

# Bylaws of the Associated Graduate Students of the University of California, Irvine

## 1 Purpose

The purpose of these Bylaws is to provide procedures to be used in conducting the business of the Associated Graduate Students of the University of California, Irvine (AGS).

## 2 Authority

These Bylaws are formed under and are subject to the terms and limitations of the AGS Constitution. Any Bylaw which is in conflict with the AGS Constitution is null and void.

## 3 Definitions

### 3.1 The following definitions shall be established for these Bylaws:

1. The "AGS Council" is a body consisting of representatives from each academic unit. For each recognized academic unit there shall be one "seat" on the Council for each one hundred (100) graduate students or fraction thereof. In addition, for students in Professional Schools paying full dues to AGS there shall be one seat for each one hundred (100) graduate students or fraction thereof; for students in Professional Schools paying partial dues to AGS there shall be one seat for each two hundred (200) graduate students or fraction thereof.
2. A "sitting member" is a duly elected or appointed member of Council who currently occupies a seat.
3. A "vacant seat" is a seat for which there is currently no sitting member.
4. An "academic year" shall begin on the first day of Summer Quarter and end on the last day of Spring Quarter of the following year.

## 4 Membership Provisions

### 4.1 Seats and Division Thereof.

1. The most current, official Head Count by Academic Unit and Level from the most recent Fall Quarter shall be used to determine Council representation. This is currently provided by the Office of Academic Planning and Institutional Research.
2. The following academic units are recognized as required in the Constitution, Article III, Section 1: Arts, Biological Sciences, Education, Engineering, Humanities, Information and Computer Sciences, Nursing Science, Pharmacy, Physical Sciences, Public Health, Social Ecology, and Social Sciences. Graduate students in the School of Medicine who

are neither Professional Doctoral students nor Medical Residents shall form an additional recognized unit called “Medical Academics”.

3. The following Professional Schools are recognized as required in the Constitution, Article III, Section 1: Business, Law, and Medicine.
4. These lists shall be automatically updated upon the formation of new Professional School governments or an official change to the recognized academic units. These changes become effective during each annual election.

## 4.2 Professional Schools

1. The Associated Medical Student Government (AMSG), Merage Student Association (MSA), and Student Bar Association (SBA) will select their representatives for the respective Professional Schools.
2. Once selected, representatives from the Schools of Business, Law, and Medicine are AGS Council Members subject to the AGS Constitution and Bylaws.
3. Professional School students within Professional Schools paying partial dues will remit to AGS the cost of \$4.50/ per quarter for each student. Professional School students within Professional Schools paying full dues will remit to AGS the cost of \$9.00/ per quarter for each student.
4. Professional School students will have all the rights, privileges, and responsibilities of members of AGS.

## 4.3 Reservation of Seat

Newly elected Council Members are required to attend at least one AGS meeting after elections, which must include the first meeting of Fall Quarter, in order to claim their seats. A Council seat shall be considered unoccupied but reserved until the corresponding Council Member meets this requirement and shall not be considered in a quorum count. Council seats that have not been claimed by the first meeting of Fall Quarter will be considered vacant. Council Members from the Schools of Business, Law, and Medicine, given that their appointment procedure may not coincide with academic school elections, are exempted from this requirement.

# 5 Council Procedures

## 5.1 Failure to Provide Representation.

"Failure to provide representation" shall be defined as the non-attendance of a Council Member and their failure to appoint a proxy for more than three meetings in an academic quarter (excluding summer) or more than six meetings during their term of office (excluding summer). A Council Member may be removed from office for failure to provide representation at a meeting of Council at which at least two-thirds of those in attendance vote to remove that member. This definition satisfies the requirements of the Constitution in Article III, Section 3.

## 5.2 Proxies

In the event that a Council Member is unable to attend a scheduled AGS meeting, a Council Member may choose to entrust another Council Member in good standing with their proxy vote for a given meeting. The usage of proxies should conform to the following regulations:

1. To use a proxy, the Council Member must publicly announce their proxy to the AGS Council any time before quorum for that meeting is called.
2. Proxies may be designated for an entire quarter if the Council Member is unable to attend Council Meetings due to a conflict with an academic responsibility, such as teaching. In such cases, the Council Member must provide each meeting to the Council a written update detailing any problems or concerns that exist within their academic unit. This update should receive the same due diligence and include the same detail as would be expected of an active Member in attendance. These written updates must be emailed to the Vice President of Administrative Affairs prior to that meeting being called to order.
3. Proxies should not be used if the Council Member is no longer an active member of their academic unit, for example if the Council Member is taking an extended leave of absence. In such cases, the Council Member should resign their position.
4. No person may hold more than two proxies at any given meeting.
5. For purposes of establishing quorum, one proxy counts as one half of a Council Member.

## 5.3 Other Council Member Duties

In addition to providing representation by regularly attending AGS Council meetings, AGS Council members are also expected to serve on an AGS Committee. To provide sufficient service to the AGS Committees, Council Members are expected to participate in the initiatives of their respective AGS Committees. Furthermore, AGS Council Members are expected to provide representation of AGS interests on at least one committee or council at the University of California, Irvine, should a vacancy in such a council or committee exist. Council Members are expected to present updates from their postings outside of AGS to the AGS Council at least once per quarter, or email written updates to the Vice President of Administrative Affairs prior to the final meeting of the quarter having been called to order.

## 5.4 Failure to Perform Duties

A Council Member may be removed from office for failure to perform duties at a meeting of Council at which two-thirds of those in attendance vote to remove that member.

## 5.5 Council Resignation.

Council Members may resign at any time by notifying in writing the Vice President of Administrative Affairs. All resignations shall be non-revocable. No reasons or explanations need to be given for resignation. The seat shall be declared vacant.

## 5.6 Calling a Meeting.

A meeting of the Council may be called by the President at their discretion. The President shall

also call for a meeting of the Council at the request of at least two sitting Council Members. The call for the meeting must precede its occurrence by at least one week in order for official business to be conducted. Any expenditure incurred during meetings held in violation of this requirement shall not be eligible for reimbursement without a majority vote of Council at a subsequent meeting of Council that conformed to the prior notice requirement. Informal meetings may be called with shorter notice, but no formal Council business may be undertaken at these meetings.

## 5.7 Closed Session.

When permitted by the AGS Constitution (Article III, Section IV), the Chair may move to conduct a meeting or portion of a meeting in closed session, open only to Council Members and the Executive Cabinet, upon a simple majority vote of sitting members. The AGS Constitution currently recognizes the following items as appropriate for closed meetings: personnel matters, pending litigation, or investments.

## 5.8 Schedule of Meetings.

The schedule of meetings of the Council in an academic year shall include but not be limited to the following:

1. A joint Council meeting of the current Council and the newly elected Council after the general election is ratified. The purpose of this meeting shall be to provide for a smooth and effective transition of Council. The outgoing President shall chair this meeting. The outgoing President shall prepare and present an orientation program for the incoming Council at this meeting. The current Council holds authority over time-sensitive regular business that must be conducted at this meeting.
2. At or after the joint Council meeting, the outgoing President shall present the Annual Report to the outgoing and incoming Council Members.
3. The elections for the Council Officers shall take place at or after the joint meeting.
4. A Council meeting following the joint Council meeting to determine and approve a provisional budget for the academic year, which shall include the stipends of the Council Officers. The budget shall be prepared by the incoming President and incoming Vice President Financial Affairs. An annual budget shall be submitted for approval at or prior to the first meeting of the Fall Quarter, and if it does not pass, a budget shall be submitted at each subsequent Council meeting for approval until such time that a budget is approved.

# 6 Budget Provisions

## 6.1 Budget Format

The AGS budget shall clearly indicate the following:

1. The list of accounts, the allocations to each account, and a brief summary of appropriate uses for each account.
2. The stipends paid to Executive Officers and Staff.

3. AGS administrative expenses (the costs of operating the Council and supporting the duties and responsibilities of the Council and Officers).
4. Project funds available to graduate students and graduate student groups.
5. Travel grant funds available to graduate students.

## 6.2 Changing Budget Allocations

Budget allocations may be changed after their original adoption by legislation approved by a simple majority vote of Council.

## 6.3 Special Projects

Processes for allocation of project funds available to graduate students and graduate student groups are determined by the Vice President of Financial Affairs and subject to the approval of the AGS Council. The availability of these funds must be widely publicized to graduate students. These funds must be made fully available no later than two weeks before the Fall quarter. Funds must be set aside for allocation each quarter. No more than ten percent of project funds available to graduate students and graduate student groups, as determined in the AGS Budget per these Bylaws, may be used to fund any individual campus organization in a single Academic year without the consent of three-quarters of Council Members in attendance at the Meeting where the bill is being considered.

## 6.4 Travel grants

Processes for the allocation of travel grants available to graduate students are determined by the Vice President of Financial Affairs and are subject to the approval of AGS Council. The availability of these funds must be widely publicized to graduate students. The procedures must be as fair and equitable in distribution of these funds as is reasonably possible.

# 7 Council Business

## 7.1 Rules

AGS meetings will use a derivation of Robert's Rules of Order unless a different procedure is voted on by the AGS Council.

## 7.2 Voting by the Chair

The Chair shall vote only to break a tie on an issue before the Council. The President may not vote on items specified by the Constitution as being retained by Council Members. The President may relinquish the Chair to any member of the Council upon the approval of a simple majority of Council Members in attendance. The acting Chair may relinquish the Chair to the President following any vote or upon a motion supported by a simple majority of Council Members in attendance. If the President has relinquished the Chair, the President has full voting rights on all issues except those specified by this Constitution as being retained by Council Members.

Currently, these issues are the following:

1. Quorum Count
2. Election or removal of Council Officers
3. Any Bylaw change
4. Removal of Council Member
5. Whether to elect an acting Vice President Internal Affairs
6. Approving or changing the AGS budget
7. Changing the Officers' stipends

### 7.3 Legislation.

Council shall conduct business by means of legislation. Legislation addressing funding allocations shall be referred to as "Bills", while all others fall under the designation of "Resolutions". All financial allocations, formal declarations of positions held by the AGS Staff appointments, and bylaw amendments shall be recorded and presented in written legislation. A Council Member may request formal legislation be drafted for all motions that bring business before the Council; this should not be used to impede Council business. All legislation must meet the following requirements:

1. Sponsored by a member of the Council
2. Submitted to the Vice President of Administrative Affairs or President for posting at least 36 hours prior to the scheduled start of the AGS Council meeting at which it is to be considered.
3. Publicly posted 24 hours before the scheduled start of the AGS Council meeting at which it is to be considered.

### 7.4 Web Resolutions

Legislation and AGS business requiring an urgent vote of AGS Council Members may be voted on using the AGS website, EEE or another polling method. Votes conducted in this manner shall be referred to as "Web Resolutions". Web resolutions must meet the following requirements:

1. Individual votes on Web Resolutions shall be made public.
2. Web Resolutions may only be emailed to Council Members during regular business hours.
3. Any Council Member may force a Web Resolution to be become a regular piece of AGS business to be considered during the next AGS Council meeting by emailing the AGS President or Vice President of Administrative Affairs. Text explaining this right must appear in all Web Resolutions.
4. Council Members shall have at least twenty four hours to vote on the Web Resolution or email the President or Vice President of Administrative Affairs.
5. A block of Web Resolutions (if any) will appear on the AGS agenda to be ratified en masse during the Council meeting. Ratifying Web Resolutions requires unanimous approval of all members in attendance. Any Web Resolution that is not unanimously ratified will become an agenda item to be voted on as a usual piece of AGS business.
6. The following items may never be voted on using a Web Resolution:
  - a. Appointments to AGS Vice Presidential positions.
  - b. Removal of a Council Member.

- c. Expenditures of greater than \$1,000.

## 7.5 Decorum

An AGS representative and executive board member shall behave at all times in a manner that shall reflect creditably on AGS. An AGS Council Member or Executive Officer shall not impugn the integrity of another representative or executive board member in AGS business. While any member of AGS may request a call for decorum, such calls may only originate from the Chair.

# 8 Executive Cabinet and Staff

## 8.1 President

The office of the president shall be subject to the following provisions in addition to those listed in the AGS Constitution:

1. If the President resigns and a special election for a new President cannot be held immediately, the Vice President Internal Affairs shall take the position of President and shall receive only the President's stipend. Council shall elect an "Acting Vice President Internal Affairs" by simple majority vote.
2. Present the annual report to the incoming Council as indicated in the Constitution and Council Procedure, Section 5.9 of these bylaws, and also provide public access to the report.

## 8.2 Vice President of Internal Affairs

The Vice President of Internal Affairs shall have the following duties:

1. Assumes the duties and responsibilities of the President in the President's absence.
2. Supervises the work of the Student Health Insurance Advisory Committee (SHIAC) and the graduate student delegation.
3. In cooperation with the President, addresses all on-campus graduate student issues including, but not limited to campus housing, parking, dining, and other student-facing policies.
4. Supervise both outreach to and programing for specific graduate student populations, including, but not limited to, international graduate students, graduate students with families, first-generation graduate students, undocumented graduate students, LGBTQIA+ graduate students, and graduate students with disabilities.
5. In conjunction with the Vice President of External Affairs, serves as liaison to on-campus groups which affect graduate student needs, including, but not limited to, UAW 2865 or umbrella organizations.
6. Oversees the Internal Committee.
7. Other duties as assigned by the Council.

## 8.3 Vice President of Administrative Affairs

The Vice President of Administrative Affairs shall have the following duties:

1. Appoints graduate students to Academic Senate, Administration, and any other committees and boards and monitors their performance.
  - a. AGS appointments are effective upon consensus of the Executive Cabinet.
  - b. Should consensus by the Executive Cabinet not be reached for given appointments, those appointments become effective upon approval by AGS Council.
  - c. AGS Council may remove a student from these appointments through a two-thirds majority of the Council Members present at a meeting where quorum has been reached.
2. Maintains a current roster and mailing list of AGS Council Members, Officers, and Staff.
3. Coordinates publication of all AGS publicity.
4. Maintains the AGS files including the minutes, Bylaws, Constitution, and correspondence.
5. Maintains the AGS meeting calendar.
6. With the assistance of the Executive Cabinet, develops and presents an Orientation program at the joint Council meeting.
7. Other duties as assigned by the Council.

## 8.4 Vice President of Financial Affairs

The Vice President of Financial Affairs shall have the following duties:

1. Administers and prepares the AGS budget in conjunction with the AGS President.
2. Maintains accurate and current financial records, and reports these to the Council.
3. Administers the process that allocates monies to graduate projects and activities.
4. Maintains and monitors usage of all AGS property and office equipment. Administers service contracts. Monitors usage and replenishes office supplies. Negotiates for AGS office space.
5. Coordinates fundraising for the AGS Council in conjunction with the AGS President.
6. Administers the AGS Project Funds program.
7. Administers the AGS Travel Grant program.
8. Other duties as assigned by the Council.

## 8.5 Vice President of External Affairs

The Vice President of External Affairs shall have the following duties:

1. Represents AGS to all external organizations including the University of California Graduate and Professional Council (UCGPC), the National Association of Graduate and Professional Students (NAGPS), and other external student organizations except the UC Student Governments' Council of Presidents.
2. Seeks information about policies from external organizations that may affect AGS or graduate students. Reports this to the Council, and recommends action to the Council.
3. Requests assistance from external organizations to promote graduate student rights and needs.
4. In conjunction with the Vice President of Internal Affairs, serves as liaison to on- and off-campus groups which affect graduate student needs, including, but not limited to, UAW 2865 or umbrella organizations.



5. Reports on Local, State and Federal legislation that affects graduate students and recommends Council action.
6. Assists the President and Council with external outreach.
7. Coordinates lobbying at the Local, State, and Federal levels.
8. Other duties as assigned by the Council.

## 8.6 Vice President of Social Affairs

The Vice President of Social Affairs shall have the following duties:

1. Chairs the Social Committee and ensures that an appropriate number and selection of social events are held for the UCI graduate student community.
2. Coordinates recruitment for all AGS vacancies.
3. Administers other events as needed.
4. Ensures reasonable accommodations for attendees with disabilities for all events, including their advertising.
5. Other duties as assigned by the Council.

## 8.7 Stipends

Stipends for Council Officers can be changed by a two-thirds vote of the sitting Council Members.

## 8.8 Removal

Council Officers may be removed from office through legislation passed with a two-thirds majority of the sitting Council Members.

# 9 Staff

## 9.1 Staff Job Descriptions

When hiring staff, a clear description of goals and expectations must accompany each appointment to allow AGS Council a reasonable framework upon which to conduct a review.

## 9.2 Review

All staff receiving stipends from AGS must apprise the Council at least once per quarter of their work and progress on established goals as well as future plans. These updates may be conveyed in AGS Council meetings or circulated in written form. Failure to present these updates shall be considered cause for dismissal by the AGS Council.

## 9.3 Stipends

When changing stipends for Council Officers and staff, a two-thirds vote of sitting Council Members is necessary.

## 9.4 Removal

Staff members may be removed from office by a two-thirds majority of the Council Members present at a meeting where quorum has been reached.

## 9.5 Transition and Training

Staff members shall have no less than one hour of dedicated training before starting their position. This training should be held between the Executive Officer overseeing the staff member, and, if possible, the previous staff member. Staff members shall be informed of the transition documents that the previous staff member has written. Prior to the end of the tenure of a staff member, they shall prepare a transition memorandum outlining important contacts, institutional details, and other historical details that will help the incoming staff members.

# 10 Elections

## 10.1 Time frame

Council Members shall be elected by their respective academic units during the first eight weeks of the Spring quarter, for terms to begin the following July 1st. This does not apply to Professional Schools as outlined in Section 4.2 of these Bylaws.

## 10.2 Candidate Statements

Candidates shall be given a reasonable opportunity to submit a statement to the Elections Officer prior to the beginning of balloting. The Elections Officer will set a deadline for candidate statements to be due before the start of the election. All statements shall be made publicly available, free of charge to the candidates. The Elections Officer shall keep all statements confidential until they are distributed after the deadline. Candidates shall submit their statements electronically. Candidates are responsible for the accuracy of their statements. Candidates may also submit a photo headshot to be included with the statement. Photos must be free of other people, text, or campaign materials.

## 10.3 Disqualification

A candidate or referendum measure shall be disqualified should two-thirds of the sitting Council Members so vote. The candidate or referendum sponsor must be given at least a week's notice of the action to be taken against them, and must be given the opportunity to respond to the charges in writing or in a meeting with official minutes taken by a designate of the Elections Officer. The designated person cannot be a member of the AGS Council, be an AGS Officer, AGS staff member, be a candidate in the election, or a sponsor of a referendum. The Elections Officer shall inform the candidate or referendum sponsor of their disqualification within one week of the action. The following are recognized grounds for disqualification:

1. Violation of elections code that impede students' ability to fairly or fully participate in the

democratic process

## 10.4 Elections Officers

In the event that there is no Council Officer qualified to serve as the Elections Officer, Council may appoint an individual not running for a position in the current election as the Elections Officer.

# 11 Student Health Insurance Advisory Committee (SHIAC)

## 11.1 Graduate Delegation

Council shall appoint six graduate student members, four standing members and two alternates to the UCI SHIAC, henceforth called the “graduate delegation”.

## 11.2 VP Internal Associated Responsibilities

The VP Internal shall serve as part and supervise the work of the graduate delegation to SHIAC, ensuring that the following set of goals are met:

1. Advertisement of the SHIAC seats: By the 1st of August, the VP Admin shall send out an announcement to all graduate students soliciting applications for service.
2. Appointment of committee members by the first regular Council meeting of Fall Quarter, before which the VP Internal shall have either offered or, in the case that the VP Internal is not a Council Member, have ensured a Council Member has offered a resolution appointing all committee members and alternates.
3. A copy of all reports and relevant documents produced by the SHIAC committee is available to Council, with a summary presented to Council no less than once per quarter.

## 11.3 AGS Committee

Council may appoint additional individuals not recognized by the SHIAC committee to support the graduate delegation and assist in deliberation outside of official SHIAC committee meetings.

## 11.4 SHIAC Charter

Sections of the AGS Bylaws regarding the SHIAC committee are to be written in accordance with the SHIAC committee charter and other regulations governing the operation of SHIAC.

## 12 Judiciary

### 12.1 Appointment

The Judiciary Committee shall comprise three at-large members, all of whom are members of AGS but shall not be members of the AGS Council or serve as a Council Officer in any manner other than as chair of this Committee pursuant with Article VII of the Constitution.

### 12.2 Procedures

For the purposes of hearing a case and rendering a decision, an at-large member shall serve as the Committee chair and Council Officer, functioning as an intermediary between the Committee and the Council Officers. All three members shall vote on an issue presented to the Committee, rendering a single unanimous decision, or both majority and minority decisions if consensus cannot be reached. Decisions shall be submitted to the Council in writing and bearing the signature of all Committee members within 15 calendar days.

## 13 Amendments To The AGS Bylaws

### 13.1 Review

The Bylaws shall be reviewed on a yearly basis and approved by Council no later than the first meeting of fall term either as is or provisionally. Should the bylaws be approved provisionally, an ad hoc committee shall be formed by the VP Admin to address elements of concern.

### 13.2 Amendments

The AGS Bylaws may be amended or revised by a two-thirds vote of sitting Council Members.