
STATE UNIVERSITY OF NEW YORK
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

Graduate Student Association Senate Bylaws

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Preamble

It is the purpose of these bylaws to set forth the responsibilities and procedures of the Graduate Student Association Senate of the State University of New York College of Environmental Science and Forestry and to establish the organization and procedures necessary for the effective performance of such responsibilities and for the orderly transaction of Graduate Student Association Senate Business.

I. Duties of the Executives

A. The President shall:

1. Maintain GSA as a recognized organization at SUNY-ESF that abides by all regulations set forth by the Office of Student Affairs.
2. Preside at all meetings of the GSA Senate.
3. Prepare and circulate a structured agenda for each meeting of the GSA Senate.
4. Be granted access to the graduate student listserv to publicize meetings and other agenda items of the GSA Senate.
5. Initiate a vote among the GSA Senate to settle issues of contention or debate.
6. Vote only on Motions if there is a tie.
7. Certify monetary payments in coordination with the Treasurer and Faculty Advisor.
8. Appoint with approval of the GSA Senate additional committees and Vice Presidents deemed necessary and not provided for in the Constitution or Bylaws.
9. Appoint with approval of the GSA Senate all delegates or representatives to external and internal bodies or committees, unless otherwise stipulated in the Bylaws. This includes representation on Faculty Governance Standing Committees, including:
 - i. Curriculum (non-voting)
 - ii. Instructional Quality and Academic Standards (voting)
 - iii. Research (non-voting)
 - iv. Student Life (voting)
10. Serve as ex-officio member of all committees of the GSA Senate.
11. Compile and archive individual Executive Reports as an Annual Report and Assessment.
12. Maintain and update the Annual GSA Process and People to Know document.

B. The Vice President of Grants & Awards shall:

1. Constitute and chair the Grants & Awards Committee to facilitate and execute events, grant opportunities, and awards.
2. Prepare an Executive Report of committee activities prior to the final meeting of the academic year, to be delivered to both the President and the incoming Vice President of Grants & Awards for the following academic year, documenting and assessing the year's activities, accomplishments, and expenditures.
3. Maintain an updated budget of event and committee expenses.
4. Prepare the guidelines and solicit applications for the grants offered through GSA.
5. Solicit nominations for the honorary awards offered through GSA.
6. Update and follow the process outlined in the 'Grant Review Process' document.
7. Constitute and chair a fair and equitable selection processes to determine recipients for graduate student grant opportunities and honorary awards.
8. Coordinate with the Treasurer to disburse and track funds awarded to recipients.
9. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.

- C. The Vice President of International Activities shall:
 - 1. Constitute and chair the International Committee to facilitate and execute events.
 - 2. Prepare an Executive Report of committee activities prior to the final meeting of the academic year, to be delivered to both the President and the incoming Vice President of International Activities for the following academic year, documenting and assessing the year's activities, accomplishments, and expenditures.
 - 3. Maintain an updated budget of event and committee expenses.
 - 4. Represent International Graduate Student interests at GSA Senate meetings.
 - 5. Facilitate gatherings of the international graduate student community.
 - 6. Organize events oriented toward international students, including but not limited to:
 - i. Open forum for International Student Concerns during the Fall semester
 - ii. Multicultural Celebration in the Spring semester
 - 7. Attend international graduate student orientation each academic semester.
 - 8. Maintain a working relationship with the ESF Offices of International Education and Multicultural Affairs, and the Syracuse University Slutzker Center for International Services.
 - 9. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.

- D. The Vice President of Professional Development shall:
 - 1. Constitute and chair the Professional Development Committee to facilitate and execute events.
 - 2. Prepare an Executive Report of committee activities prior to the final meeting of the academic year, to be delivered to both the President and the incoming Vice President of Professional Development for the following academic year, documenting and assessing the year's activities, accomplishments, and expenditures.
 - 3. Maintain an updated budget of event and committee expenses.
 - 4. Organize panel and workshop events representing the professional interests of the graduate student body.
 - 5. Assist the Faculty Governance Research Committee in preparation of the graduate student portion of Spotlight on Student Research Events.
 - 6. Maintain a working relationship with the Office of Instruction and Graduate Studies (OIGS).
 - 7. Keep logistical and preparation records regarding each event.
 - 8. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.

- E. The Vice President of Social Activities shall:
 - 1. Constitute and chair the Social Committee to facilitate and execute social events.
 - 2. Prepare an Executive Report of committee activities prior to the final meeting of the academic year, to be delivered to both the President and the incoming Vice President of Social Activities for the following academic year, documenting and assessing the year's activities, accomplishments, and expenditures.
 - 3. Maintain an updated budget of event and committee expenses.
 - 4. Be responsible for coordinating and managing all social affairs of the GSA.
 - 5. Keep a file of the logistics and preparation required by each social event.
 - 6. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.

- F. The Vice President of Speakers & Presentations shall:
1. Constitute and chair the Speaker Committee to plan, coordinate, facilitate and execute speaking engagements for the ESF campus community, with an emphasis on graduate-level, relevant topics and speakers.
 2. Prepare an Executive Report of committee activities prior to the final meeting of the academic year, to be delivered to both the President and the incoming Vice President of Speakers & Presentations for the following academic year, documenting and assessing the year's activities, accomplishments, and expenditures.
 3. Maintain an updated budget of event and committee expenses.
 4. Solicit recommendations for and invite speakers for the Standing on the Shoulders of Giants and Shifting Paradigms speaker series that represent the general interests of the Graduate Student Body. When possible, leverage resources with other campus speaker organizations such as the Adaptive Peaks program or Women in Science and Engineering (WiSE).
 5. Organize and facilitate the Graduate Student Speaker Series to highlight student research on campus.
 6. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.
- G. The Treasurer shall:
1. Keep an account of all receipts and disbursements.
 2. Direct the payment of money only on written orders properly certified by the Treasurer, the GSA Senate President, and the GSA Senate Faculty Advisor.
 3. Safeguard the monetary capabilities of the GSA Senate and ensure its ability to address all monetary obligations.
 4. Coordinate with the President and Vice Presidents to facilitate the expenditures necessary to conduct the business of the GSA.
 5. Prepare the yearly budget and present financial reports to the GSA Senate when requested.
 6. Submit an itemized written report to the GSA Senate of all financial transactions at the end of his or her term of office.
 7. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.
- H. The Secretary shall:
1. Prepare meeting minutes of all GSA Senate meetings.
 2. Upon request, provide a copy to any member of the GSA.
 3. Maintain an accurate record of the total number of department and general representatives by contacting the Office of Instruction and Graduate Studies in the Spring semester prior to GSA Senate elections.
 4. Lead the review of the constitution and bylaws during the appropriate time.
 5. Help assemble the Annual Report and organize archive folders on GSA Senate hard drive.
 6. Keep attendance at meetings through the roll call.
 7. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.
- I. The Webmaster shall:
1. Maintain the GSA website hosted at www.esfgsa.com and the GSA GMail account.
 2. Maintain the GSA calendar of events, including GSA Senate meetings, on the GSA Google Calendar and the ESF Student Events Calendar.
 3. Maintain the organization of Google Drive through the GMail account, and archive all contents onto the GSA harddrive at the end of the academic year.
 4. Archive meeting minutes on the GSA website.

5. Post GSA event descriptions, information, and advertisement flyers on the website in a timely manner.
 6. Chair the Election Committee.
 7. Administer and moderate the Facebook GSA group page.
 8. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.
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II. Duties of Department Representatives

- A. Represent the students of the following departments:
 1. Chemistry
 2. Environmental and Forest Biology
 3. Environmental Resources Engineering
 4. Environmental Science, Division of
 5. Environmental Studies
 6. Forest and Natural Resources Management
 7. Landscape Architecture
 8. Paper & Bioprocess Engineering
 9. Sustainable Construction Management & Engineering
 - B. Facilitate communication between the students and faculty of his or her respective department via mechanisms that shall consist of, but are not limited to, one or more of the following:
 1. Attending faculty meetings
 2. Receiving a copy of the formal faculty meeting minutes
 3. Scheduling meetings with the department chair or coordinator at least once a semester.
 4. Hosting internal departmental forums
 5. Holding office hours to receive general comments or concerns
 - C. Provide assistance in executing all GSA Senate activities during the year by serving on at least one committee per semester.
 - D. Serve on the Office of Instruction and Graduate Studies (OIGS) Advisory Committee. When called upon, provide feedback to the OIGS on campus issues concerning graduate students.
 - E. Maintain a record of specific departmental contacts and procedures.
 - F. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.
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III. Duties of General Representatives

- A. Undergraduate Student Association (USA)
 1. Attend meetings of the USA and/or review USA meeting minutes. Contact the USA President for information regarding meeting times and place.
 2. Coordinate the use and maintenance of shared resources, specifically the bar.
 3. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.
 4. Act as a liaison between the GSA and USA as needed on pressing issues
- B. Syracuse University Graduate Student Organization (GSO)
 1. Represent the interests of ESF graduate students as applicable in GSO matters by attending meetings of the GSO and reporting back to the GSA Senate.
 2. Circulate information regarding GSO services available to ESF students.
 3. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.

C. Board of Trustees

1. Attend the Board of Trustees meetings to which he or she is invited.
 2. Before the first Board of Trustees meeting of the academic year, coordinate with the USA Board of Trustees representative to ensure that rotation between the graduate and undergraduate representative alternates on a yearly basis. The graduate representative shall hold the vote every academic year where the fall semester is an even year.
 3. Voice graduate student interests and concerns to, and obtain relevant information from members of the Board of Trustees.
 4. Act as liaison between the Board of Trustees and the GSA Senate as needed on pressing issues.
 5. Keep a record of the Board of Trustees actions during his or her term of office.
 6. Attend regularly scheduled meetings of the GSA Senate or identify a proxy.
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IV. Duties of the Faculty Advisor

- A. The Faculty Advisor is not considered a member of the GSA Senate and therefore cannot participate in any voting process.
 - B. The Faculty Advisor shall:
 1. Provide information and advice to the GSA Senate as requested and support GSA Senate initiatives in College venues as appropriate.
 2. Maintain a record of involvement and activities to be passed on to the incoming Faculty Advisor, or to be held by the continuing Faculty Advisor.
 3. Certify monetary payments in coordination with the President and Treasurer.
 4. Oversee all events where alcohol is served, according to the official campus Alcohol Policy.
 5. Communicate Faculty Governance and other Student Affairs issues to the GSA Senate.
 6. Attend regularly scheduled meetings of the GSA Senate or identify a proxy faculty member or administrator.
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V. Meetings

- A. General Conduct
 1. Meetings will be held every other week during the academic year when the college is in session.
 2. GSA Senate meetings will be open to all members of the GSA.
 3. The President will arrange a common meeting time and place for each academic semester.
 4. The GSA Senate shall operate as a committee of the whole.
 5. All members of the GSA Senate are expected to attend regularly scheduled meetings.
 6. A GSA Senate member may be excused from regularly scheduled meetings if they have a scheduled class conflict that is recognized by the President. He or she must otherwise remain involved in a GSA Senate committee and events and is not excused from previously stated duties outlined in Sections I-III.
 7. Whenever possible, if a member is unable to attend a meeting, he or she should designate a proxy to attend and vote in his or her place.
 - i. The Proxy should be informed of topics on the agenda and shall report back to the GSA Senate member that he or she represents. The proxy will make sure to announce his or her proxy-status during roll call, and it will be noted in the minutes.
 - ii. For a Department Representative, the proxy must be a student in the same department.

- iii. For a General Representative or an Executive, the proxy can be any member of the GSA currently not serving on the GSA Senate. If a committee Vice President is absent, another member of the committee will provide any necessary updates during the meeting.
8. A record of attendance will be kept for all GSA Senate members, which will be included in the minutes and published on the GSA website.
9. All members of GSA will be invited to attend meetings of the GSA Senate by the President.

B. Agenda

1. The President will prepare and publicize the agenda by soliciting items from:
 - i. Members of the GSA Senate
 - ii. Members of the GSA, provided they have first met to discuss the item with his or her department representative
 - iii. Other internal or external organizations who have contacted members of the GSA Senate
2. The agenda shall consist of, but is not limited to, one or more of the following items of business:
 - i. Old business
 - ii. New business
 - iii. Department updates
 - iv. Committee updates
 - v. Special guests
 - vi. Budgets
 - vii. General operations and planning
 - viii. Reminders, follow-ups, and upcoming events

C. Minutes

1. The Minutes will be prepared based on the meeting Agenda and edited during and directly after GSA Senate meetings by the Secretary.
2. A draft of the minutes will be sent to all GSA Senate members by the Secretary by the following Friday for review and comments.
3. GSA Senate members will review and make necessary corrections, which will be incorporated by the Secretary, prior to the next GSA Senate meeting.
4. The final draft of the minutes will be approved by the GSA Senate at the next meeting.
5. Approved minutes will be provided by the Secretary to the Webmaster to post on the GSA website under archives and in the online archives.

D. Structure

1. Meetings shall begin with a roll call by the Secretary who will state the title of GSA Senate positions, with GSA Senate members responding by stating his or her name, and other individuals and guests responding by stating his or her name and giving a brief introduction. Roll call will be used to track attendance.
2. The Secretary will then announce if a quorum of the GSA Senate is not present.
3. The Senate shall then vote to approve of the minutes detailing the previous meeting.
4. The President will then direct the discussion and voting of the GSA Senate according to the agenda, limiting discussion as necessary to fit within the scheduled meeting time.
5. If a quorum is not present, then all Motions requiring a vote will be rescheduled until a quorum is present.

6. The President will request for a Motion from a GSA Senate member to adjourn the meeting at the conclusion of the meeting time.

E. Discussion

1. President will introduce each agenda item and its associated speaker.
2. Discussions will be regulated by the President, so that different viewpoints can be expressed in an orderly fashion that does not exceed the scheduled meeting time.
3. Any discussion item can be tabled with the discussion planned to continue at a later date or time which shall be noted in the minutes.
4. A final opportunity for discussion will be given before a vote, with no item brought to a vote without an opportunity for discussion.

F. Voting

1. Voting shall be limited to the membership of the GSA Senate or a designated proxy.
2. The Faculty Advisor, as an advisor to the GSA Senate, shall not vote.
3. One-half of all currently filled GSA Senate positions plus one shall constitute a quorum.
4. A quorum of the GSA Senate is required for Motions to be considered and voting to occur.
5. A majority of the quorum is required for a Motion to pass.
6. The President will vote only in the case of a tie in voting.
7. Any member of the GSA Senate excluding the President may present a Motion for a vote. Voting shall follow the following process:
 - i. A GSA Senate member shall make a Motion by stating the nature of the vote and a request for a vote of unanimous consent.
 - ii. An additional GSA Senate member shall make a Second of that same Motion.
 - iii. The President will ask if any member objects to the Motion.
 - iv. If there is no objection, the Motion is passed by unanimous consent.
 - v. If any member does object, the Motion will be decided by a voice vote.
8. A vote for approval of the GSA Senate is necessitated by, but not limited to, the following actions:
 - i. Amendments to the Bylaws or Constitution
 - ii. Any vote to alter the amount of funds proportioned to the GSA Senate operating budget through graduate student fees
 - iii. Approval of meeting minutes
 - iv. Allocation of funds
 - v. Approval of budget and amendments of budget
 - vi. Approval of Presidential appointments
 - vii. Endorsement of a formal GSA Senate opinion
 - viii. The President may call for a vote on any topic if deemed necessary by the importance of the topic
9. Voting shall be recorded in the minutes in the following method:
 - i. The stated Motion for a vote
 - ii. The GSA Senate member who made the Motion
 - iii. The GSA Senate member who Seconds the original Motion
 - iv. A record of passage by unanimous consent, or a count of the vote in-favor of the Motion
 - v. Count and names of opposed votes
 - vi. Count and names of abstained votes

G. First Meeting of the Academic Year

1. Prior to this meeting, all GSA Senate members shall review the following:
 - i. GSA Senate Constitution
 - ii. GSA Senate Bylaws, sent to the Senate for review by the Secretary prior to the meeting.
 - iii. GSA Senate Constitution, if it is the correct year for review
2. During the First Meeting the GSA Senate Shall:
 - i. Accept the Bylaws in their current format or propose amendments to the Bylaws as needed.
 - ii. Confirm the status of the Faculty Advisor, based on procedures outlined in Elections Section VI.B.
 - iii. Announce and discuss vacant positions of the GSA Senate to be filled.
 - iv. Determine the order of Presidential succession as outlined in Vacancy Section VI.C.3.
 - v. Determine the membership of each Committee, and establish a timeline for submission of proposed Committee budgets.
 - vi. Appoint GSA Senate members as delegates or representatives to any external and internal bodies or committees.
 - vii. Outline and discuss any major issues and goals for the upcoming academic year.
 - viii. Introduce the Annual GSA Process and People to Know document.

H. Special Meetings

1. Special meetings of the GSA Senate shall be called by the President or by written request signed by at least three members of the Senate and presented to the Secretary. Justification for special meetings shall consist of, but is not limited to, one or more of the following:
 - i. Constitutional amendments
 - ii. Impeachment
 - iii. Time-sensitive issues that must be decided prior to the next scheduled meeting

I. Final Meeting of the Academic Year

1. The current President shall preside at the final meeting.
 2. All Executive Reports shall be presented by the Vice Presidents and compiled by the President and Secretary, and then archived by the Webmaster.
 3. A final executive summary of the budget shall be presented by the Treasurer.
 4. If necessary, the apportionment of department representatives shall be updated through an official amendment to the Bylaws under the current GSA Senate.
 5. The incoming GSA Senate shall be introduced by the Faculty Advisor, thereby initiating the transition of all GSA Senate positions and the transfer of important documents and references.
 6. The current President will then formally transfer power to the incoming GSA Senate.
 7. The final meeting shall be adjourned by the incoming President.
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VI. Elections

A. Elections shall be coordinated by the Election Committee as outlined in Election Committee Section VII.B.1.

B. Process

1. Timing

- i. Elections shall occur during the Spring Semester, at least three weeks prior to the last week of classes, and shall be open for a one-week period.
- ii. The announcement of elections shall be made at least four weeks in advance of voting and will include a link to position summaries hosted on the GSA Senate Website. This action officially opens the nomination period.
- iii. Nominations shall be taken up to one week in advance of the voting period.

2. Senate Nominations and Eligibility

- i. All continuing graduate students in good academic standing shall be eligible.
- ii. All candidates must be self-nominated and must provide personal descriptions and descriptions of intent for the specific position.
- iii. Self-nominations may take the form of a written declaration of intent to run or a voice nomination presented at a meeting of the GSA Senate.
- iv. Only members of a specific department are eligible to run for the representative position of that department. Department representative positions shall be allocated proportional to population, with one representative for every fifty (50) matriculated graduate students and at least one (1) representative per department. Current apportionment is:
 - a. Chemistry (1)
 - b. Environmental and Forest Biology (3)
 - c. Environmental Resources Engineering (1)
 - d. Environmental Science, Division of (2)
 - e. Environmental Studies (1)
 - f. Forest and Natural Resources Management (2)
 - g. Landscape Architecture (1)
 - h. Paper and Bioprocess Engineering (1)
 - i. Sustainable Construction Management and Engineering (1)
- v. Election results shall be posted on the GSA Senate webpage and distributed to the GSA.
- vi. Members of the GSA not elected into the Senate can still serve on the Senate under an appointed but non-voting capacity and can serve on GSA Senate committees.

3. Voting

- i. All voting shall be by secret electronic ballot through the MyESF system organized by the Director of Information Systems, and shall be kept as a record by the GSA Senate.
- ii. Ballots must include a description of all positions and candidates.
- iii. All positions other than department representatives shall be elected by popular vote among all members of the GSA.
- iv. Department representatives shall be elected by popular vote among graduate students within his or her department.
- v. In the event of a tie vote for any position of the GSA Senate, a runoff election shall be held within one week between the parties involved.

4. Transition of Offices
 - i. All GSA Senate positions shall have a term of one academic year, no term limit.
 - ii. Terms and associated voting privileges will transition to the incoming GSA Senate at the close of the last meeting of the Spring Semester.
 - iii. The outgoing Senate shall act in advisory capacity to the incoming Senate for the remainder of the semester.
- C. Election of the Faculty Advisor
1. If the previous Faculty Advisor to the GSA Senate wishes to continue in this capacity, the new GSA Senate will vote by voice during the first meeting of the Fall Semester to retain the previous Faculty Advisor, or call for nominations.
 2. Self-nominations for the GSA Senate Faculty Advisor position may be submitted through written declaration to a GSA Senate member by any full-time faculty member of the College.
 3. First-year faculty members will not be considered for the Advisor position.
 4. Nominations for the Advisor will be taken during the first month of the Fall Semester.
 5. The Faculty Advisor will be determined by a majority vote of the GSA Senate through an electronic ballot, and the results shall be announced during a GSA Senate meeting in the second month of the Fall Semester.
 6. The Faculty Advisor term will last one year with no term limit.
- D. Vacancy
1. Any member of the GSA Senate may be dismissed from his or her position due to, but not limited by, one or more of the following:
 - i. Poor academic standing
 - ii. Insufficient attendance at meetings of the GSA Senate
 - iii. Inability or failure to fulfill specific position duties as outlined
 2. The President shall give warning if any GSA Senate member is in risk of dismissal.
 3. Dismissal shall occur by a passing vote of the GSA Senate.
 4. In the event that a GSA Senate position becomes vacant, other than the position of the President, said vacancy shall be filled by appointment by the President with approval of the GSA Senate.
 5. Presidential succession will be established at the first meeting of the academic year by a voiced self-nomination from among the Vice Presidents and majority vote of the GSA Senate.
 6. The new President will then appoint a replacement for his or her vacated Vice President position, with approval of the GSA Senate.
 7. Notification of this change in leadership shall consist of, but is not limited to, one or more of the following:
 - i. Email notification to all GSA members
 - ii. Posting on the GSA website
 - iii. Other paper or electronic advertisement across campus
- E. Impeachment
- i. A petition stating the charges against an officer and signed by at least ten (10) percent of the total GSA Senate membership shall be required to bring charges against an officer of the GSA Senate.
 - ii. Notification of the charges against the officer shall be brought before the GSA Senate. Mechanisms shall consist of, but are not limited to, one or more of the following:

- a. Email notification to all GSA members
 - b. Posting on the GSA website
 - c. Other paper or electronic advertisement across campus
 - iii. Both the charges against the officer and his or her defense shall be debated at a special meeting of the GSA Senate within two weeks after submission of the petition and notification of the charges.
 - iv. A vote to dismiss the officer shall be held at the special GSA Senate meeting. A two-thirds majority vote of the total GSA Senate membership shall be required for dismissal of the officer.
 - v. An officer may be charged only once for the same offense.
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VII. Committees

A. Standing Committees

1. General Actions

- i. All GSA Senate members must serve on a committee, while GSA members can serve under an appointed but non-voting capacity.
- ii. Committees will hold regular meetings external to GSA Senate meetings.
- iii. Each committee shall prepare a template of events to present to the GSA Senate for discussion at the beginning of each semester and shall provide a preliminary budget for a formal GSA Senate vote.
- iv. Committees shall operate with general autonomy, but shall present any large procedural changes or concerns to GSA Senate during a general meeting.

2. Grants & Awards

- i. Focused on providing funding and recognition for research activities conducted by graduate students at ESF. Encourages the development of detailed research proposals and provides a robust application and review process to select recipients and improve graduate student products.
- ii. Must update and follow the process outlined in the 'Grant Review Process' document.
- iii. No selection by the Grants & Awards Committee will discriminate, or promote any form of discrimination, on basis of race, gender, religion, national origin, age, disability, sexual orientation, marital or veteran's status in any program, activity, or service.
- iv. Grants offered are:
 - a. Research Grants for original research
 - b. Travel Grants for presenting at a conference or attending a professional workshop or seminar.
 - c. Other grants created and approved by the GSA Senate.
- v. Awards offered are:
 - a. Excellence in Teaching
 - b. Excellence in Community Service
 - c. Excellence in Research
 - d. Other awards created and approved by the GSA Senate.

3. International Activities

- i. The mission of the International Committee of the GSA is to represent the international community through activities and events that create deeper international and global awareness and also showcase the cultural diversity on campus.
- ii. The objectives of the international committee are:
 - a. Represent the International Graduate Student interests at GSA meetings.

- b. Attend new international graduate student orientation at the beginning of each academic year.
 - c. Maintain a working relationship with the Syracuse University Office of International Services.
 - d. Constitute and chair an International Committee to help facilitate and execute events
 - iii. This committee shall host a panel event to discuss international student rights in the fall and a multicultural celebration in the spring.
- 4. Professional Development
 - i. Focused on providing opportunities that facilitate the graduate school process and the transition of graduate students into future careers. Aims to address the various needs of beginning, intermediate, advanced, and graduating students to help them develop the necessary skills to succeed as future leaders, researchers, educators, and professionals in various fields.
 - ii. Methods:
 - a. Educate graduate student population on the resources, rights, and responsibilities of graduate school at ESF and the opportunities beyond graduation.
 - b. Organize events (panels, workshops, etc.) that serve the professional interests of the graduate student body.
 - c. Determine where professional development services and information are on campus, and assemble these resources for the student body.
 - d. Maintain a working relationship with the Office of Instruction and Graduate Studies (OIGS) and other key collaborators.
 - e. Assist the Research Committee in preparation of the graduate student portion of the Spotlight on Student Research event.
- 5. Social Activities
 - i. Plans evening social events occurring during orientation week with the goal of introducing and welcoming new graduate students to the community.
 - ii. Focused on fostering a sense of community and connectivity among graduate students across all academic departments at ESF. Strives to fulfill this mission by providing social opportunities that are varied in nature and engage a diversity of the graduate communities' interests.
 - iii. Recognizes the importance of a balance between our work as graduate students and our non-academic experiences. Believes that a strong sense of community and connectivity amongst members of the ESF graduate body will enhance an individual's graduate student experience; promote pride in ESF; create opportunities for meaningful friendships; and encourage collaboration amongst ESF students during and after graduate school.
 - iv. Hosts "Thank Goodness (TG) Events" and other various social events that will appeal to a diverse group of graduate students.
- 6. Speakers & Presentations
 - i. Focused on providing the opportunity for graduate students to present current research on campus, gaining valuable experience and feedback.
 - ii. Focused on soliciting, organizing, promoting and hosting thought-provoking speaker events of broad interest to the graduate student body, as reflected by student survey results and nominations
 - iii. Maintains positive working relationships with previous speaking event co-sponsors, including Adaptive Peaks, ESF Women's Caucus, and Maxwell School's Students for

Tomorrow's Environmental Policy. When possible, appropriate, and with support from the GSA Senate, utilize these partners to enhance speaking engagements and spread financial resources.

- iv. Facilitates speaker series under three categories:
 - a. The Graduate Student Speaker Series "Noon in Moon", for graduate students to present their research to a campus wide audience.
 - b. Shifting Paradigms, highlighting an individual fundamentally changing the ways we think about science and society
 - c. Standing on the Shoulders of Giants, focused on young researchers who are conducting outstanding research that has broad relevance and have demonstrated leadership in their field.
 - v. Collaborate with departments and organizations on campus and at Syracuse University to bring speaker and presentation opportunities to ESF.
- B. Special Committees
- 1. Election Committee
 - i. The Election Committee shall be responsible for coordinating the election of all GSA Senate positions.
 - ii. The Election Committee shall be chaired by the Webmaster and shall consist of two additional members nominated and approved by the GSA Senate.
 - iii. The Webmaster shall complete the Election Form and coordinate with the Director of Information Technologies to link to MyESF and initiate electronic voting.
 - iv. All positions must be summarized and posted.
 - v. Individuals are only eligible to run for one position during an election cycle.
 - vi. The Secretary shall confirm the population of graduate students in each department and update the total number of representative positions accordingly. Any change in the total number of representatives will result in an official amendment to the Bylaws which will occur during the last meeting of the Spring semester.
 - 2. Additional committees can be proposed by the President and approved by a vote of the GSA Senate to address specific needs of the GSA Senate.
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VIII. Assessment

A. Surveys

- 1. It is a general practice of the GSA Senate to design and distribute an annual survey to all graduate students at the start and/or end of each academic year. This survey has been used to guide event planning and to solicit feedback from the GSA.
- 2. The GSA Senate or independent committees may develop additional surveys to solicit feedback from the GSA.
- 3. All surveys must follow the official College protocol and pass through the Assessment Office for approval as outlined at <http://www.esf.edu/assessment/policies.htm>.

B. Event Assessment

- 1. At each event, the organizing committee will fill out an event assessment form providing the number of attendants, comments, or future recommendations based on the event. These will be submitted to the President who will then pass the report to the Secretary to be included in the annual report.

2. At any event where alcohol is served, the organizing committee will record an account of any incidences on the event assessment.

C. Executive Report

1. Each executive Vice President will complete an annual committee report to be submitted to the President who will then pass the reports to the Secretary at the final meeting of the academic year.
2. This report will follow a set format and contain a summary of events and committee operations throughout the academic year.

D. Annual Report

1. The Annual Report shall consist of all Executive Reports and shall be prepared by the President and Secretary.
 2. It shall serve as a final assessment and record of the GSA Senate operations and events.
 3. It shall include a summary of GSA Senate member attendance at regularly scheduled meetings and participation in GSA Senate events.
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IX. Budget

- A. A portion of graduate student fees support and fund that GSA Senate operating budget. Additionally, a separate fee is assessed to graduate students by the Bursar Office in support of services and programming provided by the Syracuse University Graduate Student Organization.
 - B. The Budget and monetary actions of the GSA Senate are complex and involve coordination between the Treasurer and a variety of College offices and personnel. The Treasurer should consult and regularly update the guidelines and processes summarized in the previous GSA's Treasurer's Annual Report.
 - C. GSA funds are accessed either through a reimbursement form or College procurement card via the Treasurer, according to the processes outlined in the Annual GSA Process and People to Know document.
 - D. The Budget should be accepted by the Senate prior to the conclusion of the third meeting of the academic year.
 - E. Budget updates should be presented at the start of each semester and the end of the academic year, with informal updates as requested or needed by the GSA Senate.
 - F. The operating Budget should be based largely on the individual budgets of the Standing Committees while also incorporating other expenditures proposed by the membership of the Senate during the discussion of the budget. In addition, each year, the GSA must budget for and contribute to the liability insurance for all student events.
 - G. Individual events and expenditures occurring before the passage of the Budget should be approved by the GSA Senate.
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X. Fees

- A. The GSA Senate can impact its annual operating budget by altering the portion of fees collected from graduate student services fees that contribute to the budget.
 - B. A GSA Senate member must first make a Motion stating the degree of fee alteration and the rationale for the alteration.
 - C. The Motion must be passed following the protocol outlined in Voting Section V.F.7 and shall be passed to the GSA as an announcement at least two weeks in advance of a vote.
 - D. A vote of the GSA shall be coordinated with election voting.
 - E. The Director of the Office of Business Affairs shall be notified of all actions to alter graduate student fees: Motion, announcement, and final vote.
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XI. GSA Senate Bylaws Amendment Process

- A. GSA Senate Bylaws must be reviewed during the Fall semester of each academic year, as outlined in First Meeting of the Academic Year Section V.G.1, however additional amendments may be proposed throughout the academic year.
 - B. Proposed amendments to the Bylaws must be deemed necessary for GSA Senate operation.
 - C. Any new positions created by the GSA Senate must be formalized by the second year of the position through an amendment to the GSA Senate Bylaws.
 - D. Amendments shall be proposed according to the protocol outlined in First Meeting of the Academic Year Section V.G.1-2.
 - E. The amendment approval process shall follow the protocol as outlined in Voting (V.F.7).
 - F. The Secretary shall document the review and amendment process as necessary in the meeting minutes, and shall make the necessary corrections to the GSA Senate Bylaws document.
 - G. The Webmaster shall upload the revised document to the GSA Senate Website.
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