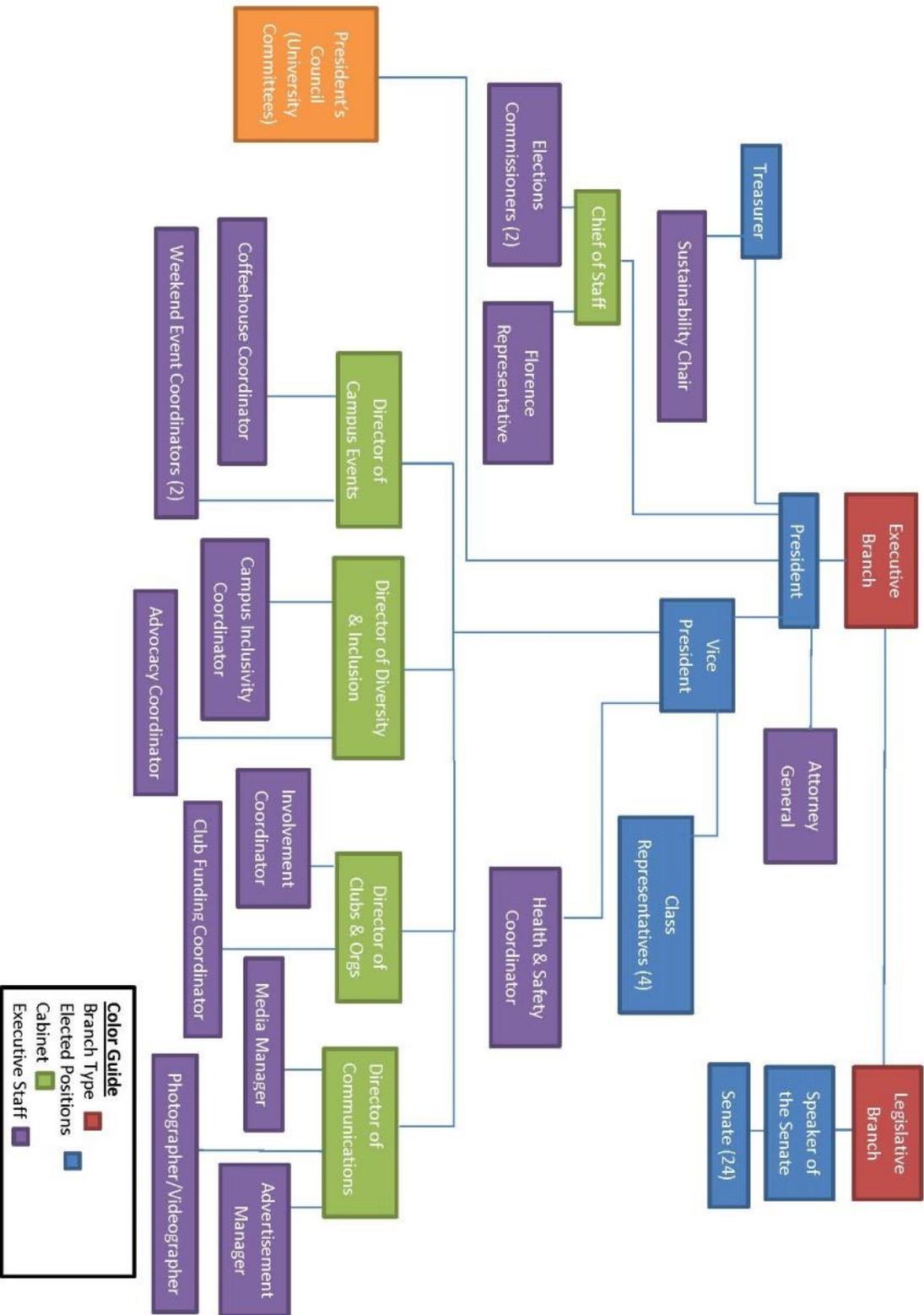


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GSBA Organization Chart 2019-2020



*By-laws of the  
Gonzaga Student Body Association*

**Article I: GSBA Cabinet**

Section 1: The GSBA President shall preside over all meetings of the Cabinet as designated in the Constitution.

Section 2: The composition of the GSBA Cabinet is outlined in Article V of the GSBA Constitution.

Section 3: The members of the GSBA Cabinet shall advise the GSBA President in decisions about the operation of the Executive Branch and GSBA as a whole.

Section 4: The Cabinet shall meet at least once every week but may be cancelled as deemed necessary by the President.

Section 5: All meetings of the Cabinet shall be open to all GSBA members unless the Cabinet unanimously agrees to an executive session in order to handle personnel matters in accord with Article II of the Constitution.

Section 6: Special meetings of the Cabinet can be called by the President, or at the demand of any five (5) other members of the Cabinet.

Section 7: Cabinet members shall be required to attend all meetings of the GSBA Cabinet; absences must have prior approval from the President.

Section 8: Cabinet members shall attend those meetings and serve on such committees as the President deems necessary. The President or President's designee will deliver a weekly update of Cabinet activities to the GSBA Senate, but each Cabinet member is required to attend at least one (1) Senate meeting a semester.

Section 9: Cabinet officers leaving their positions have the responsibility to train all the new incoming officers prior to the Spring Inauguration. Each officer will be required to create transition materials (as determined by the Chief of Staff) as well as provide opportunities for job shadowing before leaving their office.

Section 10: All appointments to Cabinet positions shall follow the guidelines dictated in the Appointment and Accountability section of these By-laws.

**Article II: Student Body President**

Section 1: The Student Body President (hereafter, "the President") shall serve as the chief executive officer of the Gonzaga Student Body Association. In essence, the President shall lead and oversee the Executive Branch.

Section 2: Prior to filing for office the GSBA Presidential candidate must complete one (1) semester of one of the following:

- A. Member of the GSBA Executive Branch
- B. Member of the GSBA Senate

Section 3: The President and Vice President shall be elected on a ticket and shall campaign together. The President shall assign responsibilities to the Vice President, Treasurer, and Speaker of the Senate in order to ensure the strong operation of the Executive Branch in addition to these By-laws as necessary.

Section 4: The President shall coordinate the spring inauguration and the transition of the newly elected and appointed officers.

Section 5: The President shall be responsible for organizing the appointment process for GSBA Executive Cabinet and Staff positions. These appointment procedures must follow the guidelines set forth in the Appointment and Accountability section of these By-laws.

Section 6: The President shall work 14-18 hours per week, and an additional 180 hours over the summer.

Section 7: The President shall serve on the GSBA Cabinet as outlined in the Constitution and previous By-laws.

Section 8: The President shall serve as the chief spokesperson for the GSBA. The President shall maintain communication between the GSBA and the University Faculty, Staff, Administration, the Trustees, the Regents, other student governments, and other organizations.

Section 9: The President shall serve on the University Trustee's Student Life committee.

Section 10: The President shall meet once a month with the President of the University.

Section 11: The President shall meet once a month with the University Associate Provost of Student Development.

Section 12: The President shall meet at least twice per month with the GSBA Advisor.

Section 13: The President shall nominate members of the GSBA to serve on University committees and on the President's Council. The President's Council shall be composed of all those students who have been appointed to represent the student body by the President. The President's nominees shall be ratified by the Senate. The President's Council shall meet on a regular basis determined by the President. The President's Council shall include GSBA members serving on the following University committees:

- A. Academic Council (4)

- i. At least one (1) member of academic council must be from the Senate Academic Committee.
- B. Finance Committee (shall consist of the Club Funding Coordinator and the Treasurer (2)
- C. Security Council (3) (at least one (1) senator from the Senate Committee on Health and Safety).
- D. Publications Board (3)
  - i. One (1) member is to be the GSBA Director of Communications
  - ii. The Publications Board members are to be selected prior to the end of Spring semester in which the President is elected.
- E. Athletic Council (4)
- F. Green Fund Committee
  - i. Two (2) GSBA Senators.
- G. Mission Committee
- H. Diversity Committee
- I. Professional Development Grant Committee (5)
- J. Other committees, councils, and boards created by the President in concert with the administration of the University.

Section 14: The President shall submit a written status report on the GSBA once a year to the members of GSBA, the members of the Corporation of Gonzaga University, the University Trustees and Regents, the President of the University, and the Cabinet of the University.

Section 15: The President shall work with the Speaker to organize one (1) State of the University address per semester.

Section 16: The President shall remain on campus during the summer and shall be given adequate compensation. If the President cannot remain on campus, the GSBA Vice-President will remain in the place of the President during the summer semester.

Section 17: The President shall support the University Vision, Mission, and Student Handbook, as well as implement the University Mission Statement as the marketing tool at each First-Year Orientation in conjunction with GUIDE Core and First Year Experience.

Section 18: The President will serve as a General Body member within JSGA, meaning that they can vote on statements and amendments to the Constitution. The President is expected to participate in the National Jesuit Student Leadership Conference (NJS LC), the Winter Summit, and participate in regional calls at least once a semester and as often as determined by the Regional Chair and members. If the President is unable to attend any meetings in person, they are required to communicate this to the JSGA Co-Chairs and provide a proxy to attend the meetings in their place.

### **Article III: Student Body Vice President**

Section 1: The Student Body Vice President (hereafter “Vice President”) shall work 12-16 hours per week, and an additional 180 hours over the summer, and shall be responsible for recognizing, organizing, and presenting all GSBA members’ concerns to the Executive Branch.

Section 2: The Vice President shall be responsible for creating programs as necessary to address student issues and concerns.

Section 3: The Vice President shall serve as the primary liaison for academic affairs. The Vice President shall serve on the University's Academic Council and an associated subcommittee. As such, the Vice President shall act as chair for the Senate Academic Committee and attend weekly meetings.

Section 4: The Vice President shall be placed in charge of Cabinet Directors. As such, the Vice President shall meet every other week with each of the Cabinet Directors and the Attorney General to discuss upcoming projects, relay concerns and evaluate job performance.

Section 5: The Vice President shall henceforth supervise Class Representatives and meet with them every other week to provide necessary updates and direction.

Section 6: The Vice President shall henceforth supervise the Health & Safety Coordinator and meet with them every other week to provide necessary updates and direction.

Section 7: The Vice President shall be fully aware of what services various departments in the University can provide for GSBA.

Section 8: The Vice President shall organize the voting for GSBA awards including the GSBA Service and Loyalty Award and the Appreciation Award at the end of the academic year.

Section 9: The Vice President shall also execute any other duties that the President deems necessary.

#### **Article IV: Speaker of the Senate**

Section 1: The Speaker of the Senate (hereafter "the Speaker") shall present the views of the Senate to the administration and the Executive Branch of GSBA. The Speaker shall also present the views of the Administration and the Executive Branch to Senate. The Speaker shall work 11-15 hours per week.

Section 2: Prior to filing for office the GSBA Speaker of the Senate, the candidate must complete one (1) semester of one the following:

- A. Member of the GSBA Executive Branch
- B. Member of the GSBA Senate

Section 3: The Speaker shall oversee the activities of the Senate and Senate meetings. The Speaker shall also serve and support Senators in both finding and carrying out initiatives. To do so, the Speaker should facilitate communication between Senators and any relevant or necessary University contacts.

Section 4: The Speaker shall appoint Senators to and coordinate the Senate committees and the Speaker of the Senate or the Senate Pro-Tempore will meet at least once per month with the committee chairpersons.

Section 5: The Speaker shall prepare and publish Senate agendas for the current week and Senate minutes from the previous week one (1) day prior to the meeting. At the current meeting, the Senate shall approve the previous week's minutes.

Section 6: The Speaker shall sponsor student issue forums to address concerns that arise on campus as needed.

Section 7: The Speaker shall organize one (1) State of the University address with the President of the University and the President of the Student Body per semester.

Section 8: The Speaker shall also execute any other duties that the President deems necessary.

#### **Article V: Student Body Treasurer**

Section 1: The Student Body Treasurer (hereafter the Treasurer) shall ultimately be responsible for all GSBA financial matters. The Treasurer shall hold 12 office hours per week.

Section 2: The Treasurer shall keep current records of the financial transactions made under GSBA budgets.

Section 3: The Treasurer shall prepare monthly GSBA financial statements and submit them to the Cabinet and the Dean of Students.

Section 4: The Treasurer shall close the fiscal year books after the last academic day of the year.

Section 5: The Treasurer and Club Funding Coordinator shall be responsible for faithfully executing the budget and ensuring the security of GSBA funds.

Section 6: The Treasurer shall be the GSBA office purchasing agent, signing all GSBA financial documents with an additional signature to come from the President, Director of Student Activities, Student Activities secretary, or the secretary for the Student Development Vice President. Items purchased under the "General Clubs" or "Sports Clubs" lines may be signed off on by either the Treasurer or the of Club Funding Coordinator with an additional signature from one (1) of the aforementioned parties.

Section 7: The Treasurer must meet with the Club Funding Coordinator once per month, or as needed, to discuss expenditures.

Section 8: The Treasurer must meet with the Vice President once a month regarding expenditures.

Section 9: The Treasurer shall work in coordination with the Sustainability Chair to oversee the budget of the Green Fund.

Section 10: The Treasurer will gather updates for GSBA for upcoming financial expenditures and forecast for coming events.

Section 11: The Treasurer shall gather and maintain all financial forms and ensure that records for the previous 7 years are available.

Section 12: The Treasurer shall report to the Senate the financial status of GSBA not less than once per month.

Section 13: The Treasurer shall also execute any other duties that the President deems necessary.

#### **Article VI: Class Representatives**

Section 1: Class Representatives shall work 4-8 hours per week.

Section 2: Class Representatives shall attend meetings every other week with the GSBA Vice President to assist with the planning and organizing of class events. Absences must be approved by the Vice President.

Section 3: Class Representatives shall plan, organize, and coordinate a total of three (3) events per semester, the composition of which will be divided into one (1) educational, one (1) entertainment, and one (1) service-based event. Each event shall be defined as follows:

- A. An educational event focuses on a certain topic or issue that the Class Representative deems as necessary for greater insight. This can take the form of, but is not limited to, a workshop, training, or lecture.
- B. An entertainment event fosters an inclusive social setting that aims to engage all members of the respective class.
- C. A service-based event is any event that engages the respective class in community building or social justice activities.

Section 4: Class Representatives must organize one (1) event within the first six (6) weeks of the Fall and Spring semesters, with the following exceptions:

- A. The Freshman Class Representative, upon their election during the Fall GSBA Elections, will have six (6) weeks from their ratification to put on their first event.
- B. Any individual appointed in the absence of a Class Representative, upon their ratification, will have six (6) weeks to put on their first event.

Section 5: Each Class Representative shall lead the Class Cabinet consisting of their respective Class Senators. In addition, the Class Representatives may invite other delegates (from Kennel Board, RHA, or On/Off Campus Senators). Class Cabinet meetings must be held once a month at minimum.

Section 6: Class Representatives shall gather insight from their respective Class Senators regarding class related interests/issues in order to inform event planning. In addition, Class Representatives may enlist the assistance of their respective Class Senators in order to plan, organize, and coordinate class events.

Section 7: Class Representatives shall provide weekly email updates overseen by the Director of Communications about upcoming events on campus and other important information pertaining to their respective classes.

Section 8: Class Representatives shall continuously engage in projects (i.e. student advocacy, events, informational seminars, etc.) in order to address direct needs of their respective classes.

Section 9: Class Representatives shall coordinate with other University groups and departments that specialize in class events (i.e. First Year Experience).

Section 10: Class Representatives shall assist the Elections Commissioners in the Fall, Spring, and any special elections by being present at election events when requested, encouraging students to vote, and answering questions about Representative positions.

Section 11: The Class Representatives shall also execute any other duties that the GSBA Vice President deems necessary.

#### **Article VII: Director of Communications**

Section 1: The Director of Communications shall be directly responsible to the Vice President, and work as a member of the Cabinet to promote the GSBA organization to both the Gonzaga and greater Spokane communities. The Director of Communications shall work 8-12 hours per week.

Section 2: The Director of Communications shall serve as the correspondent between GSBA and University Relations, University publications, and outside news sources.

Section 3: The Director of Communications shall create and distribute press releases and advisories.

Section 4: The Director of Communications shall serve on the University's Student Media Board.

Section 5: The Director of Communications shall publicize GSBA events and serve as a public relations consultant for internal GSBA staff.

Section 6: The Director of Communications shall maintain the GSBA archives of public relations materials.

Section 7: The Director of Communications shall oversee the weekly emails sent out by the class officers.

Section 8: The Director of Communication shall direct weekly meetings with the Advertising Manager, Media Manager, and Photographer/Videographer.

Section 9: The Director of Communications shall be responsible for scheduling the wall, notifying requesters of their confirmed spaces, and organizing a weekly Wall schedule in the GSBA office.

Section 10: The Director of Communications shall also execute any other duties that the Vice President deems necessary.

### Article VIII: Club Funding Coordinator

Section 1: The Club Funding Coordinator shall report to the Director of Clubs & Organizations and be responsible for the maintenance of all GSBA finances and financial records with regards to the allocation of club funds. The Club Funding Coordinator shall work 8-12 hours per week.

Section 2: The Club Funding Coordinator shall refer to Article VII of the Constitution for information about GSBA Finances.

Section 3: The Club Funding Coordinator shall oversee the budget for club funding and work with the Senate Finance Committee regarding the allotment of funding to club sports and general clubs. The Club Funding Coordinator shall be responsible for faithfully executing the dispensation of allotted funds to GSBA clubs and ensuring the security of GSBA funds.

Section 4: The Club Funding Coordinator shall maintain an accurate record of all transactions involving GSBA funding by all GSBA-sponsored clubs and organizations.

Section 5: The Club Funding Coordinator shall work with the Center for Student Involvement to educate organizations about all steps of the GSBA financial process, including the process to acquire funds, the collection of allocated funds, the proper spending of allocated funds, and managing the budget of GSBA club funding.

Section 6: The Club Funding Coordinator shall be responsible for the allocations of funds through the Senate Finance Committee.

Section 7: The Club Funding Coordinator must meet with the Treasurer once per month, or as needed to discuss expenditures.

Section 8: The Club Funding Coordinator is responsible for the club funding account (990009).

Section 9: The Club Funding Coordinator shall be responsible for making the allocation request process accessible and appropriate for all GSBA clubs and organizations.

Section 10: The Club Funding Coordinator shall also execute any other duties that the Director of Clubs & Organizations deems necessary.

### Article IX: Director of Clubs & Organizations

Section 1: The Director of Clubs & Organizations shall report to the Vice President and shall work as a member of the Cabinet to promote the growth and development of GSBA clubs and organizations in both the Gonzaga and greater Spokane communities. The Director of Clubs & Organizations shall work closely with the Center for Student Involvement to ensure appropriate oversight of GSBA organizations. The Director of Clubs & Organizations shall work 8-12 hours per week.

Section 2: The Director of Clubs & Organizations shall act as a liaison between the GSBA and all Gonzaga University clubs and organizations.

Section 3: The Director of Clubs & Organizations shall chair the Club President's Council (CPC).

- A. The Director of Clubs & Organizations shall plan and preside over at least two (2) CPC meetings each semester. These meetings shall include Club Officer Training in the Fall, a CPC within a month of starting school, a CPC meeting at the beginning of the Spring semester, and a club transition meeting towards the end of the school year.
- B. The CPC will be made up of all Club Presidents or designee (GSBA and non-GSBA).

Section 4: Other duties of the Director of Clubs & Organizations, in conjunction with the Center of Student Involvement and Leadership shall include but are not limited to:

- A. Update and maintain the Club Manual.
- B. Submit updates to the Media Manager for updates to the GSBA club's website.
- C. Responsible for updating and maintaining the club database and files with accurate information from all GSBA sponsored clubs and organizations.

Section 5: The Director of Clubs & Organizations shall ensure that all Gonzaga University clubs and organizations submit their recognition renewal no later than April 1<sup>st</sup> of each year in order to be a recognized Gonzaga University club or organization during the following academic year.

Section 6: The Director of Clubs & Organizations shall guide emerging clubs through the club recognition process.

Section 7: The Director of Clubs & Organizations shall oversee the Club Funding Coordinator and Involvement Coordinated and will be responsible for supervising the work done by this person.

Section 8: The Director of Clubs & Organizations shall act as chair of the Senate Student Development Committee and attend weekly meetings. They shall ensure minutes are recorded for every Student Development Committee meeting.

Section 9: The Director of Clubs & Organizations shall also execute any other duties that the Vice President deems necessary.

## Article X: Director of Campus Events

Section 1: The Director of Campus Events shall work 9-13 hours per week, and an additional 20 hours over the summer.

Section 2: The Director of Campus Events shall be directly responsible to the Vice President and shall serve as a member of the Cabinet. They shall be responsible for organizing, developing and sponsoring events that challenge, foster growth, and create dialogue within the Gonzaga community.

Section 3: The Director of Campus Events shall be responsible for coordinating student programming within the framework of the Mission Statement of GSBA and Gonzaga University.

Section 4: The Director of Campus Events shall direct weekly meetings with Weekend Events and Coffeehouse coordinators.

Section 5: The Director of Campus Events shall oversee and coordinate all activities for Weekend Events and Coffeehouse coordinators.

Section 6: The Director of Campus Events shall organize and coordinate National Association for Campus Activities (NACA) reservations for the Executive Staff.

Section 7: The Director of Campus Events shall organize weekly meetings with individual coordinators and the assigned GSBA Advisor.

Section 8: The Director of Campus Events shall work with the Director of Communications to organize advertisements and publicity for campus events through the Communications office.

Section 9: The Director of Campus Events shall oversee the GSBA Street Team's projects and meetings.

Section 10: The Director of Campus Events shall plan, organize, and coordinate events as the Cabinet deems necessary.

Section 11: The Director of Campus Events shall be in charge in the coordination and execution of one (1) signature event per semester, for a total of two (2) signature events per academic year. These events shall comprise of the Fall Carnival and Spring Concert.

Section 12: The Director of Campus Events shall also execute any duties that the Vice President deems necessary.

## Article XI: Attorney General

Section 1: The Attorney General shall work 4-8 hours per week.

Section 2: The Attorney General shall be responsible for ensuring the fair and just implementation of the Constitution and By-laws as well as any changes or amendments that are deemed necessary.

Section 3: The Attorney General shall notify parties of their rights in Judicial proceedings.

Section 4: The Attorney General shall investigate possible violations of the student body Constitution, By-laws, and governing documents of GSBA. Based on individual investigations, the Attorney General shall recommend that no further investigation is necessary, or the Attorney General shall pursue an appropriate remedy through the Director of Clubs & Organizations, Elections Commissioners, or the Senate Governance Committee.

Section 5: The Attorney General shall enforce the club and organization rules and regulations. The Attorney General shall regularly consult with the Center for Student Involvement to investigate disputes between clubs and organizations.

Section 6: The Attorney General shall maintain the student body Constitution and By-laws of GSBA. The Attorney General shall act as chair for the Governance Committee and attend weekly meetings. The Attorney General shall be trained and knowledgeable of the Constitution and By-laws.

Section 7: The Attorney General shall work with the Chief of Staff and Media Manager to collaborate the creation and posting of minutes of all GSBA council meetings, and the Attorney General shall stay up to date on activities in each branch.

Section 8: The Attorney General shall facilitate training for GSBA officers on the governing documents of the Association and administer an exam following the training. Officers must complete the exam with 80% of the responses correct, and the exam shall be re-administered until passed.

Section 9: The Attorney General will attend and transcribe the minutes for all weekly Senate meetings as a non-voting member to advise on Robert's Rules of Order and ensure that all meetings run in accordance with the Constitution and By-laws.

Section 10: The Attorney General will work as Ex-officio to the Policy Coordinating and Advisory Committee (PCAC) to review policies which could result in potential student-based repercussions and refer such policies to be reviewed by other members of GSBA and serve as a liaison between Senate and the committee.

Section 11: The Attorney General shall also execute any other duties that the President deems necessary which do not present a conflict of interest to the nature of the position.

## Article XII: Chief of Staff

Section 1: The Chief of Staff shall work 11-15 hours per week, and an additional 120 hours over the summer.

Section 2: The Chief of Staff shall be directly responsible to the President to manage the GSBA offices, to organize all retreats including the all GSBA Fall retreat, mid-year retreat, and Spring transition at the direction of the President and the GSBA Advisor.

Section 3: The Chief of Staff shall serve as the primary administrative support to the GSBA office and provide for the needs of the Executive Branch.

Section 4: The Chief of Staff shall enforce all staff office hours.

Section 5: The Chief of Staff shall oversee the acquisition of all GSBA office supplies.

Section 6: The Chief of Staff shall oversee, and coordinate trainings of members added to GSBA (in any capacity) throughout the year.

Section 7: The Chief of Staff shall schedule and keep the master attendance record for all Cabinet meetings.

Section 8: The Chief of Staff shall coordinate the application process for any new and vacant GSBA positions and spring appointments.

Section 9: The Chief of Staff shall be the primary liaison for the Elections Commissioners to the Executive Branch and supervise the planning of the Fall, Spring, and any Special Elections as necessary.

Section 10: The Chief of Staff shall place all work orders to be done in the GSBA offices.

Section 11: The Chief of Staff shall be the main coordinator of inter-office communication, creating a weekly calendar of all University and GSBA events to be sent out once a week to all GSBA members.

Section 12: The Chief of Staff shall coordinate GSBA social activities.

Section 13: The Chief of Staff shall serve as a member of the Cabinet to support the work of all GSBA officers. The Chief of Staff shall attend and maintain minutes for Cabinet and President's Council meetings and shall attend Senate meetings, as necessary providing support and assistance when necessary to any and all members.

Section 14: The Chief of Staff shall also execute any other duties that the President deems necessary.

### Article XIII: Advertising Manager

Section 1: The GSBA Advertising Manager shall directly report to the Director of Communications and coordinate with GSBA as a whole to promote GSBA activities and events to both Gonzaga and the greater Spokane communities. The Advertising Manager shall work 8-12 hours per week, and an additional 20 hours over the summer.

Section 2: General duties include, but are not limited to the following:

- A. Design professional materials for all GSBA activities and events.
- B. Attend Events Staff meetings as needed.
- C. Stock and maintain the GSBA paint room.
- D. Meet with Wall requesters during a prescheduled time, chosen by the Director of Communications in conjunction with the Advertising Manager, to allow painters access to the paint room.
- E. The Advertising Manager, in conjunction with the Director of Communication, will regularly update the Wall policy with policies that make using the wall and the paint room and more effective.

Section 3: The Advertising Manager shall prepare and distribute all professionally printed materials from GSBA (these may include weekly advertisements, informational brochures, etc.).

Section 4: The Advertising Manager shall also execute any other duties that the Director of Communications deem necessary.

#### **Article XIV: Media Manager**

Section 1: The Media Manager shall maintain the Gonzaga University GSBA webpage throughout the academic year. This shall include uploading all pertinent documents and applications which will become available, posting photos, building chat boards, linking club information, management of the online anonymous commenting platform, and publicizing meeting times and contact information. The Media Manager shall work 6-10 hours per week.

Section 2: The Media Manager shall update the Gonzaga University's GSBA webpage on a weekly basis with information regarding upcoming events, activities, meetings, and announcements.

- A. The Media Manager shall post all minutes recorded for, and not limited to Executive Council, Cabinet, Senate, committee meetings, etc. no later than five (5) academic days after the meeting takes place. Any time minutes are recorded for a GSBA meeting they shall be made available to the public through the Gonzaga University GSBA webpage.
- B. The Media Manager shall post all financial appropriations no later than five (5) academic days after the appropriations takes place by action of the Finance Committee on Finance, Senate, and President.
- C. The President's rationale for approval or veto of the appropriation shall also be posted to the website no later than five (5) days after the decision has been made.

Section 4: The Media Manager shall facilitate the purchase of necessary software.

Section 5: The Media Manager shall troubleshoot technical problems.

Section 6: The Media Manager shall place all documents and applications on the GSBA network.

Section 7: The Media Manager shall train staff about use of the GSBA network, web, and other office machinery.

Section 8: The Media Manager shall serve as the representative to the Technology Advisor Committee and Technology, Optimization Committee, and any other committees pertinent to the position.

Section 9: The Media Manager shall also coordinate posts and updates of the GSBA social media network as necessary.

Section 10: The Media Manager shall also execute any other duties that the Director of Communications deem necessary.

### Article XV: Photographer/Videographer

Section 1: The Photographer/Videographer shall work 5-9 hours per week.

Section 2: The Photographer/Videographer will be hired through a competitive selection process with preference given to an individual with experience or whom specializes in photo and video, such as an amateur or professional photographer; as a hobby, for GUTV or the Bulletin.

Section 3: The Photographer/Videographer will coordinate with other Communications Members such as the Media Manager, Advertising Manager, Director of Campus Events, or any others while scheduling events to determine which should be captured and to determine how to best make the media available.

Section 5: The Photographer/Videographer will work with all GSBA members to promote a strong social media presence, to develop materials for future advertisements or publications, and develop overall communication within GSBA.

Section 6: The Photographer/Videographer will perform any additional duties as deemed necessary by the President or the Director of Communications, including but not limited to, overflow work on behalf of other members of the Communications Department, such as design responsibilities.

Section 7: The Photographer/Videographer shall also execute any other duties that the Director of Communications deem necessary.

### Article XVI: GSBA Florence Representative

Section 1: The Florence Representative member shall serve as an unpaid representative of the GSBA Executive Branch. They shall be enrolled and attend the Gonzaga-in-Florence program for, at minimum, one (1) semester. However, preference will be given to candidates who are enrolled for the yearlong program. The Florence Representative shall report to the GSBA Chief of Staff and meet on a monthly basis.

Section 2: The Florence Representative must introduce themselves to the Gonzaga-in-Florence Student Development Coordinators at the beginning of each given semester prior to planning student programs. The Florence Representative, in conjunction with the Gonzaga-in-Florence Student Development Coordinators, shall determine the appropriate number of working hours per week upon the beginning of the semester.

Section 3: The Florence Representative shall be hired through a competitive appointment process completed by the President, Vice President, and Chief of Staff during the summer.

Section 5: The Florence Representative shall assist in GSBA elections so that all Gonzaga students enrolled in the Gonzaga in Florence program have the opportunity to participate in GSBA elections.

Section 6: The Florence Representative shall represent GSBA in Florence in any way or matter. The Florence Representative shall ensure direct communication between the two (2) campuses. The Florence Representative shall make an effort to inform GSBA about any ongoing events in regard to the Gonzaga-in-Florence program and vice versa.

Section 7: The Florence Representative should meet regularly with the Gonzaga-in-Florence Student Development Coordinators and the Pensione Representatives in order to inform Gonzaga's Florence students of their position and services.

Section 8: The Florence Representative can utilize their allocated budget for student activities and programming activities.

Section 9: The Florence Staff member shall also execute any other duties that the Chief of Staff and Gonzaga-in-Florence Student Development Coordinators deem necessary.

#### **Article XVII: Director of Diversity & Inclusion**

Section 1: The Director of Diversity & Inclusion shall sit on Cabinet and maintain 8-10 office hours per week.

Section 2: The Director of Diversity & Inclusion shall support the Advocacy Coordinator and Campus Inclusivity Coordinator in planning and facilitating events that acknowledge diversity on campus as it includes, but is not limited to, background, nationality, religious affiliation, sexual orientation, ethnicity, political beliefs, and values. The Director of Diversity & Inclusion shall serve as consultant to the President on matters that involve diversity.

Section 3: The Director of Diversity & Inclusion shall chair weekly meetings with the Advocacy Coordinator and Campus Inclusivity Coordinator.

Section 4: The Director of Diversity & Inclusion shall conduct meetings with the various organizations and groups on campus that promote diversity, including, but not limited to:

- i. Centers such as: Unity Multicultural Education Center; Disability Resources, Education, & Access Management; Sexual Assault Response Team; and the Center for Community Action and Service Learning at least once a month.
- ii. Administrative organizations such as: IMPACT, Campus Climate Committee, Diversity and Social Justice Committee as needed.
- iii. Cultural, social justice, language, religious and political clubs at least once a month.
- iv. GSBA Senate at least once a month.

Section 5: The Director of Diversity & Inclusion shall collaborate with the individuals/groups that organize Diversity Week.

Section 6; The Director of Diversity & Inclusion will be the point person for student-neighborhood relations.

Section 7: The Director of Diversity & Inclusion shall supervise the Campus Inclusivity Coordinator and Advocacy Coordinator to create events that engage both the Spokane Community and Gonzaga University Students.

Section 8: The Director of Diversity & Inclusion shall also execute any other duties that the Vice President deems necessary.

#### **Article XVIII: Campus Inclusivity Coordinator (CIC)**

Section 1: The CIC shall work 7-9 hours per week.

Section 2: CIC shall plan, organize, and coordinate entertaining events that promote multicultural awareness and broaden the perspectives of Gonzaga's student body.

Section 3: The CIC shall provide events that acknowledge diversity as it includes, but is not limited to, background, nationality, religious affiliation, sexual orientation, ethnicity, political beliefs, and values.

Section 4: The CIC shall communicate with the Director of Diversity and Inclusion as necessary in order to provide suitable programming for the student body.

Section 5: The CIC shall coordinate at least one (1) event per month.

Section 6: The CIC shall work with the Director of Communications and the Advertising Manager to develop publicity campaigns for events.

Section 7: The CIC shall attend weekly meetings chaired by the Director of Diversity & Inclusion.

Section 8: The Director of Diversity & Inclusion shall also execute any other duties that the Director of Diversity & Inclusion deems necessary.

### Article XIX: Advocacy Coordinator

Section 1: The Advocacy Coordinator shall work 7-9 hours per week.

Section 2: The Advocacy Coordinator shall plan, organize, and coordinate programs that promote positive activism that recognizes Gonzaga's diversity of interests.

Section 3: The Advocacy Coordinator shall provide opportunities for activist-like events such as rallies, marches, and guest speakers, to occur on Gonzaga's campus which will allow for greater civic engagement among the student body.

Section 4: The Advocacy Coordinator shall communicate with the Director of Diversity & Inclusion as necessary to provide suitable programming for the student body.

Section 5: The Advocacy Coordinator shall coordinate at least one (1) event per month.

Section 6: The Advocacy Coordinator shall work with the Director of Communications and the Advertising Manager to develop publicity campaigns for events.

Section 7: The Advocacy Coordinator shall attend weekly meetings chaired by the Director of Diversity & Inclusion.

Section 8: The Advocacy Coordinator shall also execute any other duties that the Director of Diversity & Inclusion deems necessary.

### Article XX: Health & Safety Coordinator

Section 1: The Health & Safety Coordinator shall work 8-10 hours per week

Section 2: The Health & Safety Coordinator shall act as chair of the Senate Health & Safety Committee and attend weekly meetings. They shall ensure minutes are recorded for every Health & Safety Committee meeting.

Section 3: The Health & Safety Coordinator is expected to attend meetings every other week with the Vice President to obtain guidance and assistance with relevant events and campaigns.

Section 4: The Health & Safety Coordinator shall coordinate meetings for the Senate Health & Safety Committee with various organizations and groups on campus that promote health and safety including but not limited to: Center for Cura Personalis, Office of Health Promotion, Health and Counseling, Title IX, and Campus Security. The Health & Safety Coordinator shall meet with the Office of Community Standards once per semester.

Section 5: The Health & Safety Coordinator shall host at least one (1) educational or discussion-based event per semester, such as trainings and workshops.

Section 6: The Health & Safety Coordinator shall partner with and support events by the respective offices that they correspond with.

Section 7: The Health & Safety Coordinator shall sit on the Logan Neighborhood Council and on any other University committees or boards pertaining to health and safety as needed.

Section 8: The Health & Safety Coordinator shall also execute any other duties that the Vice President deems necessary.

#### **Article XXI: Involvement Coordinator**

Section 1: The Involvement Coordinator shall maintain 8-10 office hours per week.

Section 2: The Involvement Coordinator shall coordinate an on-campus club/community fair once a semester.

Section 3: The Involvement Coordinator shall partner with CCP to coordinate drug and alcohol education classes for all sports clubs.

Section 4: The Involvement Coordinator shall provide information to club leaders through a newsletter at least once per month.

Section 5: The Involvement Coordinator shall coordinate a community event focused on highlighting recreational athletics once a year.

Section 6: The Involvement Coordinator shall also execute any other duties that the President or Director of Clubs & Organizations deem necessary.

#### **Article XXII: Sustainability Chair**

Section 1: The Sustainability Chair shall work 8-10 hours per week.

Section 2: The Sustainability Chair shall preside over the Green Fund Council.

Section 3: The Sustainability Chair shall oversee the budget for the Green Fund at the direction of the Treasurer and work with the Green Fund Council regarding the allotment of funding to sustainable projects around campus. The Sustainability Chair shall be responsible for faithfully executing the dispensation of allotted funds and ensuring the security of funds.

Section 4: The Sustainability Chair shall maintain an accurate record of all transactions involving the Green Fund.

Section 5: The Sustainability Chair is responsible for creating the Green Fund Council of nine (9) students via an application and interview process. The selected students will administer the operations of the Green Fund the following year. Selected students will serve rolling, one-year terms. Current members of the Green Fund Committee wishing to serve additional terms need not reapply. Members will be composed of the following student populations and will constitute the Green Fund Council (GFC):

- i. Two (2) GSBA Senators.
- ii. Three (3) Students-at-Large.
- iii. One (1) Graduate Student from the at-large population.

- iv. Residence Hall Association (RHA) Director of Advocacy.
- v. One (1) non-voting, annually rotating member of a university recognized environmental organization or club, e.g., Gonzaga Environmental Organization (GEO).
- vi. GSBA Sustainability Chair

Section 6: The Sustainability Chair shall be responsible for informing the general Gonzaga student body about Green Fund, current projects that have been funded, and how to submit a proposal.

Section 7: The Sustainability Chair shall meet with currently funded projects on a monthly basis to ensure that the proposal is being carried out and is successful.

Section 8: The Sustainability Chair shall meet with the University Director of Sustainability on a monthly basis to discuss the Green Fund and matters regarding GSBA and the Office of Sustainability.

Section 9: The Sustainability Chair shall serve as consultant to the President on matters presented to them.

Section 10: The Sustainability Chair shall implement continuous sustainable programming and events to educate and engage the Gonzaga Student Body.

Section 11: The Sustainability Chair shall also execute any other duties that the Treasurer deem necessary.

### **Article XXIII: Campus Events Staff**

Section 1: The following positions make up the GSBA Campus Staff: Director of Campus Events, Weekend Events Coordinators, and the Coffeehouse Coordinator.

Section 2: Weekend Events Coordinators and the Coffeehouse Coordinator shall work 8-10 hours per week.

Section 3: Campus Events Staff shall be responsible for organizing, developing and sponsoring events that challenge, foster growth, and create dialogue within the Gonzaga community.

Section 4: Campus Events Staff shall be responsible for planning student programming within the framework of the Mission Statement of GSBA, the Mission Statement of Gonzaga University, and the Events Policy of Gonzaga University.

Section 5: Campus Events Staff shall research possible co-sponsorships with various clubs and organizations on campus that align with goals outlined in sections 3-4.

Section 6: Weekend Events Coordinators and the Coffeehouse Coordinator shall attend all campus events staff-sponsored events and weekly Campus Events Staff meetings unless excused by the Director of Campus Events.

#### Section 7: Coffeehouse Coordinator

- A. The Coffeehouse Coordinator shall plan, organize, and coordinate regular entertainment for students in an intimate setting.
- B. The Coffeehouse Coordinator shall coordinate the weekly Coffeehouse performances.
- C. The Coffeehouse Coordinator shall work with the Communications Department to develop publicity campaigns for events.
- D. The Coffeehouse Coordinator shall work 20 hours over the summer.
- E. The Coffeehouse Coordinator shall plan, organize, and coordinate events, as the Director of Campus Events deems necessary.

#### Section 8: Weekend Events Coordinators (Two (2) Positions)

- A. The Weekend Events Coordinators shall plan, organize, and coordinate a variety of events on weekends at little to no monetary cost for students.
- B. Each Weekend Events Coordinators shall coordinate at least two (2) events per month.
- C. The Weekend Events Coordinators shall work with the Communications Department to develop publicity campaigns for events.
- D. Each Weekend Events Coordinators shall plan, organize, and coordinate events together as the Director deems necessary.

### Article XXIV: Senate

Section 1: The Senate shall meet weekly in a public place as determined by the Speaker. The Speaker shall determine the time and location prior to the first meeting of the year.

Section 2: Each session of the Senate shall include a business portion to address legislation and an open forum to address student concerns and issues. The business portion shall be run in accordance with Robert's Rules of Order with the exception of the guidelines provided in these By-laws.

Section 3: The Agenda for the meeting shall be available at the time of the meeting and will have the following format:

- A. Roll Call of all Voting Members
- B. Reports - GSBA Executives and University Appointees
- C. Committee Reports / Progress of Legislation
- D. Introduction of Bills, Appropriations, and Resolutions to be presented and sent to the appropriate committee one (1) week prior to the Senate session at which the legislation is to be considered for a final time.
- E. Debate and Voting on Old and New Business
- F. New Issues – Discussion

## G. Assignment of Issues to various committees

Section 4: Meetings shall last one (1) hour or any member of the Senate may propose to extend the meeting, requiring a majority vote of the Senate to be enacted.

Section 5: Voting members shall hereafter be referred to as Senators. Members shall be defined as voting and non-voting members of the Senate.

### Article XXV: Officers of the Senate

Section 1: Neither the Speaker Pro Tempore nor the Speaker shall participate in debate while presiding.

Section 2: The Speaker shall take the chair at precisely the time specified in the official agenda, immediately call the members to order, and, if a quorum is present, proceed with business. No Member, with the exception of a written petition signed by two thirds (2/3) of the voting members of Senate, shall call the Senate to order unless that member has been given written authorization signed by the Speaker or the President presented to the Senate at least one (1) day before the scheduled session.

Section 3: The Speaker shall have full authority to maintain order and decorum at all times including the power to expel any Member or spectator for a period of time to be determined by the Speaker. In order to suspend this rule, a two-thirds (2/3) majority of the assembled Senate shall be necessary.

Section 4: The Speaker shall vote in the case of a tie: in which case they may either vote to break the tie in the affirmative or allow the tie to stand in which case the vote shall fail. The Speaker may assign the reasons for their vote. The Speaker Pro Tempore shall vote as any other Member while presiding.

Section 5: The Parliamentarian of the Senate shall be the Attorney General and shall advise the Speaker in the interpretation of the rules and procedures. The Parliamentarian shall at no time participate in any Senate debate or discussion unless called upon by the Speaker for parliamentary procedure advice. The Parliamentarian shall be present at all sessions of the Senate. If the Parliamentarian must be absent, an assistant Parliamentarian shall be appointed by the Speaker. The Parliamentarian shall not sit on any Senate committees, unless to offer parliamentary assistance during committee meetings.

Section 6: In the event of the absence of the Speaker and the Speaker Pro Tempore during a scheduled session, the session shall be run by a designee of the Speaker or the President's choosing. The name of the designee must be submitted in writing to the Senate at least one (1) day before the scheduled meeting, otherwise the Senate may elect a designee of their choice from among the voting members of the Senate to preside over the meeting.

### Article XXVI: Order, Decorum, and Recognition

Section 1: When the Senate is called to order, every Member shall take their seat and act with decorum. If a Member shall be called to order while speaking, they shall cease from speaking and respect the Speaker. The violating Member may not participate until consent of the Senate is granted. This motion shall be determined without debate.

Section 2: If a Senator desires to speak, they shall remain seated and raise their hand, and shall not proceed until they are recognized. Non-voting members of the Senate shall not speak unless time is yielded to them by a Senator during consideration or debate of legislation. No member shall interrupt another member in debate without consent. Members shall avoid disrespect to the Senate, other branches, and all personalities; observe decency of speech and manner; and confine themselves to the question under consideration. Members shall be granted three (3) minutes per speech.

Section 3: A majority of the total number of Senators shall constitute quorum. Any Senator may raise a point of order to question the presence of a quorum at which time the Speaker shall determine whether a quorum is present. If it is determined that a quorum is not present, the Senate session shall stand in recess until a quorum is present or the Senate is adjourned.

#### Article XXVII: Bills, Resolutions, Appropriations, Amendments, and Ratifications

Section 1: Any Senator may introduce legislation; hereafter referred to as measures.

- A. During the first reading, the Speaker shall direct the Senator introducing the measure to read the measure number, name(s) of sponsor(s), the title of the measure, and the action called for.
- B. The Speaker shall recommend, subject to approval of the Senate, referral to the appropriate committee for second reading.
- C. During final (third) reading, measures reported out of committee shall be submitted to the Attorney General. Any Member shall have the right to see the committee report. When a resolution is presented to the Senate for consideration, the Speaker shall direct the Senator introducing the bill to read all information they deem necessary.
- D. Measures may be moved directly to final reading (foregoing consideration in the committee) upon a two-thirds (2/3) majority vote of the Senate.

Section 2: Senators shall move to amend any measure by submitting the amendment, neatly written out or spoken aloud to the Attorney General. An amendment may be laid upon the table without prejudice to the measure itself.

Section 3: Non-germane amendments shall not be in order at any time.

#### Article XXVIII: Debate and Voting

Section 1: The author or chief Senate sponsor of a measure pending before the Senate shall be granted five (5) minutes to introduce the measure.

Section 2: Following the opening remarks, the Speaker shall allow questions directed to the sponsor. A Senator wishing to ask questions must be recognized by the Speaker. The sponsor may, at their discretion, yield to a Member wishing to ask a question. The three (3) minute time limit is in effect.

Section 3: During debate, any Senator shall have the opportunity to recognize any non-Senator present. This would include any other GSBA officials, club presidents, spectators, etc. who wish to speak on a particular topic. This may be exercised in the form of a question, asking for additional information, or yielding time for speeches.

Section 4: A call for question shall be in order at any time following the opening remarks; a call for question shall require unanimous consent for passage. Previous question shall also be in order at any time following opening remarks; a call for previous question shall require a two-thirds (2/3) majority vote for passage.

Section 5: Directly following the ordering of the question, the author or sponsor shall be granted one (1) minute for the purpose of closing remarks. Following closing remarks, a roll call vote shall be taken unless a Senator calls for passage by unanimous consent.

Section 6: No Senator shall vote on the final passage of any legislation, question, or motion unless they are in the chamber when the final question is put before the body, and once voting has begun no Senator may speak unless it is to ask or respond to a question regarding the taking of the vote.

Section 7: Senators abstaining from voting shall not be counted when determining the number of votes needed for passage of the legislation.

Section 8: All final votes on Senate legislation will be recorded by the Attorney General, listing for each senator their name, class, and how they voted on legislation, or whether they were absent. The Attorney General will then place this vote data, along with a summary of the legislation voted upon, into the public forum via Zagtivities and, in concert with the Media Manager, the University GSBA webpage. The Attorney General shall do this no later than 24 hours after a Senate vote.

#### Article XXIX: Senate Committees

Section 1: The Senate committees shall be the following: Governance Committee, Finance Committee, Academics Committee, Student Development Committee, and Health & Safety Committee.

Section 2: The committees shall meet weekly as determined by the Chair.

Section 3: A liaison shall be elected by each committee who will be responsible for reporting at Senate meetings.

Section 4: Each committee shall work in cooperation with the Speaker working on any issue they deem necessary for that committee.

Section 5: All student concerns intended for these committees shall be presented at the Senate meetings.

- A. After discussion of the issue, the Speaker of the Senate shall make a suggestion as to where to send the concern.
- B. This is voted on via a hand vote needing a simple majority to be moved to the desired committee.
- C. The committee then has two (2) weeks to respond to the Senate on the matter as well as notifying the student of progress in writing.

Section 6: Each committee shall also take on matters relevant to their jurisdiction as deemed fit by a majority of the committee.

Section 7: Each committee shall provide a weekly report at the Senate meetings.

Section 8: The committee members are to be determined by the Speaker of the Senate in conjunction with the Senators.

Section 9: Governance Committee

- A. This committee shall be responsible for reviewing any proposed changes to the GSBA Constitution, By-laws, or Elections Code.
- B. This committee shall have the ability to hold judicial hearings for the following purposes:
  - i. To provide the student body with an objective board to make decisions with regard to Constitutional issues that may arise.
  - ii. To provide clubs and organizations that involved in incidents with a process for settling disputes.
  - iii. Impeachment of elected GSBA Officials.
  - iv. GSBA grievances including, but not limited to, GSBA organizations and their members, and elected and appointed GSBA officials.
- C. The Governance Committee shall hold the ultimate authority to interpret the GSBA Constitution and its associated By-laws and Election Code. The Senate Governance Committee shall hold the ultimate authority to assign meaning and define the terms of the Constitution. The Senate Governance Committee, in consultation with the Speaker and the Attorney General, shall have the authority to fix minor grammatical errors within the Constitution.

- D. This committee shall consist of up to five (5) members. These individuals may also sit on any other task forces or special committees the Senate chooses to create. One (1) of these members shall be appointed as liaison between the Governance Committee and the Senate. This person shall be appointed by the Speaker.
- E. This committee shall be chaired by the Attorney General who shall not vote. The Attorney General shall report to the Governance Committee and attend weekly meetings.
- F. The chair shall take minutes for the Governance Committee and shall report attendance to the Speaker. The liaison shall give committee reports to the Senate.

#### Section 10: Academics Committee

- A. This committee shall consist of the six (6) Senators from the respective Gonzaga Colleges. One (1) of these members shall be appointed as liaison between the Academics Committee and the Senate. This person shall be appointed by the Speaker.
- B. This committee shall be responsible for all matters pertaining to academic affairs in the University.
- C. These individuals may also sit on any other task forces or special committees the Senate chooses to create.
- D. This committee shall be chaired by the Vice President who shall not vote. The Vice President shall report to the Academics Committee and attend weekly meetings.
- E. The chair shall take minutes for the Academics Committee and shall report attendance to the Speaker. The liaison shall give committee reports to the Senate.
- F. The members of the Academics Committee shall meet with their respective Deans once a semester to discuss the state of current academic affairs and formulate opportunities for collaboration between the student representative and their respective academic constituency.

#### Section 11: Student Development Committee

- A. This committee shall be composed of students representing all student constituencies.
- B. This committee shall facilitate Be Heard tabling to accurately represent student opinions. This committee shall work with other committees to gather student opinions for GSBA.
- C. This committee shall be responsible for all matters pertaining to student life and affairs.
- D. This committee shall consist of up to five (5) members. These individuals may also sit on any other task forces or special committees the Senate chooses to create. One (1) of these members shall be appointed as liaison between the Student Development Committee and the Senate. This person shall be appointed by the Speaker.
- E. This committee shall be chaired by the Director of Clubs and Organizations who shall not vote. The Director of Clubs and Organizations shall report to the Student Development Committee and attend weekly meetings.
- F. The chair shall take minutes for the Student Development Committee and shall report attendance to the Speaker. The liaison shall give committee reports to the Senate.

#### Section 12: Finance Committee

- A. The committee shall be composed of students reflecting various constituencies in order to effectively review club funding requests.
- B. The committee shall consist of up to five (5) members. These individuals may also sit on any other task forces or special committees the Senate chooses to create.
- C. The committee shall be chaired by the Club Funding Coordinator who shall not vote. The Club Funding Coordinator shall report to the Finance Committee and attend regular meetings. In the event of a tie vote, the measure will move automatically to the full Senate for consideration.
- D. The committee, in conjunction with the Club Funding Coordinator, shall have a systematic process for club funding requests in place by the first meeting of the Senate.
- E. The Club Funding Coordinator shall ensure minutes are recorded for every Finance Committee meeting. This duty may be delegated to any member of the Committee or a staff member. Minutes should include the following:
  - i. Attendance
  - ii. Motions Considered
  - iii. Voting Results
  - iv. Discussion Items
- K. The Club Funding Coordinator shall submit a report accompanying any Finance Committee recommendation to the Senate for action or if the allocation is for less than one half of one percent (.005) of the GSBA Budget, then the Club Funding Coordinator shall submit a report from the Finance Committee recommendation to the President for immediate action without Senate consideration. This report should include the following:
  - i. The Finance Committee majority and dissenting opinions on all motions being considered.
  - ii. The reasons why any motions are not being considered, either temporarily or permanently.
  - iii. Any other information the majority of the Finance Committee members deem relevant.
- L. The Finance Committee may realign any club, organization, or executive budget with a majority vote, provided that notification has been made prior to the change and the President approves. Any realignment above one half of one percent (.005) must be approved by a majority vote of the Senate and then the President.
- M. The Club Funding Coordinator shall confirm the approved club funding request to the respective club following the passage of the bill.

### Section 13: Health & Safety Committee

- A. This committee shall be responsible for all matters pertaining to the health, safety, and fundamental wellbeing of Gonzaga students with an emphasis on drugs, alcohol, Title IX, mental health, and applicable resources.
- B. The committee shall assist the Health & Safety Coordinator with their events as needed.

- C. The committee shall have the authority to meet with any Gonzaga administrators to relay the concern and opinions of the GSBA Senate and student body.
- D. This committee shall consist of up to five (5) members, and these individuals may also sit on any other task forces or special committees the Senate chooses to create. One (1) of these members shall be appointed as liaison between the Health & Safety Committee and the Senate. This person shall be appointed by the Speaker.
- E. This committee shall be chaired by the Health and Safety Coordinator who shall not vote. The Health & Safety Coordinator shall report to the Health & Safety Committee and attend weekly meetings.
- F. The chair shall take minutes for the Health & Safety Committee and shall report attendance to the Speaker. The liaison shall give committee reports to the Senate.

### Article XXX: Requirements for Voting Senators

Section 1: The position of Transfer/Veteran/Returning Adult Students (TVRAS) must fulfill the following requirements and/or commitments:

- A. Must be filled by a TVRAS student, i.e. a transfer student, a veteran student, or a returning adult student aged 25 or older.

Section 2: The position of International Senator must fulfill the following requirements and/or commitments:

- A. Must be filled by an international student, i.e. a student who is a citizen of a foreign country.

Section 3: The positions of On-Campus Senator and Off-Campus Senator must fulfill the following requirements and/or commitments:

- A. The position of On-Campus Senator must be filled by a student residing in on-campus housing, i.e. a residence hall.
- B. The position of Off-Campus Senator must be filled by a student residing in off-campus housing.
- C. Each of the two (2) On-Campus Senators must attend at least one (1) Gonzaga Residence Hall Association meeting per month.
- D. Each of the two (2) Off-Campus Senators must attend at least one (1) meeting per month of an off-campus committee or organization.

Section 4: The positions of Class Senator must fulfill the following requirements and/or commitments:

- A. Must be filled by individuals of the graduating class year, i.e. a student who entered with the Freshman Class shall be considered for the Freshman Senator position.
- B. Class Senators must meet with their respective Class Representatives via Class Cabinet at least once a month.
- C. Class Senators should relay class interests and issues to their respective Class Representative in order to inform event planning.

- D. Class Senators will aid in the planning, organization, and coordination of class events put on by the corresponding Class Representative.

Section 5: The position of Academic Senator must fulfill the following requirements and/or commitments:

- A. Each of the six (6) senators from the respective Gonzaga Colleges must be members of the constituency they represent, i.e. enrolled within the particular represented College at the time grades are checked and verified through the Student Development Office.
  - a. For elections, only those pursuing a major in their respective college will be considered for the position. If the position is opened up in the application process, those seeking a major or minor will be considered.
- B. Each college-specific Senator shall attend a student advisory board/council meeting per their respective college when applicable and report relevant points of discussion to Senate.
- C. Each of the six (6) Academic Senators must sit on the Academics Committee.

#### **Article XXXI: Appointment and Accountability**

Section 1: In accord with the GSBA Constitution, all GSBA members have the right to be considered for student government offices. Student government positions shall be elected or appointed in the means described within the Constitution and these By-laws. All appointments shall be made through a competitive application, interview, and hiring process which is publicly announced to the student body.

Section 2: GSBA shall provide an equal opportunity for all members to participate in student government. GSBA shall not discriminate against individuals being considered for appointment based on race, ethnicity, gender, creed, disability, sexual orientation, or faith tradition. GSBA shall seek and appoint candidates based on the individual candidate's merit, experience, knowledge, skills, and abilities for a particular appointed office.

Section 3: The GSBA selection and appointment process for Cabinet Directors, Executive Staff, Elections Commission, Senate, and University committee members shall be a process that protects the integrity of individual privacy in the employment process.

Section 4: All nominations shall be subject to the advice and consent of the Senate. All appointments shall be ratified publicly by two-thirds (2/3) majority vote of the Senate prior to the appointees taking office.

Section 5: All GSBA elected and hired members must read, sign, and abide by the GSBA contract which is coordinated through the office of the Chief of Staff.

Section 6: All GSBA members shall faithfully execute all laws pertaining to their respective offices. Failure to adhere to the stipulated GSBA Constitution and By-laws merits termination.

Section 7: In order for any meeting within the GSBA government to be considered official a quorum of voting members must be present. Minutes must be recorded at all meetings and must be available for viewing by any member of the GSBA.

Section 8: All GSBA branches shall participate in at least one (1) service project per semester.

#### Section 9: Student Body and Cabinet Officers

- A. All members of the Cabinet shall go through an evaluation process two (2) times a year (semester break, and end of the year) through the GSBA Advisor.
- B. All Cabinet members shall maintain specific, updated transition materials for the duties and requirements of their position as well as the committees they serve. These materials must be updated by the Spring Inauguration and will be passed down to new elected members/appointments.
- C. All Cabinet members should be present at all Cabinet meetings, and all functions deemed necessary by the President or Chief of Staff. Absence must be approved prior to the date of the meeting by the President or the Chief of Staff. Cabinet members are required to attend at least one (1) Senate meeting a semester and are encouraged to stay involved with the legislative branch.

#### Section 10: Executive Staff

- A. All members of the Executive Staff shall go through an evaluation process three (3) times a year (prior to applying, semester break, and end of the year) through the GSBA Advisor.
- B. The President upon the advice of the Cabinet shall have the authority to reprimand, suspend without pay, and/or terminate any member of the Executive Staff.
- C. All Executive Staff members shall maintain specific, updated transition materials for the duties and requirements of their offices prior to the Spring Inauguration. These materials must be passed down to new staff members.
- D. All Executive Staff members shall be present at all functions deemed necessary by the President or Chief of Staff. Absences must be approved prior to the date of the meeting by the Chief of Staff.

#### Section 11: Student Senators

- A. All members of the Student Senate shall go through an evaluation process twice a year (Prior to election, and Semester Break) through the Dean of Students Office.
- B. All members may accumulate up to three (3) total absences a year without a proxy before they are in jeopardy of losing their seat. After 3 absences it is at the discretion of the Speaker whether the seat is forfeited. All absences must be approved by the Speaker of the Senate and recorded by the Attorney General.
- C. All Members are required to serve on one (1) of the five (5) Student Senate committees. They are allowed to accumulate up to three (3) excused absences from committee meetings prior to giving up their seat within the Forum. The chair of the particular committee must approve all absences.

- D. All Senate committee chairs are required to maintain an updated manual for their committee, and these manuals must be passed down to newly elected chairs before their term begins.

**Articles XXXII-XXXVII — Election Code**

Articles XXXII - XXXVII is stored separately in the online version.

**Article XXXVIII: Ratification and Amendments**

Ratification of these By-laws including the Election Code shall become effective upon a two-thirds (2/3) majority vote of the Senate and upon the approval and signature of the President. Any amendments to the By-laws including the Election Code shall become effective upon a majority vote of the Student Senate and upon approval and signature of the President.

**Article XXXIX: Interpretation**

The Constitution of the Student Body of Gonzaga University supersedes the GSBA By-laws and Election Code in regard to content, procedure, and policy. All clarifications and interpretations shall be directed to the Attorney General and the Senate Governance Committee or subordinate judicial body, per these By-laws.