

Bylaws of the Graduate Student Government of the Colorado School of Mines



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Article I Name

The name of the organization shall be the Colorado School of Mines Graduate Student Government and shall hereinafter be referred to as “the GSG.”

Article II Purpose

The GSG is formed with the purpose to:

- a. Serve as the governing body working toward the best interests of the graduate student population.
- b. Facilitate communication between and amongst graduate students, faculty, administration, and the community.
- c. Provide a forum for social and intellectual activities geared towards graduate students.
- d. Provide graduate student representation on administrative bodies that address policies and issues of interest to graduate students.

Article III Membership

The GSG shall consist of a Graduate Student Council and an Executive Committee. All enrolled graduate students at the Colorado School of Mines, hereinafter “the School,” including degree students, non-degree students, and leave-of-absence students who were enrolled the previous year, shall be electors of the Council, and will henceforth be referred to as members of the Graduate Student Body.

Article IV Graduate Student Council

A Powers

Subject to the limitations of state and federal laws, these bylaws, and School regulations, the Graduate Student Council, hereinafter “the Council,” shall have

all of the powers and may exercise all of the functions of the GSG, including without restriction thereto, the following:

- a. To take all actions necessary in achieving the purpose of the GSG stated in Article II.
- b. To elect all Executive Officers of the GSG enumerated in Article V. A.
- c. To create standing and special committees, to fix their powers and duties, to elect members of the GSG to these committees, and to fill any vacancy in any office or any board or committee membership.
- d. To prescribe the duties of the offices, to transfer the duties of one officer to another officer(s), and to require from any officer the faithful performance of the particular duties.
- e. To advise on graduate student activity fee(s) in accordance with the greater good of the Graduate Student Body.
- f. To negotiate Joint Operating Agreements with the Undergraduate Student Government (USG).
- g. In general, to do any and all things that it considers necessary or advisable in the interests of the GSG and members thereof.

B Voting Members

The President shall have the power to make and second motions of the Council, but may only vote on the approval of said motions if the Council is not able to obtain a simple majority.

The voting members of the Council shall be the department/division/program Representatives from department(s), division(s), and program(s) that have a graduate program as reflected by department(s)/division(s)/program(s) recognized by the Faculty Senate.

C Non-Voting Members

The non-voting members of the Council shall be composed of:

- a. The Executive Officers (see Article V. A.), except as specified in Article V. A. 1.
- b. A representative from the Student Council of USG.
- c. Any elected Regional Board or National Board member to the National Association of Graduate-Professional Students (NAGPS), who is also a part- or full-time Colorado School of Mines graduate student.
- d. The Student Board of Trustees Representative(s) to the Colorado School of Mines.

D Election of Members

- a. The Council Representatives shall be chosen by election in each department/division/program by their respective portion of the Graduate Student Body.
- b. The department/division/program members of the Council shall be elected by their respective department/division/program prior to the first business meeting of each academic year.
- c. The elected Council Representative shall notify the Executive Committee of their election.
- d. Each Executive Officer (as per Article V. A.) for the following academic year shall be elected, by a majority vote of the Council, at the last business meeting of the current academic year; any graduate student may be elected as an Executive Officer.

E Term of Office

The members of the Council shall serve one (1) academic year. Each member shall take office immediately following election to that position.

F Qualifications

All members of the Council shall be members of the GSG, full or part-time graduate students of the School, not on probation. All Executive Officers shall, by virtue of their election to office, become members of the Council.

G Vacancies

- a. A vacancy is defined as the loss of a Representative or an officer, in either elected or appointed positions, during that person's term of office.
- b. The Executive Committee may consider a Representative or Officer missing if that Representative or Officer is absent from two (2) consecutive meetings of the Council without notifying the Executive Committee.
- c. If a Representative or Officer is considered missing, the Executive Committee shall notify them of their status; if they fail to communicate within two (2) weeks or by the next Council meeting, they shall be considered lost.
- d. If a vacancy occurs in the Presidency, the Vice President shall become the President. The position of the Vice President shall be filled according to Article VIII.
- e. If a vacancy occurs in the Executive Committee it shall be filled according to Article VIII.
- f. If a vacancy occurs in a voting Representative position it shall be filled according to Article IV. D.

H Business

1 Meetings

The President shall, within two weeks after the holding of the first classes in the fall semester, call the first business meeting of the Council. At said meeting, the Council shall determine a regular time and place for holding regular Council business meetings, at least twice each month, during the balance of the school year.

2 Roll-Call Votes

- a. A roll-call vote is a vote in which the Council's roll is called and each member present may go on the record as being for or against the approval of a specific action. Members may also abstain from specifying their stance.
- b. A motion for a roll-call vote must be approved by no less than one-fifth of the members present in order to be enacted.

3 Attendance

- a. Attendance shall be taken at each business meeting.
- b. Failure of a department/division/program to be represented at two business meetings in one academic year shall, at the discretion of the Executive Committee, prevent students of that department/division/program from being eligible for GSG Grant and Fellowship Programs for either the remainder of that semester or for the following semester.
- c. Failure of a department/division/program to be represented at more than two business meetings in one semester shall, at the discretion of the Executive Committee, render students of that department/division/program ineligible for program-specific awards at the Graduate Research and Discovery Symposium for that year.

4 Proxies

- a. An absent Representative may appoint a Proxy from amongst the Graduate Student Body who shall exercise all the rights and responsibilities of that Representative in the meeting for which they were designated a Proxy.
- b. To designate a Proxy, the Representative shall provide notice to the Executive Committee twenty-four (24) hours prior to the meeting for which the Proxy is required; this notice will, at a minimum, include the contact information of the designated Proxy.
- c. Failure to notify the Executive Committee, or notification after the deadline, will invalidate the Proxy and count as an absence of the Representative; the Executive Committee may, at its discretion, waive this notification of requirement.

Article V Powers and Duties

A Executive Officers

1 President

- a. Shall faithfully execute all acts of the Council in accordance with the Governing Documents.
- b. Shall enforce the Bylaws of the Graduate Student Government.
- c. Shall be the representative of the GSG to the administration of Colorado School of Mines, to the Board of Trustees of Colorado School of Mines, to the City of Golden, and to the Colorado Legislature.
- d. Shall serve on, or send a representative to, the committees, boards, and legislative bodies of which the President is a member.
- e. Shall nominate or appoint, as appropriate, students to serve on university committees and boards with advice and consent from the Council.

- f. Shall forward to the President of the University, Provost, and Vice President of Student Life the names of students nominated to serve as members of the standing committees of the General Faculty and Presidential Standing committees as provided in established University policy.
- g. Shall have the power to form ad-hoc committees and may assign the members of such committees.
- h. Shall have the authority to nominate ad-hoc officers, with the advice and consent of the Council.
- i. Shall at each meeting of the Graduate Student Government, give information on the state of the University, the Graduate Student Government, and Graduate Student Body, and recommend to their consideration such measures necessary and expedient.
- j. Shall chair the Executive Committee and organize meetings of the Executive Committee at least twice a month.
- k. Shall meet with the President of the Colorado School of Mines, Provost, and Vice President of Student Life at least once per semester.
- l. Shall meet with the Dean and Assistant Dean of Graduate Studies and the Dean of Students at least once per month.
- m. Shall serve as the GSG representative to Faculty Senate.
- n. Shall preside over all business meetings of the GSG.
- o. Shall perform such other duties as the Council may assign.

2 Vice President

- a. Shall monitor all internal and external operations of the Graduate Student Government as defined by the President.
- b. Shall determine, and at their discretion, formally call all regular meetings of the Graduate Student Government when in session.

- c. Shall call and make known any Special meeting of the Graduate Student Government upon the request of the President of appropriate petition.
- d. Shall act as chairperson of the Graduate Research and Discovery Symposium Planning Committee.
- e. Shall assist the President with assigned responsibilities.
- f. Shall preside over all business meetings of the Council in the absence of the President.
- g. Shall perform such other duties as the Council may assign.

3 Secretary

- a. Shall coordinate with the Office of Graduate Studies to maintain a record of the activities of the Graduate Student Government.
- b. Shall record the minutes of each meeting of the Graduate Student Government and the Executive Committee, file them, and make them available for public review.
- c. Shall compile reports from the Executive Officers and committee chairpersons.
- d. Shall assist the Office of Graduate Studies with the Graduate Student Handbook.
- e. Shall maintain or delegate the maintenance of the Graduate Student Government website.
- f. Shall serve as the GSG representative to the Undergraduate Student Government.
- g. Shall notify the Council and Graduate Student Body of upcoming business meetings.

- h. Shall perform such other duties as the President and Council may assign.

4 Treasurer

- a. Shall manage the allocation of travel grants.
- b. Shall work with whoever holds the official Graduate Student Government credit card to manage the Graduate Student Government budget.
- c. Shall work with the Office of Graduate Studies to manage the Graduate Student Government budget.
- d. Shall prepare a budget for approval by the Council.
- e. Shall receive and receipt all moneys that are due to the GSG.
- f. Shall perform such other duties as the President and the Council may assign.

5 Social Programs Director

- a. Shall be responsible for planning and coordinating programs and events that benefit the graduate student community.
- b. Shall assist with coordinating social events for the Graduate Research and Discovery Symposium.
- c. Shall chair the Social and Outreach Committee.
- d. Shall organize two barbecues for the Graduate Student Body; one at the beginning of the academic year, and one at the conclusion of the academic year.
- e. Shall organize a monthly Graduate Student social as the budget permits.
- f. Shall perform such other duties as the President and the Council may assign.

6 Academic Affairs Director

- a. Shall act as chairperson of the Graduate Experience and Mentoring Committee.
- b. Shall meet twice per semester with the Career Center.
- c. Shall serve as the GSG representative to Graduate Council.
- d. Shall serve as the GSG representative to the Colorado School of Mines Alumni Association Board of Directors.
- e. Shall assist with coordinating workshops and programs for the Graduate Research and Discovery Symposium.
- f. Shall organize at least two workshops per semester.
- g. Shall serve as one of the representatives to the Student Conduct Appeal Board.
- h. Shall maintain or delegate the maintenance of graduate thesis template(s) in coordination with the Office of Graduate Studies.
- i. Shall serve as the Council adviser on parliamentary procedure.
- j. Shall perform such other duties as the President and the Council may assign.

7 Equity Chair

- a. Shall act as the chairperson for the Graduate Student Government Diversity, Diversity, Equity, and Inclusion (DEI) Committee.
- b. Shall ensure the policies, actions, and communications of the GSG are inclusive of underrepresented groups.
- c. Shall serve as one (1) of two (2) GSG representative to the Colorado School of Mines Campus Culture committee.

- d. Shall serve as the GSG representative to the Colorado School of Mines Multicultural Engineering Program.
- e. Shall meet with the Vice President of Student Life and the Dean of Students at least once per semester.
- f. Shall meet with the Colorado School of Mines Presidential Faculty Fellow for Access, Attainment & Diversity at least twice per semester.
- g. Shall introduce and maintain initiatives to improve inclusive hiring practices, campus culture, and retainment.
- h. Shall perform such other duties as the President and the Council may assign.

8 International Student Officer

- a. Shall serve on the GSG DEI Committee.
- b. Shall serve as one (1) of two (2) GSG representative to the Colorado School of Mines Campus Culture committee.
- c. Shall act as chairperson of the GSG International Students Committee.
- d. Shall ensure the policies, actions, and communications of the GSG are inclusive of international students.
- e. Shall meet with the International Student Services Office and the Office of International Programs/Office of Global Education at least once per semester.
- f. Shall perform such other duties as the President and the Council may assign.

B Representatives

- a. Representatives must attend GSG business meetings or designate a Proxy to serve in their stead (See Article IV. H. 3 and Article IV. H. 4).

- b. Representatives are required to participate in at least one GSG standing committee per year (two semesters).
- c. Representatives are required to participate in at least one external committee per year (two semesters), unless participating in the Graduate Research and Discovery Symposium Planning Committee.
- d. Representatives shall report on meetings in a timely fashion to constituents and communicate with constituents to maintain knowledge of graduate student needs and desires.
- e. Representatives shall participate in GSG functions, events, and committees, and encourage constituents to participate.
- f. Representatives shall act as the ombudsman for the members of the Graduate Student Body in their department/division/program.
- g. Representatives shall meet at least one (1) time per semester with their respective department/division/program head.
- h. If a voting member is unable to fulfill their responsibilities, they shall find a replacement to fill their position.
- i. Failure to meet these obligations, at the discretion of the Executive Committee, shall render students of the Representative's department/division/program ineligible for awards at the GSG Graduate Research and Discovery Symposium.
- j. Failure to meet these obligations shall, at the discretion of the Executive Committee, render students of the Representative's department/division/program ineligible to participate in GSG grant and fellowship programs for one semester.

Article VI Committees

A Standing Committees

These committees are permanently established and may be composed of voting members of the Graduate Student Government and graduate students at-large.

1 Executive Committee

Purpose. The Executive Committee shall act on behalf of the GSG when the GSG is not in session. It shall also coordinate the work of and provide guidance to graduate student members of university governance committees of the Graduate Student Government.

Chair. The President of the Graduate Student Government.

Members. The eight (8) Executive Officers, as detailed in Article V. A.

2 Graduate Research and Discovery Symposium Planning Committee

Purpose. The Graduate Research and Discovery Symposium Planning Committee shall be responsible for the organization and operation of an annual research conference/symposium showcasing research performed by the Graduate Student Body of the Colorado School of Mines.

Chair. The Vice President of the Graduate Student Government.

Members. The Vice President, Social Programs Director, and Academic Affairs Director of the Graduate Student Government, as well as a minimum of two additional members.

3 Diversity, Equity, and Inclusion (DEI) Committee

4 International Students Committee

B Ad Hoc and Other Committees

These committees are temporarily established for a special purpose or to complete a particular task and may be composed of members of the Graduate Student Government and graduate students at-large. The President shall create ad-hoc or other committees as deemed necessary or upon majority vote of the Graduate Student Government.

C Quorum

A quorum for Graduate Student Government committee meetings is a majority (1/2) of the committee membership. Committees shall schedule their meetings so that their members may attend. The Chair shall recommend dismissal of a committee member to the Executive Committee for failure to attend two consecutive meetings without sufficient reason.

D Documentation

Standing and other committees shall meet at least once a month during the Fall and Spring semesters. They shall elect a Secretary who shall keep records of the decisions made in each meeting and provide such records to the Executive Committee within seven days of the conclusion of each meeting.

E University Committees

The GSG reserves the right to appoint representatives on behalf of the Graduate Student Body to serve on institutional committees, boards, associations, and organizations (pursuant to Article V. A. 1). These appointments include, but are not limited to:

- a. Two representatives to the Technology Fee Committee.
- b. One representative to the Calendar Committee.
- c. Three representatives to the Student Conduct Appeals Board.
- d. One representative to the Faculty Senate.
- e. Two representatives to the President's Committee on Diversity.
- f. One representative to the Parking Advisory Committee.
- g. Two representatives to the Student Health Insurance Plan (SHIP) Appeals Committee.
- h. One representative to the Sustainability Committee.

- i. One representative to the Leadership Committee.
- j. One representative to the Faculty Awards Committee.

Article VII Meetings

A Calling of Meetings

Meetings of the members of the GSG may be held at any time upon the call of the President or Vice President, or any three or more members of the voting members of the Graduate Student Government. Business of the GSG may not be transacted during official social functions of the GSG or the School, although such functions meeting the aforementioned minimum attendance are considered full meetings of the GSG.

B Rules of Order

The Graduate Student Government adopts as its main rules of order the most recent edition of the Robert's Rules of Order.

C Quorum

Two thirds (2/3) of the current voting members (see Article IV. B) of the GSG shall constitute a quorum for the transaction of business, but less than a quorum may adjourn any business meeting. Quorum may not drop below 5 of the voting members of the Council. The President may be counted for quorum, but may vote only under the provision for the President as a voting member (see Article V. A. 1).

D Veto Power

Any action taken at a business meeting of the GSG may be vetoed by the President of the GSG, but a veto by the President may be overridden by a three-fourths (3/4) vote of the Council.

Article VIII Officer Elections

A Elected Positions

The internally elected positions of the Graduate Student Government are the President, Vice President, Secretary, Treasurer, Social Programs Director, Academic Affairs Director, Equity Chair, and International Students Director are voted upon by the Council. Officers cannot also be Representatives.

1 Term Limits

- a. A term is one calendar year, beginning when the position takes office.
- b. No officer shall serve in the same Office for more than two terms, nor shall any officer hold more than one Office at a time.

B Elections

Elections shall be held by the Council once a year at the last business meeting of the Council of the Spring semester. The call for nominations shall be announced and open for four weeks prior to elections and shall take place at business meetings of the Council. The offices of President, Vice President, Secretary, Treasurer, Academic Affairs Director, Social Programs Director, Equity Chair, and International Students Director shall be selected by a majority vote of the sitting Council and shall take office starting Summer I.

Article IX Unlawful Discrimination Policy

The Graduate Student Government of the Colorado School of Mines confirms its support of the principles and practices of nondiscrimination and equality regardless of race, religion, sex, age, sexual orientation, or physical handicap, in its employment and in all of its programs, activities, and opportunities available to its members, except where allowed by law (20 USC §1681(a)(6)(A)).

All actions and policies of the Graduate Student Government shall conform to the policies of the Board of Trustees and State and Federal Laws, such as 20 USC §1681.

Article X Amendment Process

These bylaws may be amended in whole or in part, at any time, by two-thirds (2/3) majority vote of the Council, provided such an amendment has been submitted to the Council in writing at least one week before the vote.