

Bylaws

Graduate and Professional Student Senate

University of Southern California

<http://www.usc.edu/org/gpss/bylaws.htm>

SECTION 1

DUTIES OF THE EXECUTIVE BOARD

1.1 All Executive Board Officers

- Hold at least three office hours per week.
- Attend all scheduled Executive Board meetings.
- Attend all scheduled Senate meetings (see section 1.1a).
- Report to the Executive Board.
- Support GPSS social events and community service events.
- Support and participate in University-wide, Administrative, and GPSS committees as appropriate.
- Represent and advocate the interests of graduate and professional students.
- Become familiar with Robert's Rules of Order, GPSS Constitution, and Bylaws.
- May PRO and CON a candidate but cannot make a SECONDING Statement during elections.
- Serve as ex officio members at Senate meetings.

1.1a

The Executive Board is empowered to withhold the stipends of Executive Board members that fail to attend two Executive Board meetings in any given month. If an Executive Board member fails to attend a second consecutive Executive Board meeting in a given month, their stipends will be withheld until the member attends an Executive Board meeting. Likewise, if any Ex Officio Executive Board member fails to attend two Executive Board meetings in any given month (or any one Senate meeting), the Executive Board is empowered to contact the University department which has appointed the Ex Officio member to GPSS with concern.

1.1b

Ex Officio Executive Board member, Graduate Student in Residence (GSIR)

The GSIR is the representative of the USC graduate and professional student body who acts within the Graduate School as an ombudsman for students' rights and concerns on the University Park and Health Science Campuses. The GSIR serves as a channel of communication regarding student concerns between GPSS, the Graduate School, and the broader University administration. The GSIR will attend at least one Executive Board meeting per month and all Senate meetings. The GSIR will read the minutes and stay abreast via contact with the executive board).

1.2 President & Chair

1.2.1 GPSS Duties

- Calls Executive Board meetings.
- Chairs the Executive Board meetings.
- Chairs the Senate meetings.
- Prepares the agenda for meetings of the Executive Board and the Senate.
- Manages the daily operations of the GPSS office.
- Represents GPSS to the University administration.
- Attends and participates in all University administrative committees.
- Coordinates efforts with the Graduate Student in Residence and HSC Chair.
- Coordinates efforts with the Undergraduate Student Government.
- Represents GPSS to external organizations, such as the State Legislature.
- Approves recommendations for appointments to University Wide Committees.
- Approves all communications on behalf of GPSS
- Manages the administrative funds and provides budgetary reports to the Finance Chair.

1.2.2 GPSS Committee Duties

In the event a GPSS committee (excluding Committees chaired by a GPSS Executive Board member) has not elected a new chair prior to Executive Board and Senator transitions, the President, Vice President, and Elections and Recruitment Chair will designate a Committee Chair. When the Committee is fully constituted, they are empowered to elect a Chair of the Committee.

- The President/Chair is also the Chair of the GPSS Alumni Relations Committee.

1.3 Vice President

1.3.1 GPSS Duties

- Acts as Chief of Staff to the President.
- Chair Executive Board and Senate meetings should the President be unable to attend.
- Follows up on pertinent graduate and professional student issues.
- Assists President with reports, administrative letters, press releases, etc.
- Updates the Executive Board on national graduate/professional student issues.
- Updates the GPSS Bylaws and Constitution as required.
- Serves as liaison to the Undergraduate Student Government
- Assists the President and Elections and Recruitment Chair in forming University committees.
- Assists in maintaining contacts between Executive Board members.
- Completes any other activities deemed appropriate by the Executive Board.
- Serves as the contact person for graduate student bodies at other universities, including the National Association of Graduate and Professional Students if applicable.
- Assists the President with policies, issues, and executive meetings.

1.3.2 GPSS Committee Duties

In the event a GPSS committee (excluding Committees chaired by a GPSS Executive Board member) has not designated a new chair prior to Executive Board and Senator transitions, the President, Vice President, and Elections and Recruitment Chair will designate a Committee Chair. When the Committee is fully constituted, they are empowered to elect a Chair of the Committee.

- Monitors the process of all Standing and Ad Hoc Committees.
- Serves as liaison between all Committees and the Executive Board.
- Chairs the Committee Round Table Meetings.
- Monitors the Committee Support Fund and approves Committee Support Fund expenditures with the advisement of the Finance Chair.
- Coordinate office hours of non-Executive Board Committee chairs
- Chairs the Judiciary Committee

1.4 Finance Chair

1.4.1 GPSS Duties

- Supervises preparation of annual GPSS budget.
- Distributes funds to departmental organizations.
- Monitors and oversees the use of GPSS funds.
- Makes recommendations regarding the appropriate use of the Graduate Programming Fee.
- Summarizes the previous month's disbursements and receipts at each regular meeting of the Senate.
- Conducts orientation sessions during the Fall and Spring semesters for eligible graduate and professional student organizations seeking GPSS recognition.
- Evaluates and approves all budgetary reports from the executive board.
- Maintains a listing of all recognized graduate and professional student organization.

1.4.2 GPSS Committee Duties

- Chairs the Finance Committee.
- Monitors the Committee Funds and approves Committee Fund expenditures with the advisement of the Vice President.

1.5 Elections and Recruitment Chair

1.5.1 GPSS Duties

- Assists the Senate with the election of new Senators for their Department.
- Serves as a liaison between the Executive Board and the Senators
- Conducts Executive Board elections before the end of the Spring semester.

- Distributes GPSS recruitment material in all graduate and professional student orientation packets and to continuing students.
- Recommends students for appointment to University-wide Committees.
- Assists in the formation of departmental and school-based graduate and professional student organizations.
- Communicates on a regular basis with all students serving on University nonacademic committees and coordinates feedback to the Senate.
- Acts as Parliamentarian for all Senate meetings according to Robert's Rules of Order.
- Maintains attendance record of graduate and professional student organizations at all Senate meetings.
- Reports any graduate and professional student organizations in bad standing to the Finance Chair.
- Assists graduate and professional student organizations in the University recognition process.
- Manages the elections fund and provides budgetary reports to the Finance Chair.

1.5.2 GPSS Committee Duties

- Chairs the Elections and Recruitment Committee.
- Chairs the GPSS Alumni Relations Committee.
- Recruits for the GPSS Standing and Ad Hoc Committees.

1.6 Social Programming Chair

1.6.1 GPSS Duties

- Coordinates, plans, and organizes all GPSS social events.
- Provides regular reviews of events.
- Coordinates with the Communications and Public Relations Chair in advertising of events.
- Acts as liaison to undergraduate Program Board.
- Coordinates closely with the Finance Chair in monitoring the use of funds designated for graduate programming purposes.
- Facilitates joint programming.
- Assists individual departments and schools with their programming needs.
- Manages the Social Program Fund and provides budgetary reports to the Finance Chair.

1.6.2 GPSS Committee Duties

- Co-chairs the Social Programming Committee with the Community Service and Special Events Chair.

1.7 Community Service and Special Events Chair

1.7.1 GPSS Duties

- Plans and coordinates ongoing GPSS community service events.
- Serves as liaison to the Volunteer Center and USC Civic and Community Relations.
- Keeps track of non-GPSS graduate and professional student community service events on all USC campuses and generates an annual report of these activities.
- Facilitates communications between student organizations to plan joint community service events.
- Coordinates with the Communications Chair and Public Relations chair to advertise special events.
- Coordinates efforts with the HSC Chair to support community service outreach programs through the Health Sciences Campus Governing Council.
- Participate in University-wide committees relating to community research.
- Plans GPSS special events including, but not limited to: End of the Year Banquet, Fall and Spring Semester Executive Board retreats, and Graduate Advisor Luncheon.
- Manages the Community Service and Special Events Chair funds and provides budgetary reports to the Finance Chair.

1.7.2 GPSS Committee Duties

- Co-chairs Graduate Programming Committee with Social Programming Chair utilizing the diverse expertise of USC graduate and professional programs.

1.8 Communications Chair

1.8.1 GPSS Duties

- Manages and updates the GPSS web site & calendar.
- Manages and updates the GPSS General Listserv.
- Composes, distributes, updates, and monitors a weekly newsletter of GPSS announcements and information of interest to graduate and professional students via the GPSS General Listserv.
- Ensures all active Senate members are registered to the GPSS General Listserv.
- Assists in producing GPSS publications.
- Facilitates communication between GPSS Senate members and their constituents.
- Takes minutes at all Executive Board and Senate meetings.
- Assists Ad Hoc Committees as needed.
- Coordinates with the Elections and Recruitment Chair to maintain current listing of Senators on the GPSS website.
- Manages the Communications Chair funds and provides budgetary reports to the Finance Chair.

1.8.2 GPSS Committee Duties

- Assists Ad Hoc Committees as needed.

1.9 Academic Affairs Chair

1.9.1 GPSS Duties

- Represents GPSS on appropriate academic based University administrative committees.
- Coordinates communication efforts with the Communications Chair and the Public Relations Chair.
- Communicates/coordinates actions, reports and feedback on committee actions on a regular basis with all students serving on University academic committees.
- Represents the academic concerns of graduate and professional students to the appropriate administrators
- Plans and coordinates ongoing GPSS Academic Programming Events
- Collect information and generate an annual report on all non-GPSS graduate and professional student academic development events on all USC campuses.
- Coordinate efforts with HSC Chair to support academic outreach programs through the HSC Governing Council.
- Provides regular review of academic events
- Assists individual departments with their academic programming needs.
- Ensures career development and interdisciplinary concerns are addressed through advocacy and events.
- Manages Academic Affairs Fund and provides budgetary reports to the Finance Chair.

1.9.2 GPSS Committee Duties

- Chairs the Academic Affairs Committee.

1.10 Public Relations Chair

1.10.1 GPSS Duties

- Acts as liaison between GPSS and USC publications and advertisements such as the Daily Trojan and Trojan Vision.
- Ensures all vital graduate and professional student issues are covered or addressed appropriately.
- Completes press releases as appropriate on graduate and professional student and GPSS activities and accomplishments.
- Coordinates publicity efforts with other Executive Board members on upcoming events.
- Updates the Executive Board on University news, events, and pertinent information.
- Responsible for purchasing GPSS promotional materials.
- Coordinates banner space and display cases to promote GPSS.
- Manages the Public Relations Fund and provides budgetary reports to the Finance Chair.

1.10.2 GPSS Committee Duties

- Co-chairs the Publicity and Recruitment Committee with the Elections and Recruitment Chair.

1.11 Health Sciences Campus Chair

- Attends GPSS Executive Board meetings.
- Attends regular meetings with GPSS President.
- Serves as a liaison between UPC and HSC graduate and professional students.
- Conducts advocacy efforts to improve campus life for HSC students.
- Serves as the representative for the Health Sciences Campus and its graduate and professional organizations to GPSS.
- Calls, chairs and prepares agendas for weekly GPSS HSC Governing Council meetings.
- Coordinates the daily operations of the GPSS HSC Office and GPSS HSC Governing Council.
- Represents GPSS HSC Governing Council to the HSC administration.
- Attends and participates in all HSC administrative committees.
- Approves all communications on behalf of HSC Governing Board.
- Coordinates election and recruitment efforts for HSC students with the GPSS Elections and Recruitment Chair.
- Completes any other activities deemed appropriate by the Governing Board.

1.11.2 GPSS Committee Duties

- Chairs the Health Sciences Campus Concerns Committee.
Calls HSC ad-hoc committees and appoints chairs as deemed appropriate by the Governing Council.

1. 12 Campus Affairs Chair

1.12.1 GPSS Duties

- Addresses graduate and professional students' concerns regarding the non-academic aspects of their tenure at USC. This includes, but is not limited to, issues concerning campus safety, health insurance, career services, USC Transportation, USC Housing, USC Hospitality, student parents, and recreational/social needs.
- Represents GPSS on appropriate non-academic based University administrative committees (for example Executive Campus Center Committee, Safe Communities Risk Control Task Force)
- Represents the non-academic concerns of graduate and professional students to the appropriate administrators
- Coordinates advocacy efforts closely with the President, Vice-President and the HSC Chair.
- Provides detailed reports about meetings with administrators and about non-academic based University administrative committees to the President

- Communicates and coordinates with all students serving on University non-academic committees on a regular basis.
- Serves as liaison with the Department of Public Safety (DPS), the Office of Environmental Health and Safety within Career and Protective Services, Recreational Sports, Undergraduate Student Government Campus Affairs Committee, the GPSS members of the Provost's Graduate Advisory Committee, Recreational Sports, and the University Student Health Advisory Committee.

1.12.2 GPSS Committee Duties

- Chairs the Campus Affairs Committee.

1.13 Fundraising Chair

1.13.1 GPSS Duties

- Serves as a liaison with USC Alumni Association, USC Alumni, and other potential donors.
- Creates initiatives and campaigns to generate money for GPSS, including but not limited to the GPSS Endowment Fund and other GPSS funding initiatives as necessary.
- Coordinates fundraising efforts with the President and the Alumni Relations Committee to determine appropriate strategies for increasing campaign giving and donations.
- Collaborates with the Public Relations Chair to generate promotional matters to send to USC Alumni, Corporate Sponsors, and other potential donors.
- Collaborates with the USC Alumni Association to develop a culture, amongst graduate and professional student, of giving to the University with the hopes that this practice will persist after they have become USC Alumni.
- Maximizes usage of the USC Alumni Listserv to solicit financial contributions for GPSS.
- Determines annually the appropriate fundraising or sponsorship goal and works with the Alumni Relations Committee to reach the pre-set goal...

1.13.2 GPSS Committee Duties

- Works with the President in guiding the Alumni Relations Committee.

SECTION 2

DUTIES OF THE HSC GOVERNING COUNCIL

2.1 All GPSS HSC Governing Council Officers

- Hold three office hours per week in the GPSS HSC Office with the exception of the HSC Public Relations Chair. The Public Relations Chair is required to hold one office hour per week.
- Attends all scheduled GPSS HSC Governing Council and GPSS Senate meetings.
- Reports to the GPSS Executive Board and HSC Governing Council.

- Coordinates with GPSS Finance chair to ensure the financial needs of the HSC student body are met and inter-campus correspondence is conducted efficiently.
- Supports GPSS advocacy and social, community service and academic events.
- Supports and participates in HSC-wide, Administrative, and other HSC committees as appropriate.
- Represents the interests of HSC graduate and professional students.
- Becomes familiar with Robert's Rules of Order and the GPSS Constitution and Bylaws.
- May PRO and CON a candidate, but cannot make a SECONDING Statement during elections.
- Serves as an ex officio member at GPSS Senate meetings.

2.1a The HSC Governing Council

The GPSS HSC Governing Council is the representative student organization of the HSC graduate and professional student body. The council shall consist of the HSC Chair, HSC Operations Chair, HSC Programming Chair, HSC Public Relations Chair, and HSC Concerns Committee Co-Chair. They advocate for HSC students' rights and concerns. The GPSS HSC Governing Council serves as a channel of communication via the HSC Chair regarding student concerns for HSC students. The GPSS HSC Governing Council will attend all Senate meetings, but only the HSC Chair will make reports to the Senate. Only the HSC Chair will serve on the GPSS Executive Board.

2.2 HSC Operations Chair

2.2.1 GPSS Duties

- Acts as a liaison with the GPSS Finance, Public Relations, Communications, and Elections and Recruitment Chairs to help promote GPSS activity, funding, and leadership opportunities on HSC.
- Manages and updates the HSC section of the GPSS web page in conjunction with GPSS Communications Chair.
- Manages the HSC-specific advertisement of programs in collaboration with the GPSS Communications Chair and HSC-based Senators.
- Oversees the efficient conduct of inter-campus correspondence.
- Coordinates with the GPSS Elections and Recruitment Chair to maintain current listing of HSC Senators on the GPSS website.
- Coordinates GPSS HSC Governing Council publicity efforts for HSC student body.
- Promotes GPSS HSC Governing Council advocacy, social, community service, academic, and all other events to the HSC student body.
- Solicits, collects, and organizes central electronic database of information relevant to HSC students.
- Maintains comprehensive dynamic list of HSC listserves, student affairs staff, Trojan services staff, and other contacts relevant to students and makes this information available on the HSC section of the GPSS website.
- Ensures interested HSC students are registered with the GPSS Listserv.
- Assists in producing GPSS HSC Governing Council publications.

- Manages the HSC Chair fund and provides budgetary reports.
- Negotiates, organizes, and advertises the Bally's fitness deal.

2.2.2 GPSS Committee Duties

- Takes minutes at all Governing Board and HSC Concerns Committee meetings.
- Assists Ad Hoc Committees as needed.

2.3 HSC Programming Chair

2.3.1 GPSS Duties

- Acts as a liaison between the GPSS Social Programming, Academic Affairs, Community Service and Special Events Chairs and GPSS Committees, to ensure collaboration with events.
- Coordinates, plans, and organizes all committee, social, community service and academic events for the HSC student body.
- Works with the HSC Concerns Committee, HSC Governing Council, and any other relevant committee in developing events for HSC student body.
- Provides regular reviews of events to HSC Governing Council.
- Coordinates with the HSC Operations Chair to promote HSC events.
- Manages the HSC Programming Fund and provides budgetary reports to the GPSS Finance Chair.
- Collaborates with the Finance Chair in monitoring the use of funds designated for graduate programming purposes.
- Facilitates joint programming with HSC departments and organizations.
- Assists HSC individual departments and organizations with their programming needs.

2.3.2 GPSS Committee Duties

- Assists Ad Hoc Committees as needed.

2.4 HSC Public Relations Chair

2.4.1 GPSS Duties

- Distributes GPSS recruitment material in HSC graduate and professional student orientation packets and attends HSC school/department orientations on behalf of the Elections and Recruitment Chair.
- Coordinates and distributes all promotional activities and products for HSC student body with GPSS Public Relations Chair.
- Produces GPSS HSC Governing Council publications, including the GPSS monthly newsletter.
- Attends, helps coordinate and assists in all GPSS HSC events.
- Coordinates GPSS HSC Governing Council publicity efforts for HSC student body.
- Assists the HSC programming chair with planning and coordinating of events.

- Distributes advertising material for GPSS HSC events throughout the HSC campus.
- Holds 1 hour/week of office hours on the HSC campus GPSS office.
- Responsible for office duties such as photocopying, posting fliers, etc.

2.4.2 GPSS Committee Duties

- None.

SECTION 3 GPSS COMMITTEES

3.1 Duties of Standing Committee Chairs

- Calls, organizes, chairs and prepares agenda for regularly scheduled committee meetings.
- Reports monthly to the Vice President, outside of regularly scheduled committee roundtable discussions.
- Creates and develops goals and objectives for their committees.
- Submits semester goals to the Vice President at the beginning of the semester.
- Obtains approval from the Vice President before engaging in communication on behalf of GPSS.
- Attends GPSS Committee retreats, training sessions and roundtable discussions and Senate meetings, refer to Section 3.4.3
- Attends monthly Senate meetings and monthly roundtable discussions (time to be appointed by the Vice President).
- Represents and advocates interests of their committees.
- Networks with HSC Governing Council and other satellite campuses.
- Facilitates advocacy, programming, communication and recruitment objectives for their committees.
- Coordinates committee financial requirements with the Finance Chair and Vice President.
- Supports and promotes GPSS social, academic, community service and special events.
- Completes task assignments such as research reports on relevant topics deemed by the Executive Board.
- Becomes familiar with Robert's Rules of Order, GPSS Constitution and Bylaws.

3.1a Duties of Non-GPSS Executive Board Member Committee Chairs

- Complete all duties listed in 3.1 (description above).
- Hold one office hour per week.
- Maintain a minimum of at least three people involved with their committees.

3.2 Committee Chair Descriptions

- Committees that are chaired by Executive Board members are Publicity and Recruitment, Finance, Judiciary, Graduate Programming, Campus Affairs, and Academic Affairs. The other committees are not chaired by an Executive Board member.

3.3 Committee Chair Elections

- Chairs will be elected from within their committees at the end of the spring semester. Chairs must be elected by the second week in April. Newly elected chairs will be presented and confirmed by the GPSS Executive Board; once confirmed, they must uphold the duties of a committee chair.
- If committees are unable to elect a new chair by the above deadline then the GPSS President, Vice President and Elections and Recruitment Chair can appoint an Interim Chair until the Committee selects their own Chair.
- If a vacancy occurs, the committee elects a new chair and this new chair must also be presented and confirmed by the GPSS Executive Board.
- If a majority of the Committee or Vice President recommends removal of a current Committee chair then the Executive Board may vote to remove a Chair. Once removed, the Committee can elect a new chair or the Executive Board can appoint an Interim Chair.

3.4 Standing Committees

3.4.1 Academic Affairs

- The Academic Affairs Committee addresses the academic concerns of students on all USC campuses and acts in advisory capacity for GPSS on all related academic matters.
- The Committee is chaired by the GPSS Academic Affairs Chair.
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, addressing issues and concerns related to TAs and RAs, interdisciplinary studies, and academic development.
- This Committee will liaise with the GPSS members of the Provost's Graduate Advisory Committee, the campus Academic Initiative, the University's Information Services Division, the Academic Honors Assembly in Program Board, the Director of Academic Affairs for the Undergraduate Student Government, and the Academic Senate.

3.4.3 Finance Committee

- The Finance Committee maintains financial records and statistics on GPSS spending, and prepares the Annual Report.
- The Committee is chaired by the Finance Chair.
- Members of this committee consist of at least three graduate and professional student volunteers (excluding the Finance Chair).

- The responsibilities of this committee include, but are not limited to, making recommendations on finance requests and the development of activities on the part of GPSS-recognized graduate and professional student organizations and planning the following academic year's budget.

3.4.4 Graduate Programming Committee

- The Graduate Programming Committee plans social and community service events that benefit the constituents of GPSS.
- The Committee is co-chaired by the Social Programming Chair and the Community Service and Special Events Chair.
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, helping create and facilitate the GPSS programming chairs with their events and acting in an advisory capacity for graduate students putting on conferences, symposia, social events, and community service events.
- The Committee will liaise with the Volunteer Center, USC Community and Civic Relations, the Joint Educational Program, Program Board, and Spectrum.

3.4.5 Graduate Students of Color Network

- The Graduate Students of Color Network serves as a 'safe space' where graduate students of color can openly discuss issues that are of particular concern to them.
- The Committee is chaired by an active Committee member designated by the Committee.
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, building and sustaining community among graduate students and faculty of color, encouraging the building of coalitions with USC's surrounding communities, and encouraging graduate student of color participation in departmental, college-based, and university-wide organizations, activities, and events.
- The Committee will liaise with the Director of Minority Affairs of the Undergraduate Student Government and the relevant Program Board Assemblies (Latino Student Assemble, the Black Student Assembly, and the Asian Pacific American Student Assembly).

3.4.6 Health Sciences Campus Concerns Committee

- The Health Sciences Campus Concerns Committee serves student interests on the Health Sciences Campus and acts in advisory capacity for GPSS on all related matters.
- The Committee is chaired by the Health Sciences Campus Chair
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, planning events to benefit HSC student body, advocating on behalf of Health Science Campus constituents, and keeping the HSC student body informed of GPSS activities.
- The Committee will liaise with the HSC Governing Council and the HSC Student Affairs Committee.

3.4.7 International Scholars Committee

- The International Scholars Committee offers recommendations to enhance all aspects of the academic experience for international students and acts in an advisory capacity to GPSS on related matters.
- The Committee is chaired by an active Committee member designated by the Committee.
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, planning programs to promote interaction between international students and familiarizing them with USC and Los Angeles and advocating for University change on behalf of international students.
- The committee will liaise with the Office of International Services and the International Student Assembly of Program Board.

3.4.8 Judiciary Committee

- The Judiciary Committee interprets the GPSS Constitution, GPSS Bylaws, election procedures, or other rules and regulations including constitutionality of legislation.
- The Committee is chaired by the Vice President.
- Members consist of the Elections and Recruitment Chair as well as graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, monitoring GPSS elections and considering GPSS Constitutional and Bylaws changes.

3.4.9 Lesbian, Gay, Bisexual and Transgendered Concerns Committee

- The Lesbian, Gay, Bisexual and Transgendered Concerns Committee serves as the central voice for the LGBT graduate and professional student community while advocating and representing their needs.
- The Committee is chaired by an active Committee member designated by the Committee.
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, promoting the resources available and expanding those resources as needed to support graduate students, providing a 'safe space' for LGBT graduate students to voice concerns or questions in regards to USC policies or procedures, informing graduate students about future experiences they may encounter after graduation and housing events to foster community among LGBT graduate students
- The Committee will liaise with the LGBT Center and the LGBT Assembly of Program Board.

3.4.10 Publicity and Recruitment Committee

- The Publicity and Recruitment Committee strives to recruit, outreach and create campus-wide GPSS publicity strategies to inform graduate and professional students about GPSS involvement and advocacy opportunities.

- The Committee is co-chaired by the Publicity and Recruitment Chair and Elections and Recruitment Chair.
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, staying up-to-date with relevant campus promotion resources, upcoming events, and publicizing communications from GPSS to the general graduate and professional student body.
- The Committee will liaise with campus promotion entities such as the Daily Trojan, Trojan Vision, and El Rodeo, the USC News Service, and the Public Relations Chair of Program Board.

3.4.12 Committee for Gender Equity

- The Committee for Gender Equity serves as the voice of graduate and professional women at USC by working with administration to change policies affecting women and to discuss and publicize issues surrounding women.
- The Committee is chaired by an active Committee member designated by the Committee.
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, motherhood and its relation to graduate life and students' impending careers; prevention of violence against women, family leave, and discrimination/prejudice from academic community.
- The Committee will liaise with the Center for Feminist Research, the Women's Student Assembly of Program Board, and the Center for Women and Men.

3.4.13 Alumni Relations Committee

- The Alumni Relations Committee helps to provide the opportunities for graduate and professional students to meet and interact with USC GPSS Alumni that were formerly part of GPSS.
- The Alumni Relations Committee will collaborate with the USC Alumni Association to develop a culture, amongst graduate and professional student, of giving to the University with the hopes that this practice will persist after they have become USC Alumni.
- The Committee is chaired by the GPSS President and the Elections and Recruitment Chair.
- Members consist of graduate and professional student volunteers.
- The responsibilities of this committee include, but are not limited to, maintaining the GPSS Alumni database, organizing the traditional 'Arch Run' at the conclusion of the spring semester, maintaining an open and ongoing communication with the USC Alumni Association during their tenure at USC, promoting the culture of giving to the University as to increase the prestige of USC and the degree(s) the graduate and professional students pursue.
- This committee will liaise with the USC Alumni Association.

3.4.14 Campus Affairs Committee

- The Campus Affairs Committee addresses graduate and professional students' concerns regarding the non-academic aspects of their tenure at USC and serves as a means for students to bring concerns to the attention of GPSS.
- The responsibilities of this committee include, but are not limited to, monitoring and offering recommendations to enhance all aspects of campus safety, health insurance, career services, USC Transportation, USC Housing, USC Hospitality, student parents, and recreational/social needs to the benefit of graduate and professional students.
- Members consist of graduate and professional student volunteers.
- The Committee is chaired by the Campus Affairs Chair.

SECTION 4 GPSS FINANCES

4.1 GPSS Funding Policies

GPSS will be funded from the Graduate Programming Fee collected from graduate and professional students.

4.1.1 Honoraria

Honoraria will be no more than \$500.

Honoraria must be used solely for covering the compensation of the guest speaker or lecturer's service. Each Graduate Umbrella Organization will be eligible for no more than four honoraria for guest lecturers and other honorarium recipients per academic year.

4.1.2 Forfeiture of Organizational Funds

All Graduate Umbrella Organizations will receive three notifications from the Elections & Recruitment Chair prior to the recognition deadline, if the organizations have not been recognized during the Fall Semester.

Subsequent failure of Graduate Umbrella Organizations to obtain recognition in the Spring Semester will result in the forfeiture of student organizational funds.

4.1.3 Reallocation of Unused Graduate Student Organizational Funds

4.1.3.1 Un-Recognized Graduate Student Organizations

Unrecognized Graduate Umbrella Organizations whose funds have been forfeited will be reallocated by the Executive Board during the second week of February of the Spring Semester.

4.1.3.2 Recognized Graduate Student Organizations

Recognized Graduate Student Organizations that have not used any portion of their allocated student funding during the Fall Semester will receive notification of the availability of their funds from the Finance Chair by the end of the first week of the Spring Semester.

Recognized Graduate Student Organizations that have not used any student organizational funds during the Fall Semester will then be required to submit a notification, or “Intent to Use” form, to the Finance Chair outlining the organization’s intent to use its funding by the second week of February.

Failure to submit such notification to the Finance Chair by the second week of February will result in forfeiture of the organizational funds. The forfeited funds will then be reallocated at the discretion of the GPSS Executive Board in the week prior to the March Senate meeting.

4.2 Different Types of Funds Available

4.2.1 Organization Fund

This fund contains allocations for different departments and is allocated based on enrollment numbers. Half of the allocation is for the Fall term, while the remaining half is for the Spring term. Requests for these funds must follow the request process as outlined in Section 4.6.2. There is no formal approval process for using these funds and organizations are responsible for managing their use of these funds.

4.2.2 Joint Programming Fund

This fund promotes inter-school and campus-wide events (i.e., academic and social). To qualify an event for the joint programming fund two conditions must be met:

- At least two different graduate umbrella organizations must co-sponsor the event with at least \$25 of their own organization funds consistent with Section 4.3.4.
- At least two different graduate student organizations must be actively involved in the planning and execution of the event. These graduate student organizations must be able to demonstrate, to the voting body, how the two co-sponsoring umbrella organizations are actively involved in the planning and execution of the event.

Requests for joint programming funds must follow the request process as outlined in Section 4.6.1. The request will be approved according to the approval process as outlined in Section 4.7.

4.2.3 Discretionary Fund

This fund promotes and funds non-GPSS events. To qualify for funds, the relevance to graduate and professional students must be justified. Requests for these funds must follow the request process as outlined in Section 4.6.1. The request will be approved according to the approval process as outlined in Section 4.7.

4.2.4 Volunteer Fund

This fund promotes and funds community-oriented, volunteer, and philanthropic events and programs for both individuals and organizations. These funds are not meant to be used as a direct monetary contribution to a fundraising campaign or event. Requests for these funds must follow the request process as outlined in Section 4.6.1. The request will be approved according to the approval process as outlined in Section 4.7.

4.2.5 Conference Travel Fund

This fund promotes and funds graduate students who present original work at professional conferences. This is the only fund operating in a reimbursement manner. There is a maximum reimbursement amount of \$500 per academic year during their tenure as a graduate student of USC. Please refer to the Travel Grant Form available in the GPSS office.

4.2.6 Program Board Fund

This fund promotes and funds USC Program Board events that are graduate and professional student oriented. To qualify for funds, the relevance to graduate and professional students must be justified. Requests for these funds must follow the request process as outlined in Section 4.6.1.

4.2.7 Sustainability Fund

This fund promotes and funds sustainability-oriented events targeting the USC campuses. To qualify for funds, the relevance to graduate and professional students must be justified. Requests for these funds must follow the request process as outlined in Section 4.6.1. The request will be approved according to the approval process as outlined in Section 4.7.

4.3 Eligibility

Please refer to the GPSS website at <http://www.usc.edu/org/gpss/> for further explanation of the recognition process and financing approval.

4.3.1 Recognized Groups

- Student Organizations. USC Recognition only. Student Organizations must be recognized by Student Affairs and a designated member (typically the President and/or Treasurer) of the organization must attend a GPSS finance orientation within a specific timeline. All student organizations must apply to be recognized every year (University policy). An example of Student Organization is the Society of Women Engineers.
- Graduate Umbrella Organizations (organizations with Senate representation). USC Recognition and GPSS Financing Approval. An example of a Graduate Umbrella Organization is the Engineering Graduate Student Association.

4.3.2 Eligible Events

- Conferences, seminars, retreats, workshops, recognition, social events, philanthropic events, and networking events are at the discretion of the GPSS Executive Board or GPSS Senate.
- Only planned programs with detailed cost breakdowns and vendor quotes will be considered.
- Only USC approved vendors can be used. Please contact Purchasing for USC approved vendors.
- Fundraising events are prohibited.
- Charging admission to a GPSS funded event is prohibited unless admission is used to defray event costs. Also, partners and children of USC graduate students must be treated with USC graduate student standing for admission charging purposes, i.e. if the event is free for USC graduate students, it must also be free for their partners and children.

4.3.3 Support

- Full or partial funding is never guaranteed. Requestors are expected to research and apply for additional funding sources.
- Funds run out as the year progresses, so it is in your best interest to apply for funds as early as possible.
- No reimbursements will be accepted or supported except in the case of Conference Travel Funding. Please refer to the Travel Grant Form available in the GPSS office.
- The maximum amount that can be approved is \$2500 per event. We require that you document that you are seeking additional funding in order to qualify for GPSS funding from discretionary, joint programming, and volunteer accounts. An example of additional funding is funding from your Graduate Umbrella Organization, Department, or School.
- Funding requests over \$1000 will not be accepted after the deadline prior to the last Senate meeting of the year. Funding requests less than \$1000 will not be accepted after the deadline prior to the last Executive Board meeting of the year. Meeting schedules can be found on the GPSS website.

4.3.4 Co-sponsorship

Graduate Umbrella Organizations (organizations with Senate representation) requesting funding from discretionary, volunteer, or joint programming accounts, must also co-sponsor the event using their own organization funds. At least two graduate umbrella organization must submit a co-sponsorship minimum of \$25.

4.3.5 Items that will not be funded

- Alcoholic beverages
- T-shirts - unless vital to the event

- Any miscellaneous amounts
- Reimbursements

4.4 Obligations of the Graduate Umbrella Organization/ Student Organizations and Funding Source

4.4.1 Graduate Umbrella Organization/ Student Organizations

- Communicate all pertinent information between the GPSS Senate or Executive Board and the organization and/or other applicants.
- Collect and disseminate all paperwork, methods of payment, and any other important materials for the organization or applicants.
- Support and promote your event by having a student representative from the organization applying for funds attend the Senate meeting when the proposal will be discussed (only for requests > \$1,000). If a representative is not present, the funding request will not be considered.
- Ensure that the logos of all funding sources are prominently displayed on all publications and promotional materials printed after the funding is approved. Also, one copy of advertising materials must be submitted to both the Public Relations Chair and the Communication Chair.
- Advertise admission charges for events clearly. The admission amount must be clearly advertised on all publication and promotional materials.
- Submit all receipts and invoices no later than 2 weeks after the event occurs. Receipts and invoices received after this deadline may not be funded.
- Return any unused funds to the funding source for a particular event. Unused funds may not be carried forward by the organization for use in future events and must be returned to the funding source(s).
- Adhere to funding guidelines. If guidelines are not followed, funding may be withheld.
- Document that you are seeking additional funding in order to qualify for GPSS funding from discretionary, joint programming, and volunteer accounts. An example of additional funding is funding from your Graduate Umbrella Organization, Department, or School.
- Remit total funding amount to GPSS if guidelines set forth by the Senate or the Executive Board are not adhered to by Graduate Umbrella Organizations or Student Organizations.

4.4.2 GPSS Finance Committee

- Communicates with the Graduate Umbrella Organizations/ Student Organizations in a timely manner.
- Makes the student Graduate Umbrella Organization/ Student Organization aware of its funding status as well as any conditional requirements as soon as possible.
- Completes all necessary paperwork on time and in accordance with University Policies.
- Considers the validity of a program on multiple factors and not solely based on its size or number of people that could realistically be expected to attend the program.
- Reserves the right to recommend rejection, full funding, or partial funding for any application.

4.4.3 Timeline

- For Senate Proposals. Allow at least 5 weeks for the approval process and generation of funds.
- For Executive Board Proposals. Allow at least 3 weeks for the approval process and generation of funds.

4.5 Required Documentation

4.5.1 Before Approval

- Complete a budget proposal.
- Complete a total line item budget with proposed GPSS-funded items identified.
- Obtain vendor quotes including vendor codes.
- Complete and return the Campus Activities Expense Request (CAER) Form.

4.5.2 After Approval

- If funding is in the form of a purchase order, pick up the purchase order from the GPSS office.
- Collect and submit all original invoices and receipts from all vendors.
- E-mail Communications Chair, Public Relations Chair, Social Programming Chair, and Community Service and Special Events Chair (whichever is/are appropriate) details of the event to be added to GPSS website and advertisements.

4.6 How to Request Funds

4.6.1 For Discretionary, Volunteer, Joint Programming Funds

- Completely fill out the GPSS Budget Proposal Form for the appropriate year and the Campus Activities Expense Report (CAER).
- Submit these forms to the GPSS office (HSH 100) on or before the appropriate deadline.
- Upon approval, a confirmation email will be sent to the requester by the Finance Chair detailing the amount of funding approved.

4.6.2 For Organization Funds

- Completely fill out the GPSS Budget Proposal Form for the appropriate year and the Campus Activities Expense Report (CAER).
- Submit both forms to the GPSS office (HSH 100) at least 3 weeks prior to the event for Executive Board voting and 5 weeks prior to the event for Senate voting.

4.7 Fund Approval Process for Discretionary, Volunteer, Joint Programming Funds

4.7.1 For fund requests that are LESS THAN \$1,000

- The Finance Committee will review requests and advise the Executive Board of their recommendation.
- The Executive Board will review the requests and vote based on a simple majority. Decisions are made at each meeting of the Executive Board.

4.7.2 For fund requests of \$1,000 or MORE

- The Finance Committee will review requests and advise the Senate of their recommendation.
- The Senate will vote on these requests based on a simple majority. Decisions are made monthly at the Senate meeting.

4.8 Tuition Remission

- A total of seventy units are to be paid to officers of the Executive Board.
 - President & Chair 4 units per semester.
 - Vice President 3 units per semester.
 - Finance Chair 4 units per semester.
 - Elections & Recruitment Chair 3 units per semester.
 - Social Programming Chair 3 units per semester.
 - Community Service and Special Events Chair 3 units per semester.
 - Communications Chair 3 units per semester.
 - Public Relations Chair 2 units per semester.
 - HSC Public Relations Chair 1 unit per semester.
 - Academic Affairs Chair 3 units per semester.
 - Health Sciences Campus Chair 3 units per semester.
 - Campus Affairs Chair 3 units per semester.
- A total of eight units are to be paid to chairs of committees that are not chaired by an Executive Board member(s).
 - These Committee Chairs will receive a stipend equivalent to one unit per semester to be paid on a monthly basis.
- A total of twelve units are to be paid to the HSC Operations Chair and HSC Programming Chair
 - HSC Operations Chair 3 units per semester.
 - HSC Programming Chair 3 units per semester.

4.9 GPSS Endowment

4.9.1 History

- The GPSS Endowment Funds were allocated on April 4th, 2005.
- The GPSS Endowment was established with the GPSS Endowment Funds in January 2008.

4.9.2 Management

- The GPSS Executive Board shall be the stewards of the GPSS Endowment.
- The GPSS Executive Board shall provide a brief report on the GPSS Endowment during the Fall Semester.
- Allocation of any portion of the interest generated from the GPSS Endowment shall be approved by a majority vote of the Senate with recommendation from the GPSS Executive Board.
- Any unallocated portion of the interest generated from the GPSS Endowment at the end of the academic year shall be used to further the growth of the GPSS Endowment.

SECTION 5 ATTENDANCE POLICY

5.1 Senate Member Obligation

- The Executive Board is empowered to withhold departmental and school program funds of recognized organizations that fail to attend two Senate meetings. If an organization fails to attend a second (or more) Senate meeting in a given academic year, their funds will be withheld until such organization attends a Senate meeting. A department or school with more than 1 Senator must have more than 50% of its Senator present in order to be recognized as attending the meeting.
- The Elections & Recruitment Chair shall issue a warning to any organization that misses a Senate meeting, stating that their funds shall be withheld if they miss a second Senate meeting.
- Senate representatives must designate a proxy to attend Senate and committee meetings in the event the regular representative(s) is unable to attend.

SECTION 6 SENATE DUTIES AND RESPONSIBILITIES

6.1 Senate Duties and Responsibilities

Each departmental and/or school representative to the Graduate and Professional Student Senate is obliged to undertake the following duties and responsibilities:

- Attends all Senate meetings.
- Obtains an electronic mail address from University computing services.
- Disseminates with due diligence all communications between GPSS and their department/school.
- Acts as a liaison between their department/school and GPSS.
- Actively pursues the interests of their department/school.
- Familiarizes self with their constituents and is accessible to them.
- Familiarizes self with GPSS Constitution and Bylaws.

6.2 Addition

In addition to the aforementioned obligations, each Senate Member is required to adhere closely to section 3.1 of the GPSS Constitution.