Bylaws of the Graduate Student Association
of the University of Miami

Ratified by the Graduate Student Executive Board and Senate on October 7, 2008.

Article I: Purpose and Authority of the Bylaws

Section 1: The Bylaws shall elaborate terms, governing structure, duties, and processes specified in the Graduate Student Association Constitution.

Section 2: The Bylaws shall serve as official governing documents of the Graduate Student Association and be recognized as such, only to be superseded by the Constitution.

Section 3: No Graduate Student Association Officer or Senator may offer amendments to the Bylaws that conflict with the Constitution.

Article II: Nomination and Election of Officers

Section 1: All candidates for any Graduate Student Association Executive Board office shall declare their candidacy by self-nomination at least one (1) week prior to the pre-determined election date and shall submit a 250-word paragraph for distribution to all Senators.

Section 2: During the consideration of a candidate by the Senate, all candidates for the same position shall leave the meeting until the presiding officer, as specified in the Constitution, calls the candidates in for questioning on an individual basis. At this time, the candidate shall deliver a two (2) to five (5)-minute presentation to the Senate. There will then be a brief five (5)-minute period, during which Senators can question the candidate. After questioning, the candidate shall leave upon the request of the presiding officer for the duration of open debate about the candidates.

Section 3: Only after all candidates for a particular office have been presented to the Senate and made available for questioning shall discussion begin. Senators shall preface their comments in discussion by expressing their opinion. Candidates will be allowed to enter after the discussion period has ended.

Section 4: Voting shall be conducted by written ballot, with each ballot to already have each Senator’s or current Executive Board Officer’s name and seat on it prior to the vote. The Parliamentarian, or his or her designee, shall pass out the ballots and privately count them when they have all been submitted. Candidates shall be elected by a majority of the filled Senate seats. In the event that no such candidate receives a majority, the Senate shall repeat the procedure with only the two (2) candidates receiving the most votes eligible. If a tie occurs, then the number of candidates allowed will be the minimum number in order for the tie to hold.

Section 5: Any elected Senator or current Executive Board member may submit an absentee vote for any election if their request for an absentee ballot is received via e-mail one (1) week prior to the date of the election by the Parliamentarian or his or her designee. To be counted, the
Parliamentarian or his or her designee must receive all ballots by e-mail fifteen (15) minutes before the meeting in which the live vote will occur.

**Section 6:** If an elected Officer vacates or is recalled from his or her position before the end of the term of office, the Executive Board shall nominate a replacement for confirmation by the Senate. The replacement shall serve the remainder of the term.

**Section 7:** Upon being elected to an office or confirmed to fill a vacant office, the new Officer shall recite the following oath given by the President.

“I, (Officer’s full name), do solemnly swear that I shall uphold the Constitution and Bylaws of the Graduate Student Association of the University of Miami and execute the duties of my office to the best of my abilities.”

**Article III: Recall and Appeal Procedures**

**Section 1:** Any Graduate Student Association Senator, Committee chair, or Committee member that is voted to be recalled by the Executive Board, as specified in the Constitution, shall be given a written notice of the recall action and the opportunity to appeal the recall action within two (2) weeks of delivery of the notice.

**Section 2:** If the recall action is accepted or is not appealed by the Senator, Committee chair, or Committee member in question, he/she shall immediately be recalled and the position held shall be considered vacant.

**Section 3:** If the recall action is appealed by the Senator, Committee chair, or Committee member in question within two (2) weeks of delivery of the recall notice, the recall action shall be presented in the next Senate meeting. A three (3)-minute explanation of the recall action may be made prior to the vote by the President or his or her designee on the Executive Board. The recalled individual will also be allowed three (3) minutes to present any pertinent information regarding the reason for the appeal. Debate on the recall action will then be open to all members of voting body. A majority of voting members present is needed to overturn the recall action.

**Article IV: Procession of Graduate Student Senate Meetings**

**Section 1:** All Graduate Student Senate meetings shall take on the following order:

(a.) Call to Order;
(b.) Special Orders;
(c.) Old Business;
(d.) New Business;
(e.) Orders of the Senate;
(f.) Open Forum; and
(g.) Adjournment.

**Section 2:** A call to order shall be carried out by the presiding officer.

**Section 3:** Items that are not normally addressed in the Orders of the Senate are addressed in the Special Orders of the Senate. Such items include, but are not limited to, guest speakers.
Section 4: Items that have been tabled from the previous Senate meeting shall be addressed during Old Business.

Section 5: Items that are newly introduced to the Senate shall be addressed during New Business.

Section 6: Executive Board reports, Committee reports, and ratification of minutes are addressed during Orders of the Senate.

Section 7: General announcements, graduate student event announcements, points of discussion, announcements and other items relating to the Graduate Student Association are mentioned in Open Forum.

Section 8: Adjournment of a Senate meeting occurs once a motion to adjourn passes during Open Forum.

Article V: Format and Procedure for Voting on Resolutions

Section 1: Graduate Student Association resolutions must be presented in Senate meetings and sponsored by at least one (1) Officer or Senator.

Section 2: A resolution shall contain:
   (a.) The number of the resolution stated as “Resolution #(number of resolution) of the (years of the academic year) Graduate Student Association” as designated by the Parliamentarian, such as “Resolution #1 of the 2008-2009 Graduate Student Association” for the first resolution of the 2008-2009 academic year;
   (b.) A title in capital letters beginning with, “A RESOLUTION TO”, stating the purpose of the resolution;
   (c.) The Sponsor or Sponsors of the resolution;
   (d.) A statement or statements beginning with “Whereas,” identifying the reason or reasons why the resolution should be passed by the Senate; and
   (e.) A statement or statements beginning with “Be it resolved,” identifying the action the Graduate Student Association should take, recommended or requested actions affecting graduate students that the Graduate School or the University of Miami should take, the opinion the Association should have, or the decision the Graduate Student Association should make.

Section 3: All resolutions shall be submitted to the President and Parliamentarian at least two (2) days prior to the Senate meeting that the resolutions shall be presented in.

Section 4: Presentation and Voting of Graduate Student Association Resolutions
   (a.) A Sponsor shall summarize in one (1) minute the content of the resolution and explain why the resolution should be passed. The presiding Officer may permit more time for content summary and explanation of the resolution if requested by the Sponsor.
(b.) The Senate may question the Sponsor or Sponsors on the content and basis of the resolution and discuss why the resolution should or should not pass based on the merits of the resolution.
(c.) The Senate shall pass, fail, or table the resolution.

Section 5: Process for Offering Amendments to Resolutions
(a.) When an Officer or Senator offers an amendment to the resolution, the Sponsor may accept the amendment without objection or object to the amendment.
(b.) If an objection is made, the Officer or Senator offering the amendment may move to discuss the amendment. If the motion passes, the Senate shall discuss only that amendment.
(c.) The Senate shall vote to pass or fail the amendment. Once the vote is made, the Senate shall resume discussion on the whole resolution.

Section 6: Unless otherwise mentioned in the Constitution or Bylaws, passage of a resolution shall require a majority of those present and voting. A resolution resulting in a tied vote shall be considered as failed.

Section 7: If a resolution recommends or requests actions by the Graduate School, the Parliamentarian shall transmit the resolution with a transmittal form asking the Graduate School Dean to approve, deny, or take no action on the resolution. The Graduate School Dean shall have fifteen (15) calendar days to respond to the transmitted resolution. A lack of response after fifteen (15) calendar days shall indicate that no action has been taken on the resolution. If a resolution recommends or requests actions by the University of Miami, the same course of action shall be taken in addition to referring the resolution to the appropriate entity.

Article VI. Temporary Executive Function
Section 1: In a prolonged absence or incapacitation of the President and failure of the Vice President to assume the executive duties of the President by absence from the local area, incapacitation, or by cause of vacancy in said office, then the person whose office is highest on the following list, who is in the local area, and who is able to serve shall assume the executive duties of the President for the duration of the President’s absence or inability to function.
(a.) Parliamentarian
(b.) Treasurer
(c.) Secretary
(d.) Media Relations Officer
(e.) Webmaster
(f.) General Welfare Committee Chairperson
(g.) Grievances Committee Chairperson
(h.) Health Insurance Committee Chairperson

Section 2: Whenever the offices of President and Vice President shall simultaneously be vacant, the Senate shall convene at the earliest practical time on the call of the highest position listed in Article VI, Section 1 of the Bylaws, who shall chair as the temporary presiding officer. If no position holder in Article VI, Section 1 of the Bylaws is able to chair as the temporary presiding officer, the Senate shall elect a Senator to chair as the temporary presiding officer. Elections for
these offices shall be carried out as specified in Article II of the Bylaws, with all other business delayed until said elections are completed.