmative vote of the Representatives present.

C. Proposals of Amendments to the Bylaws

1. Amendments to GSA Bylaws must be proposed by the same procedure as the GSA Constitution

D. Notice of And Voting On Amendments to Bylaws

1. Ratification vote for amendments to the Bylaws of the GSA requires a simple majority affirmative vote of the Representatives present.
2. A properly proposed amendment can be voted upon at the meeting in which it is proposed without the one week waiting period accorded constitutional amendments.

Article XII

Quorum

A "Quorum" is the minimum number of representative necessary to allow the business of GSA to be conducted.

The GSA President may convene a meeting and conduct it with any number of members in attendance.

For matters pertaining to financial disbursements, at least one-quarter plus one (?+1) elected or appointed representatives of the GSA must be present to constitute Quorum.

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For matters pertaining to amendments to the GSA Constitution and Bylaws, at least one half plus one (?+1) elected or appointed representatives of the GSA must be present to constitute Quorum.

Article XIII

Finances

A. Funding

1. The Graduate Student Association shall be funded from the Graduate Student Association fee levied against all graduate students for this purpose.
2. The GSA Budget must fall within the boundaries of the annual income garnered from graduate student fees and the surplus remaining from past years.
3. The GSA budget must be approved by the GSA representatives to the general body before disbursements can be made.
4. The budget of the GSA may be changed by the University only in the event that the budget is in conflict with NJIT policies or regulations of the State of New Jersey.

B. Budget

All expenditures must be consistent with the purposes and objectives of the GSA and with votes on expenditures pursuant to rules set down in the GSA Constitution and Bylaws.

1. Each April, the executive board shall review the Operating Budget prepared by the Treasurer and submit a completed copy to the general body for a vote. Once passed, this is the budget of GSA for the next academic year.
2. The Operating Budget shall enumerate each responsible Committee, and the Line Item(s) they have authority over. In the event a committee becomes nonfunctioning, its authority shall be passed to the General Body.
 - a. Budget Line items are approval by the Executive Board or the appropriate committee and submitted to the treasury without the need for general body approval.

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- b. Budget Line items can be requested by any GSA member, club, or campus organization. Accepted line items will be assigned to an appropriate committee or executive board member for oversight and disbursement purposes.
 - c. Committees to which Line Item authority has been granted must provide a monthly report of expenditures to the General Body. The monthly report is due to the General Body at the first meeting of each month (the previous month's expenditures).
3. All other expenditures of money must be by recommendation of the appropriate committee, and approval by the General Body.
 4. NJIT financial authorization by GSA advisor is required for all disbursements of money.

Article XIII

Member Emeritus

A. The necessary qualifications for appointment as a Member emeritus are:

1. Have been an active GSA officer, Member emeritus, or GSA representative during the preceding year.
2. Been involved with the planning and/or operation of a major GSA event or ongoing project during the preceding year.
3. Currently a member of the GSA.

B. The process to elect a Member emeritus is as follows:

1. An interested candidate must submit a petition to the President of the GSA explaining the reason(s) as to why Member emeritus status should be granted.
2. Any petition submitted to the President of the GSA must then be approved by a simple majority of the GSA representatives before the petition is granted.

C. Responsibilities of a Member emeritus:

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1. The term for a Member emeritus shall end at the next general election of GSA representatives.
2. The GSA Member Emeritus shall serve in an advisory capacity and have the responsibilities and obligations for service of a representative including voting power.
3. There is no limit to the number of times that a person may be granted membership as a Member Emeritus provided they are members of the GSA. There is a one term limit that a Member Emeritus can have voting power.

Article XIII

Committees

A. Standing Committees of the Graduate Student Association shall be:

1. The Clubs and Constitution Committee
 - i. The Clubs & Constitution Committee shall be chaired by the Vice President – General Affairs and shall be responsible for overseeing the day-to-day activities of clubs including club meetings, budgets and constitutions.
 - ii. The Clubs & Constitution Committee shall also be charged with making continual amendments to the Constitution & Bylaws for the benefit of the graduate student body.
 - iii. Clubs shall be permitted to announce non-line item events in the Clubs & Constitution Committee as long as they also make an announcement in General Assembly.
 - iv. The Clubs & Constitution Committee shall be allowed to freeze Club budgets to enforce the Constitution & Bylaws.
 - v. The Clubs & Constitution Committee shall be given the authority to place Clubs on and remove Clubs from probationary status.
 - vi. It is recommended that the Clubs & Constitution Committee meet twice a month, but the exact scheduling and frequency of meetings shall be determined by the Chair.
2. The Activities Committee
 - i. The Activities Committee shall be chaired by the Vice President – Public Relations and shall be responsible for establishing, scheduling and organizing GSA activities as well as overseeing Campus Center programming paid for by the GSA budget.

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- ii. The Activities Committee shall have the authority to amend the GSA Activities Budget as needed pending the approval of the Treasurer.
 - iii. The Activities Committee shall also be responsible for providing current content about GSA to The Vector, the Highlander Pipeline and the GSA website.
 - iv. It is recommended that the Activities Committee meet twice a month, but the exact scheduling and frequency of meetings shall be determined by the Chair.
3. The Finance Committee
- i. The Finance Committee shall be chaired by the Treasurer and shall be responsible for creating the GSA budget each year by examining past spending patterns and revenue streams.
 - ii. The Finance Committee shall have the authority to amend a maximum of 5% of the budget in any given semester without the approval of the Representatives.
 - iii. Clubs shall be allowed to request a hearing to request funds from the Finance Committee if such a request is submitted seven days before the next Finance Committee meeting.
 - iv. Club officers may not be permitted to serve as members of the Finance Committee.
 - v. It is recommended that the Finance Committee meet twice a month, but the exact scheduling and frequency of meetings shall be determined by the Chair.
4. Awards Committee
- i. The Awards Committee shall be chaired by the Technology Officer and shall be responsible for reviewing, accepting and rejecting applications submitted for any of GSA's travel awards.
5. Any other committee defined by the bylaws

B. The chairperson for each standing committee shall:

- 1. Preside over the standing committee meetings.
- 2. Be responsible for implementing GSA decisions through the committee and submitting monthly reports on the progress of the committee to the GSA.

C. Any decision made by any committee is subject to a Presidential Veto and can be overturned by a two-thirds vote of the General Body.

D. Committee membership and charges shall be defined by the President at the beginning of each academic year.

Article XX

Club Representative

Bylaws

A. The necessary qualifications for appointment as a Club Representative are:

1. Have been a chartered GSA club executive board member during the preceding year.
2. Been involved with the planning and/or operation of a chartered GSA club or organization or ongoing project during the preceding year.
3. Currently a member of the GSA.

B. The process to elect a Club Representative is as follows:

1. An interested candidate must submit a petition to the President of the GSA stating their interest in the position.
2. Any petition submitted to the President of the GSA must then be approved by a simple majority of the GSA representatives before the petition is granted.

C. Responsibilities of a Club Representative:

1. The term for a Club Representative shall end at the next general election of GSA representatives.
2. The Club Representative shall serve in the interests of the GSA Clubs and organizations and have the responsibilities and obligations for service of a representative including voting power.
3. There is a one year term limit that a person may be granted membership as a Club Representative provided they are members of the GSA.

Adopted: October 27, 1993

Revised: April 12, 2006