

GradGov Constitution

*The Official Constitution of the Graduate Student Government of
Georgetown University*



*Adopted April 2021,
as Amended November 2021*



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GRAD GOV



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GEORGETOWN UNIVERSITY GRADUATE STUDENT GOVERNMENT

Preamble

We, the graduate students of Georgetown University, in order to promote graduate student interests, represent graduate students before the faculty and administration of the university, and create opportunities for graduate students to develop professionally, socially, and academically, do decree and establish this constitution for GradGov, the Graduate Student Government of Georgetown University.

As a trusted body for representation, advocacy, and change, GradGov seeks to build, promote and maintain a healthy graduate community that is committed to learning, advancing professionally, and advocating for socially-responsible change. GradGov is characterized by a commitment to learning and knowledge, a celebration of diversity, compassion, and respect for academic freedom.

GradGov creates a forum for graduate students to find camaraderie, be well represented, and be heard. GradGov aims to become a respected advisor to faculty, staff, government, corporate, and non-governmental organizations for student perspective, advancement and recruitment.



Article I: Membership and Jurisdiction

§ 1. Membership

§§ A. All graduate students, whether part-time or full-time, matriculated in university sanctioned programs are constituents of the Graduate Student Government. This includes graduate students within the following Schools: Graduate School of Arts and Sciences, Edmund A. Walsh School of Foreign Service, McDonough School of Business, School of Nursing & Health Studies, McCourt School of Public Policy, Biomedical Graduate Education within Georgetown University Medical Center, and the School of Continuing Studies with the room for expansion as negotiated by the Executive Board with the advice and consent of the Senate.

§§ B. Membership of GradGov shall consist of at most 175 members, 11 Executive Board officers elected by the 150 Member Parliamentary Senate who were each elected by a constituency of graduate students. The President may also appoint Special Assistants who will be Executive members without voting rights.

§§ C. All members shall swear an oath on their first day in office.

§§§ 1. I, _____ [state your name] _____ do solemnly swear to support and defend the GradGov constitution, embody the values of Georgetown University, and represent all members of the graduate student body. I understand and freely set aside personal opinions for the benefit of the student body as a whole. I do so understanding that failure to embody these values is punishable by removal from my post.

§§§ 2. Members shall have the right to end their oath with “Hoya Saxas



§ 2. Jurisdiction

§§ A. Any matter that influences or affects any portion or whole of the graduate student body shall be considered within the competency of GradGov.

§§ B. GradGov shall nominate appropriate representatives to attend any and all administrative meetings, committees, or working groups that discuss issues of interest of or pertaining to the entire graduate student body.

§§ C. GradGov shall be responsible for overseeing graduate student referendums and surveys which shall be opened to the entire GradGov constituency.

§§ D. GradGov shall be the appropriate body for all graduate students to petition, inquire and discuss any and all issues pertaining to the graduate student body and experience.

§§ E. GradGov shall be responsible for the establishment and funding of Graduate Student groups.

§§ F. GradGov shall serve as the primary voice for graduate students in front of the Georgetown Board of Directors, the Provost, and the Dean of Graduate Students, and any other relevant member of Georgetown's Administration.

§§ G. GradGov shall make treaties with other student government organizations within and beyond GradGov's constituency to define the relationship between the organizations.



Article II: The GradGov Parliamentary Senate

§ 1. Composition

§§ A. The Senate shall consist of 100 Senators elected by their constituents at the beginning of each academic year.

§§ B. The Senate seats shall be allocated in order to best represent the interests of all students, programs, and Schools within GradGov's jurisdiction.

§§ C. Seat allocations will be determined the prior year by the Senate Leadership Committee or an ad hoc Senate-Executive Committee of special jurisdiction based on enrollment statistics from the Fall by using the following principles.

§§§ 1. Programs constituting at least 1% of the total population represented by GradGov shall receive at least one Senate seat reserved for their program.

§§§ 2. Programs constituting less than 1% of the total population represented by GradGov may be combined with programs of a similar subject matter by the Senate Leadership Committee, in order to best provide each School representation, but shall notify the program directors of each affected program and provide program directors with an opportunity to object and ask for reconsideration.

§§§ 3. Additional seats, beyond the first for each program, will be apportioned using the Equal Proportions method until 100 seats are allocated.

§§ D. The Senate shall receive the proposed composition of the next Senate no later than a week prior to the last Senate meeting and shall be provided with the opportunity to comment or propose amendments to the proposal to be voted on by the full Senate.

§§ E. Members elected to the Executive Board shall retain their Senate privileges for the following year.

§§ F. Any Senate Member on a Committee that remains active through the Summer may retain their Senate seat.



§§ G. Any Senate seat that is not filled in the Fall elections shall merit an inquiry from the Senate Leadership Committee, who may appoint an inclined student within that constituency or after an inquiry shall be empowered to appoint a Senator to that seat, as long as the Senator is from the same School as the seat is allocated for.

§§ H. Graduate programs which are entirely online may elect students to serve as non-voting Senate representatives, who can be granted voting status by the Senate Leadership Committee if there is an open seat allocated to their School.

§ 2. Duties

§§ A. The Senate shall elect, by majority vote, a President, Vice President, Director Of Communications, Director of Web Development and Technology, Director Of Groups, Director Of Advocacy, Director Of Programming, Director of Alumni Relations, and a Treasurer to serve as Executive Officers of GradGov. At least one member of the GradGov Executive Board must be a PhD student. At least one of these positions may be reserved for a 1st year student to be appointed by the President and confirmed by the next Senate.

§§ B. The Senate shall be responsible for approving GradGov's budget each year by a majority vote.

§§ C. Every Senator shall serve on at least one committee, such as, but not limited to, a standing Senate committee, a Senate-Executive committee, an ad hoc committee and or any other administrative committee regarding graduate student concerns and interests.

§§ D. Every elected Senator shall attend every Senate meeting or send a proxy, and in the event a Senator can not attend, notification shall be sent to the Vice President or Senate Leadership Committee beforehand.

§§ E. Every Senator shall swear the oath either at the swearing in ceremony or at their first Senate meeting.

§§ F. Every Senator shall be responsible for faithfully representing the issues of their constituents before the Senate and keeping their constituents informed on GradGov activities, events and advocacy.



§§ G. The Senate shall be responsible for establishing all graduate student referendums, and approving any student surveys conducted by GradGov.

§§ H. The Senate shall set their own Bylaws, vote on proposed Constitutional Amendments and the ratification of GradGov Treaties.

§§ I. Senators shall represent their constituents by serving as GradGov Senators from their swearing in until the last Senate meeting in the Spring, unless a Senator plans to run for reelection in the Fall, in which case they may serve through the Summer.

§ 3. Privileges

§§ A. Each Senator shall have one vote on all matters that come before the Senate for a vote.

§§ B. Senators may make procedural motions and vote on matters before the Senate.

§§ C. Senate members may propose agenda items to the Vice President before each Senate meeting.

§§ D. In the case that a GradGov Senator will be absent from a Senate meeting, the Senator shall have the power to choose a member in his/her department or program to act as a proxy for that meeting.

§§ E. Senators may request to represent GradGov in administrative meetings, committees, or working groups.

§§ F. Senators may request committees of interest and at any time may request transfers or to serve on additional committees.

§§ G. Senators are entitled to attend meetings virtually.

§§ H. Senators are entitled to Due Process from the Senate Leadership Committee.



§ 4. Meetings Schedule

§§ A. The Senate shall hold the swearing-in ceremony, orientation and induction session as scheduled by the Executive Board.

§§ B. The Senate shall convene at least once every month between September and April, with the addition of emergency sessions being called as necessary.

§§ C. The first Senate meeting shall be held as close as possible to the orientation and no later than the end of September.



Article III: The Executive Board

§1. Composition

§§ A. The executive power of GradGov shall be vested in the Executive Board consisting of a President, Vice President, Chief of Staff, Treasurer, Director Of Advocacy, Director Of Communications, Director of Web Development and Technology, Director Of Groups, Director Of Programming, Director of Alumni Relations and Director of the Interior.

§§ B. The President will be the first ranking officer of the Executive Board and the Senate and the chair of meetings of both bodies.

§§ C. The Vice President and the Chief of Staff will be the President's two principal deputies, with the Vice President acting as the leader of the Senate and the Chief of Staff as the leader of the Executive Board in the President's absence.

§§ D. The President or the Chief of Staff may assign duties and responsibilities to all other subordinate Executive Board officers as needed.

§§ E. The President or the Vice President may create ad hoc Senate committees as needed.

§ 2. Duties

§§ A. The Executive Board shall have primary responsibility for the implementation and execution of programs approved by the Senate, thus they are held accountable to the Senate for these purposes.

§§ B. The Executive Board is empowered to conduct the day-to-day operations of GradGov subject to review by the Senate.

§§ C. The Executive Board shall meet regularly to discuss the day-to-day business of GradGov, determine the best courses of action for the benefit of graduate students, and take necessary measures to execute those actions.



§§ D. The Executive Board shall send notice to the graduate student community about upcoming votes on elections, procedures, or major Constitutional Amendments at least one week in advance of the Senate meeting.

§§ E. The Executive Board shall call for Senate meetings at least once a month. The Board may call for a meeting outside of regular Senate meetings regarding extenuating circumstances.

§§ F. The Executive Board shall foster an environment that encourages Senators to participate in discussion and committee work.

§§ G. Each member of the Executive Board shall address the Senate periodically to update Senators on the work done by them and their committees on behalf of graduate students.

§§ H. Each member of the Executive Board shall actively communicate with and stand ready to assist graduate student representatives who are working on issues relevant to their duties.

§§ I. Officers of the Executive Board shall uphold the mission and values of GradGov in their public behavior.

§§ J. All Executive Board officers shall swear the oath in front of the Senate upon official Senate appointment.

§§ K. Each Executive Board member shall introduce themselves and briefly present their goals, agenda, and the roles of their Committees at the Senate orientation.

§§ L. Officers will serve one-year terms from April 15th following their election until April 14th of the following year.

§§ M. During the transition period — between Election Day and April 14th — the Executive Board officers shall prepare the incoming Executive Board officers through one on one meetings and transition memos.

§§ N. All members of the outgoing Executive Board shall attend the final Senate meeting led by the new members of the Executive Board.



§ 3. Privileges

§§ A. Officers of the Executive Board are ex officio members of the Senate and accordingly shall enjoy all the privileges of Senators with the following voting exceptions:

§§§ 1. The President shall have no vote, unless the Senate is equally divided, in which case the President shall cast the tie-breaking vote.

§§§ 2. The Vice President shall always have a vote, as the de facto leader of the Senate.

§§§ 3. The Chief of Staff shall have no voting privileges in the Senate.

§§§ 4. Directors of the Executive Board and the Treasurer who do not hold a corresponding Senate seat for their constituency may not cast votes.

§§§ 5. The Executive Board members with voting privileges may vote virtually but may not not assign their voting power to a proxy; any absentee votes by the Executive Board must be cast in writing.

§§ B. Directors of the Executive Board, and the Treasurer shall choose whether or not they wish to continue to fill their Senate seat if no candidate is found for a seat allocated to their constituency.

§§ C. Any Executive Board officer may elect to serve on any administrative committees or Senate-Executive Committees for which there are open seats.

§§ D. The Executive Board is entitled to a retreat, as planned by the President, to strengthen collaboration, productivity, and functionality and prepare to execute the agenda of GradGov.

§ 4. Compensation

§§ A. Officers of the Executive Board may receive compensation at the discretion of the University administration.



§§ B. Which officers of the Executive Board receive compensation and the amount received shall be determined by the University and shall correlate with compensation received by other similarly situated student government Executive Boards, especially GUSA.

§§ C. Compensation shall be distributed as a stipend, annually or semesterly and unrelated to hourly work of each Executive Board officer.

§§ D. Officers of the Executive Board shall not take GradGov funds as monetary compensation and any found to do so shall be subject to investigation from the Senate Leadership Committee or Senate at large.

§ 5. President

§§ A. The President shall serve as the primary liaison between GradGov and all other university and non-university bodies or representatives.

§§ B. The President shall appoint Senators, Executive Board officers or other qualified graduate students to all relevant administrative committees with graduate student seats to ensure that the Senate receives regular updates on committee activities.

§§ C. At every scheduled meeting of the Senate, the President shall be responsible for reporting any pertinent information learned in their official capacity.

§§ D. The President shall be responsible for seeing that the duties of all Executive Board officers, Senate-Executive Committees and ad hoc committees are carried out.

§§ E. The President shall act as Parliamentarian of GradGov. The President may delegate this responsibility as they see fit. [If the Senate elects a Senate Pro Tempore, the President should delegate the responsibilities of Parliamentarian of the Senate to the Senate Pro Tempore.](#)

§§ F. In the event that the President is unable to fulfill their duties, those responsibilities shall fall to the Vice President.



§§ G. If any Executive Board position is unfilled during the elected Executive Board term, the President may appoint an individual to the position. This appointment should be approved by a majority vote of the Senate at the next meeting.

§§ H. The President shall select a Chief of Staff candidate to support them in their duties during the transition.

§§ I. The President may appoint Special Assistants to the President with the advice of the E-Board.

§§§ i. A Special Assistant to the President shall fill a mandate written by the President and approved by the majority of the Executive Board.

§§§ ii. A Special Assistant to the President may be appointed from any GradGov constituency and may serve concurrently as a Senator.

§§§ iii. A Special Assistant to the President may chair an ad hoc Committee created by the President or may serve on a Senate-Executive Committee with the approval of the Committee Chair.

§§§ iv. A Special Assistant to the President serves at the pleasure of the President and can be removed unilaterally for just cause.

§§ J. The President should choose one Executive Board position each cycle to be reserved for the appointment of a first year student.

§§ K. The President shall chair a Senate-Executive Constitutional Committee formed in the Spring, and shall present the committee's recommendations on Constitutional Amendments to the Senate during the April Senate meeting.

§§ L. The President shall convene regular meetings with the Presidents of each student government at Georgetown.

§§ M. The President shall have the power to make treaties with the advice and consent of the Senate, which shall be appended to this Constitution.



§ 6. Vice President

§§ A. The Vice President shall be responsible for the formation of the Senate, the oversight of Senate elections, the first agenda of the Senate, and the establishment of the Senate orientation and first meeting.

§§ B. The Vice President shall chair the Senate Leadership Committee which should meet at least once within the week before each Senate meeting to determine the agenda of the Senate which shall then be distributed along with any relevant documents to be discussed by the Director of Communications.

§§ C. The Vice President must report to the Executive Board the number of programs represented by GradGov, the number of Senators expected in the Senate, and which programs have elected to forego GradGov representation.

§§ D. The Vice President shall establish the process by which the Senate agenda is determined and ensure that the Senate meetings run smoothly and efficiently.

§§ E. In the event that the Vice President, for whatever reason, is unable to fulfill their duties, those responsibilities shall fall to the Treasurer.

§ 7. Chief of Staff

§§ A. The Chief of Staff shall be appointed by the President, with the advice of the Executive Board

§§ B. The Chief of Staff serves at the pleasure of the President and can be removed unilaterally for [just](#) cause, by the President.

§§ C. The Chief of Staff is a voting member of the Executive Board but not a voting member of the Senate, therefore does not require Senate confirmation.

§§ D. The Chief of Staff shall be responsible for advising the President and assisting the President and Executive Board in the areas of managing executive schedules and meetings, organizing critical issues and information, and evaluating key performance indicators.



§§ E. The Chief of Staff shall plan and direct all administrative, financial, and operational activities for the president.

§§ F. The Chief of Staff shall also act as a Director without portfolio, and shall assist Executive Board officers in their duties at the discretion of themselves and the President.

§§ G. The Chief of Staff acts as the gatekeeper between all stakeholders and provides oversight and insight on any and all relevant issues.

§ 8. Treasurer

§§ A. The Treasurer shall be the custodian and manager of all GradGov funds.

§§ B. The Treasurer shall establish and maintain any and all the bank accounts associated with GradGov.

§§ C. The Treasurer shall ensure that all monetary transactions and commodities are accounted for and recorded.

§§ D. Early in Fall Semester, the Treasurer shall establish and chair an Executive-Senate Budget Committee, to whom the Treasurer shall present prospective allocations of GradGov funds as well the past GradGov budgets for reference.

§§ E. The Treasurer shall submit either multiple budget proposals to the Senate for vote on, or a prospective budget unanimously agreed upon by the Senate-Executive Budget Committee to the Senate to approve by majority vote, no later than the October Senate meeting.

§§ F. The Treasurer shall report on the status of the GradGov budget to the Senate whenever requested by the President, Vice President or a Senator.

§§ G. The Treasurer, with the advice and consent of the Senate Executive Committee with jurisdiction over the budget, shall initiate any proposal to raise or lower the Graduate Student Activity Fee.



§ 9. Director of Advocacy

§§ A. The Director of Advocacy shall be primarily responsible for carrying out the advocacy objectives of GradGov in consultation with the President, Executive Board, Advocacy Committee and relevant Senate-Executive Committees.

§§ B. The Director of Advocacy shall recruit graduate students and Senators to serve on administrative committees and refer them to the President for appointment.

§§ C. The Director of Advocacy shall design, alongside the Advocacy Committee, surveys to gauge graduate student climate and identify advocacy issues. The Director will then report the findings to the Executive Board to discuss suitable responses.

§§ D. The Director of Advocacy will develop engagement efforts to facilitate an interactive environment for graduate students.

§§ E. The Director of Advocacy will develop additional advocacy memoranda as necessary.

§ 10. Director of Communications

§§ A. The Director of Communications shall serve as the focal point for information in GradGov.

§§ B. The Director of Communications shall oversee the GradGov email account.

§§ C. The Director of Communications shall design posts for and manage all GradGov social media accounts, and may distribute these responsibilities to members of the Communications Committee.

§§ D. The Director of Communications shall be responsible for publishing the weekly GradGov newsletter and include in it submissions received through the Groups Events form.

§§ E. The Director of Communications shall manage GradGov's relationship with University, local and national media outlets, in order to publish op-eds, statements and letters.

§§ F. The Director of Communications shall be responsible for ensuring the Senate agenda is sent to each GradGov Senator a week in advance of the Senate meeting.



§§ G. The Director of Communications shall be responsible for recording and distributing the minutes of the Senate meetings to all Senators, and maintaining the minutes of all GradGov meetings for which the Director of Communications is present.

§§ H. The Director of Communications shall keep a record of all Senators appointed to the GradGov Senate. This record shall be shared with the Director of Web and Tech to be publicized on the GradGov website and the Senate Leadership Committee in order to fill all Senate positions.

§§ I. The Director of Communications shall be responsible for keeping record of attendance and notifying the Senate Leadership Committee of absences.

§§ J. The Director of Communications will be responsible for posting Senate meeting minutes to the website in order to make them publicly available to the graduate student community.

§ 11. Director of Web Development and Technology (Web and Tech)

§§ A. The Director of Web and Tech shall be responsible for maintaining the GradGov website and CampusGroups page.

§§ B. The Director of Web and Tech shall be responsible for maintaining the technology in the GradGov office.

§§ C. The Director of Web and Tech shall be responsible for sitting on technology-related university Committees.

§§ D. The Director of Web and Tech shall connect any Senator who wishes to attend by zoom and if needed, amplify the voices of Senators to provide an equal opportunity to participate in Senate meetings.

§§ E. The Director of Web and Tech shall be responsible for the organization of the GradGov Google Drive.

§ 12. Director Of Groups

§§ A. The Director of Groups shall act as a liaison between graduate student groups, the Office of Graduate Enrichment, and the GradGov Senate.



§§ B. The Director of Groups shall bear primary responsibility regarding the creation and maintenance of graduate student groups, as well as working with students forming the group reviewing the group constitution, membership and the like.

§§ C. The Director of Groups shall work in consultation with their counterparts in the schools within the GradGov constituency.

§ 13. Director Of Programming

§§ A. The Director of Programming shall be responsible for the planning and execution of events sponsored by the GradGov Senate and lead GradGov's collaboration team on events co-sponsored by GradGov Committees.

§§ B. The Director of Programming shall report their expenditures to the Treasurer and report a rough estimate of their expected budget to the Senate-Executive Committee on the Budget at their first meeting.

§§ C. The Director of Programming shall prepare a rough calendar of events for the semester or year in consultation with the Chief of Staff and Executive Board, and present that rough calendar at the Senate orientation.

§§ D. The Director of Programming shall work with the Director of Communications, and when applicable the Director of Alumni Relations and Director of Advocacy, all four respective Standing Senate Committees, and Senate-Executive Committees, to advertise GradGov events and co-sponsored events.

§§ E. The Director of Programming shall work with Georgetown's Administration to plan a lecture series targeted specifically to Graduate students.

§ 14. Director of Alumni Relations

§§ A. The Director of Alumni Relations shall work in collaboration with the Georgetown Office of Alumni Relations to foster a network with alumni of Georgetown's graduate programs.

§§ B. The Director of Alumni Relations will work in collaboration with the Graduate Career Center to establish and develop opportunities for networking, mentorship, and other interactions between current graduate students and alumni.



§§ C. The Director of Alumni Relations shall work with the Georgetown University Alumni Association to offer networks for accepted, current, and recently graduated graduate students worldwide.

§§ D. The Director of Alumni Relations shall work with the Director of Programming and their respective Committees to host events, panels and collaborations between alumni and graduate students.

§ 15. Director of the Interior

§§ A. The Director of the Interior shall be the President's proxy on treaties with other Georgetown graduate student organizations and when acting as such shall serve as GradGov's Lead Negotiator.

§§ B. The Director of the Interior shall strive to establish a framework for cooperation amongst a siloed graduate student body within GradGov's constituency.

§§ C. The Director of the Interior shall serve on the Presidents Council, call for their meetings, and shall be the chair of such in the President's absence.

§§ D. The Director of the Interior shall seek to establish representative student governments in Georgetown graduate communities that do not have one and assist emerging governments in their endeavor to adequately represent all the graduate students in their constituency.

§§ E. The Director of the Interior shall manage GradGov's relationship with the SBA and GUMC. The Director of the Interior shall strive to establish a treaty with the SBA and GUMC defining their relationship with GradGov and setting up a sustainable system for cooperation, that covers advocacy, alumni relations, appointments, awards, budget, communications, DEI, events, groups, information sharing, joint degree students, liaisons, mental health, opportunities, sustainability, and any other overlapping interests.

§§ F. The Director of the Interior shall manage GradGov's relationship with GAGE and may negotiate treaties for cooperation on areas of joint interest but may not be an active member of both organizations.

§§ G. The Director of the Interior shall manage GradGov's relationship with GUSA and



may negotiate treaties for cooperation on areas of joint interest.

§§ H. The Director of the Interior shall manage GradGov's relationship with program or department based student organizations, who serve the needs of just one program or Department.

§ 16. Removal and Resignation

§§ A. The President shall have the power to remove the Chief of Staff or any Acting Director who has yet to receive Senate confirmation.

§§ B. The President shall have the power to bring a case to remove any Director from their Senate confirmed position before the Senate Leadership Committee.

§§ C. The President shall have the power to bring a case to expel any Senator, including the Treasurer and the Directors of the Executive Board, but not including the Vice President, before the Senate Leadership Committee.

§§ D. Any Executive Board officer may appeal an adverse ruling by the Senate Leadership Committee to the entire Senate. This will launch an Impeachment Proceeding which shall be scheduled promptly by the Senate Leadership Committee. The Executive Board officer shall be provided a reasonable amount of time to speak on in their defense, and may appoint another member of the Georgetown community to speak on their behalf. The President, the Senate Leadership Committee, and the officer in question shall abstain from a full Senate vote and a majority of the remaining Senators shall vote to overturn or uphold the ruling of the Senate Leadership Committee.

§§ E. To remove the Vice President the President may bring a case to the Senate Leadership Committee and obtain a majority or immediately bring a case to the entire Senate. If the case is brought first to the Senate, removal will require a 2/3rds majority of the Senators present, but if the case is an appeal of the Senate Leadership committee only a majority is needed to affirm the opinion.

§§ F. To remove the President the Senate Leadership Committee must decide by majority vote to bring a vote of no confidence before the Senate. A special session of the Senate will be scheduled dedicated to the vote of no confidence, where the Senate Leadership Committee make their case and then the President will receive the same Due Process



rights in defense. The President and Senate Leadership Committee members shall abstain and a 2/3rds majority is required for removal.

§§ G. Any Executive Board officer who wishes to resign, may provide at least two weeks notice to the President and make an honest attempt to find a temporary replacement for the position.



Article IV: Standing Senate Committees

§1. Standing Senate Committees

§§ A. Every officer of the Executive Board besides the President, Chief of Staff and Treasurer shall form a Standing Senate Committee corresponding to their position no later than October.

§§ B. Each Standing Senate Committee shall simultaneously correspond with a member of the Executive Board in order to provide oversight on, and assistance to, the Executive Board officer, who shall serve as the chair of the Committee.

§§ C. Each Standing Senate Committee shall comprise of the appointed Senators who shall serve on the same committee for the entire duration of the academic year and can be granted specific roles at the discretion of the existing chair of the Committee.

§§ D. Standing Senate Committees shall periodically report to the Senate on their goals, progress, and accomplishments.

§§ E. Standing Senate Committees may also report the indiscretion or dereliction of duty of the Executive Board officer chairing their Committee to the Senate Leadership Committee, the President or the Senate at large.

§ 2. Appointment and Removal of Senators

§§ A. The majority of the Senators shall serve on one or more of the Standing Senate Committees.

§§ B. The President, Vice President or the Senate Leadership Committee shall appoint Senators to Senate Committees.

§§ C. The Vice President and the Senate Leadership Committee shall field requests from Senators to move to different committees or be appointed to additional committees.

§§ D. The chair of a committee has the power to dismiss a member from a meeting, but cannot unilaterally remove a member from their committee.



§§ E. To remove a member from a committee the chair must submit a request to the Vice President or Senate Leadership Committee and state the cause. The Vice President may submit a request to the President to remove a member from the Senate Leadership Committee.

§ 3. Frequency of Meetings

§§ A. Senate Committees shall be limited to a minimum of twice a semester and a maximum of weekly.

§§ B. Senate Committees shall meet more frequently with the emergence of a pressing issue as deemed necessary by the chair, until such issue has been resolved.

§4. Programming Committee

§§ A. The Programming Committee shall have primary responsibility for implementing and executing GradGov's programming goals.

§§ B. All suggestions and formal proposals for GradGov-sponsored academic, professional, networking, and social events shall be initially referred to the Director Of Programming, who shall promptly share them with the Programming Committee.

§§ C. The Programming Committee shall have the authority to determine which academic, professional, networking and social events GradGov shall co-sponsor. The Programming Committee shall work with other GradGov committees and student groups in the spirit of collaboration.

§§ D. At the beginning of the academic year, the Programming Committee shall discuss the rough calendar of GradGov events that was presented by the Director of Programming to the Senate and decide on a finalized calendar to be sent to the Web and Tech Committee to post on the GradGov Website, the Communications Committee to publicize on social media and announced to the Senate at the next meeting.

§§ E. The Programming Committee may request additional funds from the Senate as the academic year progresses.



§§ F. The Programming Committee may add GradGov events after the calendar is finalized at their discretion with the approval of the Executive Board.

§§ G. The Programming Committee shall cooperate with similar Committees on other Georgetown campuses, and Georgetown's Administration such as the Georgetown Program Board.

§5. The Advocacy Committee

§§ A. The Advocacy Committee shall have primary responsibility for implementing and executing the graduate student body's advocacy goals.

§§ B. Each semester the members of the Advocacy Committee will engage in formal and/or informal outreach to members of the graduate student community to identify student concerns across the spectrum of graduate student life at Georgetown University.

§§ C. The members of the Advocacy Committee will decide which issues to focus on each semester.

§§§ 1. The Committee will be in consultation and work in conjunction with the Senate and Executive Board to select issues most pertinent to graduate students.

§§§ 2. The Committee may set up subcommittees to work on particular advocacy issues, with the goal of engaging as many students as possible in advocacy efforts (as appropriate).

§§§ 3. The Committee may choose to recommend the President elevate a subcommittee to an ad hoc committee or Senate-Executive committee with a member of the advocacy committee also serving as the new committee chair.

§§ D. The Advocacy Committee shall work with the Programming Committee to organize events and activities to bring graduate students' concerns to the attention of Georgetown's Administration.



§§ E. All written communication on behalf of GradGov must be approved by a majority of the committee and a majority of the GradGov Executive Board. The Committee may choose to publish communications from the GradGov Advocacy Committee or request Executive Board approval to sign a communication from GradGov.

§§ F. The Advocacy Committee shall review post-meeting reports provided by each graduate representative from administrative committees.

§§§ 1. Pressing issues that require advocacy directed towards higher level administration officials will be relayed to the Executive Board or appropriate graduate student representatives.

§§§ 2. Other important outcomes from post-meeting reviews shall be forwarded to necessary branches of GradGov and/or Schools especially the Communications Committee to publish in the newsletter.

§§§ 3. Templates for post-meeting reports shall be provided to each graduate representative by the Advocacy Committee.

§§ G. The Advocacy Committee shall connect all graduate representatives on administrative committees in order to best coordinate positions taken by graduate students and GradGov before administration officials.

§ 6. Communications Committee

§§ A. The Communications Committee shall be responsible for the content of the GradGov newsletter which shall be distributed to all students within the GradGov constituency on a weekly basis.

§§ B. The Communications Committee shall be granted creative license to shape the GradGov social media accounts, including Facebook, Twitter, and Instagram. Some communications shall promote GradGov programming events, advocacy items, or the work of graduate students and alumni. The Communications Committee shall largely determine their own processes for messaging and content.

§§ C. All GradGov communications shall personify the best values of GradGov and maintain a degree of professionalism worthy of the institution.



§§ D. The Communications Committee shall work with relevant GradGov committees to draft and publish op-eds, statements and letters.

§ 7. Groups Committee

§§ A. The Groups Committee shall identify and maintain contact with a representative from each student Group.

§§ B. The Groups Committee shall review submission entries of new student groups.

§§§ 1. The Groups Committee shall take care that all requirements are met by the proposed group, pinpoint any initial discrepancies, and remedy any minor discrepancies.

§§§ 2. Should discrepancies or questions the proposal cannot answer exist, the Groups Committee shall call upon the proposed group's representative to resolve the issue.

§§§ 3. The Groups Committee shall then vote to send details of the proposed group to the Senate.

§§ C. The Groups Committee shall review inquiries from existing student groups. Such inquiries may concern issues within the group, proposals, or other matters.

§§ D. The Groups Committee shall reserve the power to allocate up to \$500 without Senate approval. If more funding is needed, a request may be submitted to the Senate for review.

§§ E. The Groups Committee shall facilitate cooperation between student groups of similar interest areas both within and beyond that GradGov constituency.

§ 8. Alumni Relations Committee

§§ A. The Alumni Relations Committee shall develop opportunities for connecting current graduate students and alumni for the purpose of mentorship.



§§ B. The Alumni Relations Committee shall work with the Georgetown University Alumni Association to encourage alumni clubs to engage accepted graduate students and soon-to-graduate students.

§§ C. The Alumni Relations Committee shall work to create, ensure and maintain active relationships between alumni and the graduate student body.

§§ D. The Alumni Relations Committee shall work with the Programming Committee and relevant Georgetown Offices and student groups, to host events, panels and collaborations between alumni and graduate students.

§§ E. The Alumni Relations Committee shall be responsible for opening GradGov events and events cosponsored by GradGov to alumni.

§ 9. Web and Tech Committee

§§ A. The Web and Tech Committee shall be responsible for protecting the rights and voice of the Georgetown Graduate students that are online and communicate with online only students and programs.

§§ B. The Web and Tech Committee shall create videos and online content to be sent out by the Communications Committee.

§§ C. The Web and Tech Committee shall work on proposals to the administration to improve accessibility and functionality of Georgetown's online student services and website.

§§ D. The Web and Tech Committee shall assist with online events that GradGov holds or cosponsors and propose distance events to the Programming Committee.

§ 10. Senate Leadership Committee

§§ A. The Vice President will be the chair of this committee.

§§ B. This committee will contain eight Senators. One Senator from the Graduate School of Arts and Sciences, Edmund A. Walsh School of Foreign Service, McDonough School of Business, School of Nursing & Health Studies, McCourt School of Public Policy, and



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Georgetown University Medical Center. Additionally, one international student and one PhD student should serve on this committee.

§§ C. This committee is responsible for ensuring that each Senator attends each Senate meeting or sends a proxy.

§§ D. This committee is responsible for ensuring that all issues pertinent to Senators and constituents from the groups they represent make it onto the Senate agenda.

§§ E. This committee is responsible for communicating with the student representatives from all student governments under GradGov's constituency and coordinating joint action whenever necessary.

§§ F. This committee shall be held responsible for coordinating and organizing representation from all graduate programs, so as to ensure each program fills any and all allocated senate seats.

§§ G. This committee, and or vice president, shall report all unrepresented and underrepresented graduate programs to the Executive Board and Senate in October.

§§ H. This committee shall hear all requests from any member pertaining to Senate or Senate-Executive committees.

§§ I. This committee shall have the power to grant or deny requests from Senators who wish to move or be appointed to other committees.

§§ J. This committee shall hear all requests from chairs of Committees who seek the removal of a member from a Committee and shall have the power to investigate claims brought by the chair.

§§ K. This committee shall hear any request from the President to remove a member from their position on the Executive Board or to remove a member from the Senate.

§§ L. This committee shall hear from any Senator who wishes to oppose their removal.



§§ M. In the case described in §§ J and §§ K, this committee shall serve as a nine judge panel, and with the consensus of five or more members may remove a Senator or Executive Board Member from their committee, position, or the Senate entirely.

§§ N. This committee shall refer any case brought before the committee that merits disciplinary action from Georgetown University or a criminal investigation to the proper authorities, but any referral shall not prevent the committee from ruling on the case themselves, if they so choose.

§§ O. This committee shall record their ruling in writing and notify parties involved.

§§ P. When ruling on a §§ K referral from the President the committee will record reasoning behind their ruling and any members who disagree may write a dissenting opinion.

§§ Q. Committee members who wish to be removed from this committee must first find a Senator willing to serve as a replacement from the School they represent.

§§ R. Senators who do not plan to remain on this committee the following year shall recommend a Senator or constituent from their School to serve on the committee the following year.



Article V: Senate-Executive Committees

§ 1. Senate-Executive Committees

§§ A. Senate-Executive Committees serve as Committees of special jurisdiction in order to coordinate efforts, tackle issues, and propose solutions to areas that require attention.

§§ B. Senate-Executive Committees shall be enshrined in the Constitution if they are areas of interest which require the attention of GradGov every year.

§§ C. Senate-Executive Committees are not tied to an Executive Board position and any member may be appointed the chair at the discretion of the existing chair of the committee.

§ 2. Ad Hoc Committees

§§ A. On an ad hoc basis, the President shall establish Senate-Executive Committees on significant issues of interest to the graduate student body whenever necessary, set a mandate for that committee, and appoint a committee chair.

§§ B. Ad hoc committees on issues that persist should be enshrined either in the Bylaws or the Constitution at the end of each academic year.

§§ C. Common examples of ad hoc committees which have been established include the Transportation Committee and the Neighborhood and Life Committee.

§§ D. Ad hoc committees may be established to work over the Summer with Senators who plan to run for reelection in the Fall.

§ 3. Appointment and Removal of Senators

§§ A. The President, Vice President or the Senate Leadership Committee shall appoint Senators to Senate-Executive Committees.

§§ B. The Vice President and the Senate Leadership Committee shall field requests from Senators to move to different committees or be appointed to additional committees.



§§ C. The chair of a committee has the power to dismiss a member from a meeting, but cannot unilaterally remove a member from their committee permanently.

§§ D. To remove a member from a committee the chair must submit a request to the Vice President or Senate Leadership Committee and state the cause.

§ 4. Frequency of Meetings

§§ A. Senate-Executive Committees shall be limited to a minimum of twice a semester and a maximum of weekly.

§§ B. Senate-Executive Committees shall meet more frequently with the emergence of a pressing issue as deemed necessary by the chair, until such issue has been resolved.

§ 5. Senate-Executive Constitutional Committee

§§ A. The President shall convene this committee beginning after the January Senate meeting and may serve as the chair as the committee or appoint a chair.

§§ B. The Constitutional Committee shall consist of the President, Vice President, Chief of Staff, and any other member of the Executive Board who wishes to join.

§§ C. The Constitutional Committee shall include at minimum an equal number of Senators as there are officers of the Executive Board.

§§ D. The newly elected President, Vice President and Chief of Staff shall also join the Constitutional Committee beginning in March.

§§ E. The Constitutional Committee shall review the Constitution, promulgate and propose any and all new Amendments and Bylaws at least a week before the April Senate meeting to be discussed and voted upon at the last Senate meeting.

§ 6. Senate-Executive Budget Committee

§§ A. The Treasurer shall convene this committee immediately after the first senate meeting.



§§ B. The Budget Committee shall consist of the President, Vice President, Chief of Staff, the Treasurer and four Senators.

§§ C. The Budget Committee shall meet as many times as necessary between the first and second Senate meetings to compile and propose a budget or budgets.

§§ D. The Budget Committee shall strive to create multiple viable budgets that the Senate can vote on unless the committee can agree unanimously on one budget.

§§ E. When the treasurer presents the budgets to the Senate, the treasurer will provide both their personal opinion and announce which budget is endorsed by the majority of the members of the Senate-Executive Budget Committee, before any dissenting committee members are given the opportunity to voice their opinions.

§§ F. While the Budget Committee need not meet regularly after a Budget is passed, this committee shall stand ready to take any budget issues that arise.

§§ G. In the event the Treasurer believes there will be leftover money in the budget at the end of the academic year, the Budget Committee shall convene and have the authority to determine how best to spend or donate that money.

§ 7. Interior Affairs Committee

§§ A. The Interior Affairs Committee shall strive to build, promote and maintain a healthy graduate community that is committed to learning, advancing professionally, and advocating for socially responsible change.

§§ B. Members of the Interior Affairs Committee shall be appointed as Liaisons to a specific student organization or as section chiefs assigned to schools without sub-GradGov student governance structures. Liaisons may be Senators appointed by the Director of the Interior or Special Assistants appointed by the President.

§§ C. GradGov shall appoint liaisons to the following organizations outside GradGov's Constituency. Liaisons shall not be an active member of both organizations, unless that conflict of interest is approved by the President.

§§§ i. Georgetown University Law Center Student Bar Association (SBA)



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§§§ ii. Georgetown University School of Medicine (GUSoM) Student Government

§§§ iii. Georgetown Alliance of Graduate Employees (GAGE)

§§§ iv. Georgetown University Student Association (GUSA)

§§ D. GradGov shall appoint liaisons to the following representative organizations within GradGov's constituency.

§§§ i. Medical Campus Graduate Student Organization (MCGSO)

§§§ ii. McCourt Student Association (MSA)

§§§ iii. SFS Graduate Student Council (SFGSC)

§§§ iv. McDonough Student Government Association (MSGA)

§§§ v. Graduate Student Nursing Academy (GNSA)

§§ E. GradGov shall appoint section chiefs for Georgetown College, Georgetown School of Arts and Sciences, and the School of Continuing Studies. The Director of Interior may appoint other Section Chiefs as needed.

§§§ i. A Section Chief shall serve as the point of contact for and manage GradGov's relationship with all departmental or programmatic groups or organizations in their section and coordinate any joint action.

§§§ ii. A Section Chief shall serve as the point of contact for and manage GradGov's relationship with academic chairs, program directors and any faculty, staff, or administrators in their section with whom GradGov wishes to maintain a working relationship.

§§§ iii. A Section Chief shall serve as a proxy for GradGov leadership and meet with graduate students in their section who wish to meet with GradGov leadership.

§§§ iv. A Section Chief shall pursue projects within their section in furtherance of the goal laid out in subsection A, at the direction of the Director of the Interior or President.

§§ F. The Interior Affairs Committee shall manage any referendums and surveys GradGov holds.



§§ G. The Interior Affairs Committee shall manage GradGov's relationship with Georgetown Qatar.

§ 8. Senate-Executive Diversity and Inclusion Committee

§§ A. The Diversity and Inclusion Committee shall begin with the Director of Advocacy as the chair. By November, the Director of Advocacy shall appoint a qualified and passionate Senator on the committee, to chair the committee. A Senator appointed committee chair shall, on appointment, become a member of the Advocacy Committee. The Director of Advocacy may choose to remain as chair, and may be formally appointed chair by the President.

§§ B. Any Executive Board officer and Senator who wishes to join the Diversity and Inclusion Committee is welcome to join. The committee will consist of no less than six members and no more than fifteen members.

§§ C. The Diversity and Inclusion Committee shall work directly with all offices of Diversity and Inclusion at Georgetown, and all other relevant student groups including those not within the graduate governments constituency.

§§ D. The Diversity and Inclusion Committee shall work with the Advocacy committee to be the first response when issues of racial justice and equity arise.

§§ E. The Diversity and Inclusion Committee shall be empowered to pen, sign, and publish letters on issues of diversity on behalf of the GradGov as a whole, as long as both a majority of the Senators and a majority of the Executive Board officers of this committee agree.

§§ F. The Diversity and Inclusion Committee shall work with relevant student organizations and the Programming Committee to plan racial justice events for the student body.

§§ G. The Diversity and Inclusion Committee shall work on a proposal to strengthen diversity and inclusion at Georgetown which it will present to the Senate.



§§ H. The Diversity and Inclusion Committee should connect with relevant local organizations outside of Georgetown and foster a working relationship on behalf of GradGov.

§§ I. The Diversity and Inclusion Committee shall serve as GradGov's main point for students interested in diversity and inclusion issues.

§§ J. The Diversity and Inclusion Committee shall seek the advancement of opportunities for Georgetown students from underrepresented backgrounds and shall compile a list of outside available scholarship opportunities for these students to be listed on the GradGov website.

§§ K. Members of The Diversity and Inclusion Committee shall either serve on the relevant administrative advisory boards or maintain close contact with the graduate representative serving on those advisory boards.

§ 9. Senate-Executive Sustainability Committee

§§ A. The Sustainability Committee shall begin with the Director of Advocacy as the chair. By November, the Director of Advocacy shall appoint a qualified and passionate Senator on the committee, to chair the committee. A Senator appointed committee chair shall, on appointment, become a member of the Advocacy Committee. The Director of Advocacy may choose to remain as chair, and may be formally appointed chair by the President.

§§ B. Any Executive Board officer and Senator who wishes to join the Sustainability Committee is welcome to join. The committee will consist of no less than six members and no more than fifteen members.

§§ C. The Sustainability Committee shall work directly with the Office of Sustainability, other relevant Georgetown administrative offices, the Georgetown Environment Initiative, and all other relevant student groups including those outside of GradGov's jurisdiction, on projects and initiatives to advance Georgetown sustainability.

§§ D. The Sustainability Committee shall work with the Advocacy committee to be the first response when issues of sustainability and environmental justice arise.



§§ E. The Sustainability Committee shall be empowered to pen, sign, and publish letters on issues of sustainability on behalf of the GradGov as a whole, as long as both a majority of the Senators and a majority of the Executive Board members of this committee agree.

§§ F. The Sustainability Committee shall work with relevant student organizations and the Programming Committee to plan environmental justice and sustainability themed events for the student body.

§§ G. The Sustainability Committee shall work on a proposal to sustainability at Georgetown which it will present to the Senate.

§§ H. The Sustainability Committee should connect with relevant local organizations outside of Georgetown and foster a working relationship on behalf of the GradGov.

§§ I. The Sustainability Committee shall serve as GradGov's main point for students interested in sustainability issues.

§§ J. The Sustainability Committee shall seek the advancement of opportunities for Georgetown students interested in sustainability and shall seek available scholarship opportunities for these students to be listed on the GradGov website.

§§ K. Members of the Sustainability Committee shall either serve on the relevant administrative advisory boards or maintain close contact with the graduate representative serving on those advisory boards.



Article VI: Elections

§ 1. Elections for the Senate

§§ A. Senate elections shall be held annually within the first two weeks of the Fall semester.

§§ B. Notification of Senate elections shall be publicized by GradGov, the administration of each School represented in GradGov and program administrators as well.

§§ C. Any registered graduate student within the GradGov Senate district with an open seat may nominate themselves to fill the Senate seat.

§§ D. Senate candidates may submit a mission statement or platform to be distributed along with their name to their constituency.

§§ E. Every student shall be able to vote for candidates running for the Senate seat or seats which have been allocated to their program. Students in programs with multiple shall be allowed to vote for as many candidates as there are seats allocated.

§§ F. Dual Degree students shall be able to vote in Senate elections for both of their programs and shall be permitted to run for seat in either program, but not both.

§§ G. Polls for Senate elections shall remain open for at least 48 hours.

§ 2. Elections for Executive Board Officers

§§ A. The election of the officers of the Executive Board shall be declared by the President in January and take place no later than March 15.

§§ B. Notification of annual elections shall be publicized on campus.



§§ C. Any registered graduate student within GradGov’s constituency may nominate themselves for a position.

§§ D. If candidates choose to submit a “Letter of Objectives” to the Executive Board, it shall be distributed to the entire Senate.

§§ E. Candidates shall be provided with the opportunity prior to elections to choose up to two positions to run for if they lose their primary position, and the order of elections should be planned to best provide candidates with this opportunity.

§§ F. If any candidate wishes to present a statement prior to the Senate vote, the President shall grant each candidate the floor for at least five minutes. Senators may question each candidate for five minutes each.

§§ G. The officers shall be elected by a simple majority vote by all voting members of the Senate, except for candidates running. In the event that no one person receives a simple majority vote during the first polling, a run-off election between the two persons having the most votes shall immediately follow. The vote required to win in a run-off election shall also be a simple majority.

§3. Special Elections

§§ A. If one of the officers should resign, no candidates run for an office, or an office otherwise becomes vacant before the annual term has expired, the President may appoint someone to fill the position on an interim basis.

§§ B. The Senate will hold a simple majority vote to approve or reject the President’s appointee at the next Senate meeting. Should the Senate reject the appointee, the office will remain vacant, and the President may select another appointee, again subject to Senate confirmation.

§§ C. The President may decide to hold a special election if multiple qualified candidates apply for the same Executive Board position.

GRAD GOV



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Article VII: GradGov Funds

§ 1. Funding

§§ A. Subject to the student referendum, GradGov shall be funded primarily by the student activity fee levied from graduate students.

§§ B. From time to time GradGov may receive funding from Georgetown University and may accept donations from students and alumni.

§§ C. GradGov may raise funds through the sale of GradGov merchandise, tickets for GradGov programming, or any fundraising activities.

§ 2. Use

§§ A. GradGov shall seek to help build, promote, and maintain a graduate community that is characterized by a commitment to learning and knowledge, a celebration of diversity, and a respect for academic freedom. GradGov shall seek to foster these ideals by supporting the formation of student groups and funding students and student groups to hold events.

§§ B. GradGov shall not use funds to monetarily compensate Senators or Executive Board officers for work done on behalf of the graduate student community, but shall use funds to provide Senators with food at meetings and events.

§§ C. Use of GradGov funds shall not be misconstrued to indicate University recognition or endorsement of the merits of any activity or objective.

§ 3. Access

§§ A. The Treasurer and the Senate-Executive Budget Committee shall be empowered to access and allocate funds from the GradGov budget.

§§ B. The Executive Board shall have discretion over the allocation GradGov funds while the Senate is in recess and until a budget is passed.

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§§ C. GradGov student groups and students may be allocated GradGov funds for events and activities that foster the academic, social, and cultural aspects of graduate student life at Georgetown.

§§ D. The Senate shall establish in the Bylaws procedures and requirements by which student groups shall request GradGov funds.

§§ E. Any group or individual that receives GradGov funding must comply with all relevant University policies, the policies of the Center for Student Engagement (CSE) and/or The Office Of Graduate Enrichment, and GradGov club funding policy.



Article VIII: Constitutional Amendments, Senate Bylaws and GradGov Treaties

§ 1. Purpose

§§ A. GradGov may amend provisions of this Constitution, add provisions or remove provisions to better align the foundational document with GradGov practice and establish improved mechanisms to benefit graduate students.

§§ B. The Senate may adopt Bylaws to provide for additional policies and procedures not considered by this Constitution.

§§ C. The Bylaws shall detail the Senate procedure, voting procedure, and any other processes which GradGov wishes to institutionalize.

§§ D. Treaties shall detail long term relationships and commitments between GradGov and other institutions.

§ 2. Proposal

§§ A. Any Executive Board officer may propose a Constitutional Amendment or Bylaw before the Senate after submitting it to the Senate Leadership Committee for placement on the agenda and distribution to the Senate at least a week in advance of the Senate meeting.

§§ B. Any Senator can propose a Constitutional Amendment to the Senate after submitting a Constitutional Amendment to the Senate Leadership Committee who shall place it on the agenda if it is co-signed by 9 Senators and submitted at least a week before the Senate meeting.

§§ C. Any member should submit proposed Constitutional Amendments to the Senate-Executive Constitution Committee if there is one standing who shall provide the Senator an opportunity to discuss their amendment with the Committee.



§§ D. The Constitution Committee shall propose all Constitutional Amendments and Bylaws to the Senate in bulk and any Senator shall have the right to separate a specific Amendment for its own separate discussion and vote.

§§ E. Bylaws may be proposed by any member of the Senate in the form of a simple Motion or sent to the Senate Leadership Committee 48 hours in advance for placement on the Senate agenda.

§§ F. All treaties under negotiation or negotiated by the President shall be placed on the Senate agenda to be discussed at the next Senate meeting.

§ 3. Adoption

§§ A. Rules for debate of an Amendment or Bylaw shall be proscribed in the Bylaws, as shall rules for proposing any changes and voting procedures.

§§ B. Adoption of an Amendment or ratification of a Treaty shall require the lesser of 51 votes in favor or a 2/3rds majority of voting members present.

§§ C. Adoption of a Bylaw or amendment of an existing bylaw will require a simple majority vote of the Senators present.

§ 4. Codification

§§ A. Amendments shall be codified in this Constitution and effective immediately upon adoption by the Senate.

§§ B. Bylaws shall be codified once adopted and appended to this Constitution and shall go into effect immediately.

§§ C. Treaties shall be codified and effective upon signature by the President and other parties but shall be non-binding on GradGov if rejected by the Senate, which shall be noted within their codification and may be reconsidered by the Senate at a later date.



Executive Board Officer Signatures:

Senators Signatures:

Amanda Elizabeth Ferguson, PharmD, RPh Senator, Executive Master of Policy Leadership

Drafters Signatures

Jonah Klempner, Taelor Logan,
Nadia Sarfraz, Colin Heurlin,
Henry Watson,
Amanda Elizabeth Ferguson



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GradGov Bylaws

*The Official Bylaws of the Graduate Student Government of
Georgetown University*



Adopted Fall 2021



GEORGETOWN UNIVERSITY GRADUATE STUDENT GOVERNMENT

List of Bylaws

- 1. GradGov Senate Procedures**



The GradGov Senate Procedures

I. The GradGov Senate Agenda

A. The order of the agenda for the GradGov Senate shall be:

(1) Call to order;

- Presiding officers shall call all regularly scheduled meetings and special sessions to order. Presiding officers shall allocate no more than one (1) minute to “call to order.”

(2) Quorum roll call;

- Presiding officers shall conduct a roll call in order to confirm the establishment of quorum. Presiding officers shall allocate no more than five (5) minutes to “quorum roll call” that will be conducted through a Google Form.

(3) Public announcements;

- Any individual in attendance may express a comment during public announcements. Presiding officers shall allocate minutes to “public announcements” depending on the meeting’s anticipated rate of attendance.

(4) Public discussion;

- Any individual in attendance may express a comment during public discussion. Presiding officers shall allocate minutes to “public discussion” depending on the meeting’s anticipated rate of attendance.

(5) Presentation on Agenda Item(s);

- Each Senate Agenda item will be addressed in order it appears on the Senate Agenda. Senators or Committees may present to the GradGov Senate as coordinated by the presiding officer. Presiding officers shall allocate no more than twenty (20) minutes per presentation to “presentations.” Following presentations, the presiding officer shall transition to a period where senators and ex-



officio members of the GradGov Senate shall question designees of these organizations about activities, concerns, and/or information pertinent to their particular area of work. Each interested speaker shall be provided no more than three (3) minutes with two (2) deferments.

(6) Discussion on Agenda Item(s)

- The Presiding Officers shall open the floor to discussion on the current Senate Agenda item. The authoring Senator will be given the opportunity to speak first. Each interested speaker shall be provided no more than three (3) minutes with two (2) deferments. The Presiding Officers may decide to limit Discussion on Agenda Items to three (3) more speakers.

(7) Voting on Agenda Item(s)

- The Presiding Officers shall conduct a Google Form vote to confirm the assembly's adoption or rescindment of the Senate Agenda item.
- The Google Form for voting shall remain open until the first Sunday following the Senate meeting at 8:00 PM EST.

(6) Adjournment.

- Presiding officers shall adjourn all regularly scheduled meetings and special sessions. Presiding officers shall allocate no more than one (1) minute to "adjournment."

(7) The GradGov Senate or any subordinate body of the GradGov Senate may, by a majority vote of the entire body, move into a different agenda item.

B. No action or discussion shall be undertaken on any item not appearing on the posted agenda. Unless members of a committee briefly respond to statements made or questions posed by persons exercising their public testimony rights, the following exceptions remain:

- (1) Upon a determination by a majority vote of the GradGov Senate that an emergency situation exists.



(2) Upon a determination by a two-thirds ($\frac{2}{3}$) vote of the GradGov Senate present at the meeting, or, if less than two-thirds ($\frac{2}{3}$) of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need for action came to the attention of the local agency subsequent to the agenda being posted.

C. During a State of Emergency, the presiding officer may cancel a meeting if it is likely that the meeting occurs during the state of emergency.

II. Documents and Templates

A. GradGov - Senate Agenda Template ([here](#))

B. GradGov - Senate Bill Template ([here](#))

a. A “Bill” is used to begin the legislative process to adopt a new effort or action and requires a vote by a quorum of the Senate.

C. GradGov - Senate Resolution Template ([here](#))

a. A “Resolution” is used to express approval or disapproval of something which an individual or group cannot otherwise vote on, due to the matter being handled by another jurisdiction, or being protected by a constitution.

D. GradGov - Senate Spending Template ([here](#))

a. A “Spending Form” must be submitted with a Bill that requires funding or allocation of resources from the Budget Committee.

E. GradGov - Senate Constitutional Amendment Template ([here](#))

a. A “Constitutional Amendment” is used to add, remove, or adjust part or parts of the GradGov Constitution.

III. Legislative Process

1. Senator submits a fully completed form to the Senate Leadership Committee no less than seventy-two (72) hours prior to the date and time of next Senate meeting.

2. The Senate Leadership Committee will review the submission and will either: A) add the item to the Senate Agenda as submitted; or B) edit the document, return the document



with edits suggested to the Senator who submitted it, and request the approval of the edited document to be added to Senate Agenda.

- a. If the edited document is not approved, the original submission will be added to the Senate Agenda.
- b. If the edited document is not responded to within seventy-two (72) hours prior to the date and time of the next Senate meeting, the original submission will be added to the Senate Agenda.
- c. The Senate Leadership Committee does not have the power to deny submissions from being added to the Senate Agenda.

3. Presentation(s) on Agenda Item(s)

4. Discussion on Agenda Item(s)

5. Voting on Agenda Item(s)

- a. Approval:
 - i. An Approved Agenda Item is one that passes through the Senate and garners the required number of votes.
- b. Denied Agenda Items:
 - i. A Denied Agenda Item is one that passes through the Senate and does not garner the required number of votes.
- c. Unresolved Agenda Items:
 - i. An Unresolved Agenda Item is one that passes through the Senate and garners a number of votes that results in a tie.

6. Distribution of Responsibility for Agenda Items

- a. Approved Agenda Items:
 - i. The Senate Leadership Committee will assign the responsibility of carrying out duties enumerated in the legislation to the appropriate entity(s).
- b. Denied Agenda Items:

- i. The Senate Leadership Committee will contact the authoring Senator to discuss revisions if the authoring Senator is pursuing a future legislative submission.
- c. Unresolved Agenda Items:
 - i. The Senate Leadership Committee will contact the authoring Senator to discuss revisions if the authoring Senator is pursuing a future legislative submission.

IV. Positions

PRESIDING OFFICERS

A. Presiding officers shall preside over all meetings of their respective body and act as unbiased parliamentarians.

(1) **Duties of Presiding Officers:** Presiding Officers shall: (1) ensure public notice of each regularly scheduled meeting seventy-two (72) hours prior to the beginning of that meeting; (2) rule any personal attacks on an individual's character as out of order; (3) solicit public discussion for a reasonable amount of time; and (4) perform other duties as directed by the GradGov Senate, GradGov Constitution, and GradGov Bylaws for the duration of their term.

(2) **Presiding Officer of the GradGov Senate:** The GradGov Vice President shall serve as the Presiding Officer over all Senate meetings as an unbiased parliamentarian. In the event that the GradGov Vice President cannot attend a Senate meeting or wishes not to preside over a senate meeting, the GradGov Senate President Pro Tempore shall assume these responsibilities. In the event that both the Vice President and the Senate President Pro Tempore cannot attend a Senate meeting, the Senate must appoint by majority vote a temporary Presiding Officer from amongst themselves who shall assume these responsibilities for that meeting.

(3) **Presiding Officers of GradGov Committees and Committees of the GradGov Senate:** The Chairperson of a GradGov Committee shall serve as the Presiding Officer over all meetings of that body. Presiding officers of each respective GradGov Committee shall be the GradGov Executive Board member assigned the committee assignment. In the event that the Chairperson cannot attend a meeting, the Vice Chairperson shall assume these responsibilities. In the



event that both the Chairperson and the Vice Chairperson cannot attend a meeting, the body must appoint by majority vote a temporary Presiding Officer from amongst themselves who shall assume these responsibilities for that meeting.

SENATE PRESIDENT PRO TEMPORE

A. The Senate President Pro Tempore shall serve as the official representative of the GradGov Senate. The senate must elect the Senate President Pro Tempore from amongst themselves at the first meeting of every semester by a majority vote from the entire Senate. The GradGov Senate President Pro Tempore shall serve for that semester and assume all responsibilities enumerated in the GradGov Constitution and GradGov Bylaws. In the event that this position becomes vacant, the senate must elect, by majority vote at their next official meeting, a new Senate President Pro Tempore from amongst themselves to serve for the remainder of that semester. The duties of the GradGov Senate President Pro Tempore shall fall to the GradGov Vice President over summer between the last senate meeting of the Spring semester and the first meeting of Fall semester.

(1) Duties of the Senate President Pro Tempore: The Senate President Pro Tempore shall:

- i. Assist the Vice President in enforcing rules of order at GradGov Senate meetings;
- ii. Ensure that guidelines of conduct are met at GradGov Senate meetings and followed by members of the GradGov Senate;
- iii. Serve as the presiding officer over senate meetings in the absence of or by request of the GradGov Vice President;