

GSO CONSTITUTION & BYLAWS  
**CONSTITUTION OF  
THE GRADUATE STUDENT ORGANIZATION  
AT THE UNIVERSITY OF HAWAI‘I AT MĀNOA**

**ARTICLE I: PREAMBLE**

- A. The Graduate Student Organization at the University of Hawai‘i at Mānoa is committed to the effective representation and advocacy of graduate students. To this end, the GSO works actively with the University community to ensure that the needs of graduate students are understood and met.

**ARTICLE II: NAME**

- B. The official name of this organization shall be the "Graduate Student Organization" at the University of Hawai‘i at Mānoa. The official abbreviation of the name shall be "GSO".

**ARTICLE III: PURPOSE**

- A. The GSO shall be established to provide graduate student members with official representation at the University of Hawai‘i at Mānoa (UHM).
- B. The four primary functions of the GSO shall be:
- i. To provide representative input on policies and decisions affecting UHM graduate students in general or a subgroup thereof;
  - ii. To provide an advisory body to the administration and faculty of UHM;
  - iii. To provide an organization from which graduate student representatives shall be selected for recommendation to serve upon campus-wide committees; and
  - iv. To initiate and maintain co-curricular programs that are relevant to UHM graduate students.
- C. The GSO shall take action as is necessary to achieve its missions and purposes.

**ARTICLE IV: MEMBERSHIP**

- A. The organization shall have members, as outlined in the bylaws.

**ARTICLE V: FEES**

- A. Fees shall be determined by the Assembly and subject to the approval of the Board of Regents, as set forth in Board of Regents policy.

**GSO CONSTITUTION & BYLAWS**  
**ARTICLE VI: GENERAL PROVISIONS**

- A. All matters not specifically addressed in these articles shall be governed by the provisions in the bylaws or by applicable law.
- B. The actions of the GSO shall not violate any superseding University policy or rule, applicable state or federal law.

**ARTICLE VII: AMENDMENTS**

- A. Amendments to this Constitution shall be presented to the Assembly at least fourteen (14) calendar days prior to a vote on the matter.
- B. Approval of amendments to this Constitution shall require a two-thirds (2/3rds) vote by the Assembly.
- C. Amendments to this Constitution shall be presented to the appropriate University authority for approval.
- D. Amendments to the Constitution may be proposed by the following methods:
  - i. A petition requesting a Constitutional amendment maybe promulgated by GSO members. Such a petition must have the signatures of ten percent of the GSO membership.
  - ii. The GSO Assembly by majority vote may propose Constitutional amendments during any regular session.
  - iii. After receiving or approving the amendment proposal(s), the amendment(s) must be publicly circulated for a period of not less than two weeks before a ratification vote may be held.
  - iv. Amendments shall become effective upon ratification of two-thirds of the present and voting GSO Assembly Representatives.

**BYLAWS**  
**OF**  
**THE GRADUATE STUDENT ORGANIZATION**  
**AT THE UNIVERSITY OF HAWAI'I AT MĀNOA**

**ARTICLE I: MEMBERSHIP**

**Section 1: Membership**

- A. All classified and unclassified graduate students at UHM, except for those from the Law School and the School of Medicine, shall be regular members of the GSO.
- B. Law students and medical students, as student bodies, may request to join the GSO. Such requests shall be made to the GSO Assembly by the School's acting student government.

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Such membership shall require an amendment to the Bylaws and become effective the semester following the passage of said bylaw amendment.

- C. Any questions of membership eligibility shall be handled on an individual basis by the GSO Executive Council.
- D. Members shall pay fees of \$15.00 per semester to the GSO.

### **Section 2: Member Conduct Policy**

#### A. General Conduct

- i. When wearing GSO logos members are representing the GSO and must follow the policies and procedures put forth by the GSO constitution and bylaws.
- ii. The GSO encourages its elected and appointed members to be active participants in the UH Mānoa community and beyond.
- iii. Members should not misrepresent the opinion of the GSO.
- iv. In ambiguous situations, members should preface whether they are speaking for GSO or giving personal opinions.
- v. Member conduct can affect perceptions of the GSO.

#### B. Media Relations/External Affairs

- i. The President and/or Vice President directs appropriate parties to speak on behalf of the GSO.
- ii. All information disclosed to the media must be done so in accordance with GSO policies.
- iii. If the media asks a member for information, that member must notify the President and/or Vice President of the request.

#### C. Procedures to Resolve Violations of the Member Conduct Policy

- i. The procedure to resolve member conduct policy violations is
  - a. Submission of written complaint by any fee paying UHM graduate student sent to the GSO faculty advisor in the Student Life and Development Office to be disseminated to the Executive Committee (EC).
  - b. The EC will notify the member of the complaint in writing.
  - c. Within five working days of that notification a meeting will be scheduled with the member, for the earliest day possible.
  - d. Discussion between the member and the EC will determine the validity of the complaint.

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- e. After discussion has closed, the EC will conduct an anonymous vote without the member present. A minimum 2/3's of the EC must be present for the vote and majority is required to establish that the complaint is valid.
- f. If the complaint is found to be not valid, all minutes and records regarding the complaint will be redacted so that the member, whom the complaint is about, has all name and position references removed.
- g. If the complaint is found to be valid, the member may be asked to resign from the GSO following the guidelines laid out in GSO Bylaws Article II Section 2 Part D, Article III Section 6 Part C and Article IV Section 3.

## ARTICLE II: ASSEMBLY

### Section 1: The GSO Assembly

- A. The GSO Assembly shall be the official representative body of the GSO.
- B. The GSO Assembly shall consist of all positions of the GSO Executive Council plus one voting member from each of the graduate degree-granting programs, who may be an unclassified graduate student, and a UHM graduate student selected by the East-West Center Participants Association as the representative from the East-West Center.
- C. The powers and duties of the GSO Assembly shall be:
  - i. To be directly responsible for the general welfare of the GSO and for enforcement of the Constitution and Bylaws, and to promote participation by graduate students in campus affairs;
  - ii. To be the oversight and legislative body of the GSO;
  - iii. To have final authority over GSO funds, property, and other assets;
  - iv. To approve an annual budget and review expenditure reports;
  - v. To ratify the result of GSO elections;
  - vi. To give recognition for outstanding service to the University community;
  - vii. To approve appointments to open positions on the GSO Executive Council and for positions which by the decision of the University and its officers are to be held by graduate students;
  - viii. To approve or reject all appointments made by the President of the GSO;
  - ix. To make all laws and establish committees proper for the conduct of the GSO, consistent with the Constitution and Bylaws. The decisions of the GSO Assembly shall be binding upon the GSO;
  - x. To exercise the powers of any organ of the GSO that is unable to perform its duties, until such time as that organ shall be able to function;

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- xi. To have final say on all matters related to the activities of the GSO.

### **Section 2: Representatives**

- A. Each graduate degree-granting program is responsible for appointing its GSO Assembly Representative within 30 days of the beginning of the fall semester or upon vacancy.
- B. If a program does not appoint a GSO Representative, that program forfeits its voting power in the Assembly until such time that an Assembly Representative is appointed.
- C. Each GSO Assembly Representative shall hold his or her position until such time as he or she resigns or is otherwise removed from his or her position by the Assembly.
- D. The Assembly reserves the right to remove a Program Assembly Representative from his or her position on the Assembly.
  - i. An Assembly Member shall be removed from his or her position if found by the Assembly to have committed any of the following offenses:
    - a. Violation of the Student Conduct Code
    - b. Any intentional abuse of financial authority
    - c. Dereliction of duties
  - ii. The Adjudication Committee shall be charged by the assembly to reach a decision on the matter. Should the Adjudication Committee, for whatever reason, fail to do so, the Assembly shall take up the matter directly.
  - iii. Any decision by the Adjudication Committee to have an Assembly Member removed from his or her position shall be approved by the Assembly by a two-thirds (2/3rds) vote.
  - iv. The Assembly Member shall be given fourteen (14) calendar days notice of the meeting and the vote to take place. Any appeal of the Adjudication committee's decision shall be made at this meeting to the Assembly. If the Member cannot make this meeting, the meeting shall be postponed once for at least fourteen (14) calendar days to allow for the Member's attendance.
  - v. Should the Assembly vote to have the Assembly Member removed, the President shall notify the Member's Program within three (3) days of the decision.
  - vi. The decision of the Assembly shall be final.

### **Section 3: Meetings**

- A. Regular meetings of the GSO Assembly shall be held at least once per month.
- B. Special meetings may be called by the GSO Executive Council, by ten (10) members of the
- C. GSO Assembly, or by the President.

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- D. The Chair of the Elections Committee, from the time the committee is formed until the results are ratified, may call an Assembly meeting. The agenda of these meeting will be set by the Elections Committee chair and may pertain only to the election for which the Election Committee was put together. Furthermore, any meeting called in this matter will be considered a regular meeting for the purposes of the elections at hand.
- E. Whomever shall call an Assembly meeting, shall, in coordination with the Executive Council, notify all GSO Assembly representatives at least seven (7) calendar days in advance of the meetings and shall also provide public notification, meeting agenda, financial statements, and minutes of previous Assembly and Council meetings.
- F. Six (6) members of the Assembly shall constitute a quorum. None of the Assembly members counted towards the quorum may be Executive Council members.
- G. All meetings shall be open to all members of the University community. Any other persons wishing to attend the meeting shall obtain the approval of the Executive Council prior to attendance.
- H. Robert's Rules of Order, latest revised edition, shall be the parliamentary authority of the GSO Assembly, except as provided by the GSO Constitution and Bylaws.

### **Section 4: Responsibilities of the Graduate Student Organization Assembly Representatives**

- A. Assembly Representatives shall attend meetings or send proxy representation, and shall keep the members of their respective graduate programs informed about GSO activities.

### **Section 5: GSO Advisory Board**

- A. The Assembly may establish an advisory board in a manner set forth by the Assembly.

## **ARTICLE III: OFFICERS**

### **Section 1: Officers**

- A. There shall be four elected officers of the GSO: President, Vice-President, Secretary, and Treasurer.

### **Section 2: Election of Officers**

- A. The positions of President, Vice-President, Secretary, and Treasurer shall be elected through a general election of the membership of the GSO:
  - i. General elections shall take place on a yearly basis in the spring semester.
    - a. The Elections Committee and its Chair shall be appointed no later than the end of the month of February to run the general elections for the next year's GSO officers.

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- b. Should the spring election prove impractical by the determination of the Assembly, the elections may be moved to the following fall semester.

### Section 3: Duties of Officers

A. The officers of the GSO Assembly and their duties are as follows:

i. President

- a. The President shall be the chief executive officer of the GSO and shall preside over all bodies and meetings of which he/she is president or chair;
- b. The President shall vote in the Executive Council or the Assembly only in the case of a tie;
- c. The President shall represent the GSO and all subgroups thereof in all official dealings with the University administration, the faculty, and other organizations, firms, and persons, unless otherwise provided for in the Constitution, or by
- d. Specific Executive Council or Assembly appointment;
- e. The President shall serve as the chair of the Assembly;
- f. The President shall serve as the chair of the Executive Council;
- g. The President shall serve as Past-President of the GSO for one month following his/her term as President.
- h. The President shall appoint all graduate student committee representatives on campus committees, with the approval of the Assembly

ii. Vice-President

- a. In case of vacancy in the office of President, and whenever the President is absent or incapacitated, the Presidential powers and duties shall be exercised by the Vice-President for the duration of such vacancy, absence, or incapacity;
- b. The Vice-President shall perform duties as determined by the President;
- c. The Vice-President shall serve as Past Vice-President of the GSO for one month following his/her term as Vice-President.

iii. Secretary

- a. The Secretary shall maintain accurate and complete files of the minutes of all meetings of the GSO Executive Council and Assembly and all committees thereof;

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- b. The Secretary shall keep safely and open for the inspection of all GSO members all records and documents of the GSO, its officers, agents, Assembly, and Executive Council;
- c. The Secretary shall have the responsibility of informing the Executive Council and Assembly of meeting dates, supplying meeting agendas and minutes as prescribed in the Bylaws;
- d. The Secretary shall perform such other duties as may be assigned by the
- e. President, the Executive Council or the Assembly;
- f. The Secretary shall serve as Past-Secretary of the GSO for one month following his/her term as Secretary.
- g. The Secretary shall oversee the GSO office manager and any other office personnel.

### iv. Treasurer

- a. The Treasurer shall handle all financial matters of the GSO not otherwise provided for by the Constitution or by appointment of the Assembly or the Executive Council;
- b. Any cash funds which may be established and designated by the GSO Assembly in accordance with University financial procedures shall be in the custody of the Treasurer;
- c. The Treasurer shall present a report on financial transactions on the GSO budget at each monthly GSO Assembly meeting;
- d. The Treasurer shall present a detailed written report on all expenditures at the termination of his/her term of office;
- e. The Treasurer shall perform other such duties as may be assigned by the
- f. President, Executive Council, or the Assembly;
- g. The Treasurer shall serve as Past-Treasurer of the GSO for one month following his/her term as Treasurer.

### v. Past-Officers

- a. The Past-President shall continue to represent the GSO on University-wide committees for one month after leaving office;
- b. The Past-Officers shall advise their successors on matters of the state of the GSO and the relationship with the University Administration;
- c. The Past-Officers shall serve as non-voting members of the Executive Council;



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- d. Provided that the Officers are awarded a stipend, a one-time stipend of the same amount of the Officer's stipend shall be awarded to the Past-Officers after leaving office.

### **Section 4: Additional Provisions for Officers**

- A. A stipend of an amount to be specified by the GSO Assembly may be awarded to the officers.
- B. No officer may serve as an area representative to the GSO Executive Council or Assembly during his/her term of office.
- C. No GSO officer shall serve more than two full years in the same position in consecutive terms
- D. The officers of the GSO Executive Council shall also serve as the officers of the GSO Assembly.

### **Section 5: Election Guidelines**

- A. The following guidelines shall be followed for the nomination and election of officers;
  - i. Any member of the GSO may run for the office of President, Vice- President, Secretary, and Treasurer;
  - ii. No candidate may run for more than one office during a single election;
  - iii. Nominations for Executive Officers shall be made by petition containing the names, signatures, and hawaii.edu email addresses of at least twenty-five (25) GSO members or by nomination in the GSO Assembly;
  - iv. There shall be an Election Committee consisting of at least three (3) members of the GSO who shall be appointed by the President with the approval of the Assembly. This committee shall have an odd number of members. The President shall designate one of the appointed members as Chairperson of the committee;
  - v. The Election Committee shall conduct all GSO elections and shall submit the returns to the Assembly, which shall ratify and announce the results thereof;
  - vi. For the elections period, which is defined as the time from which the Elections Committee is formed until the results of the elections are ratified, the Elections Committee shall have unfettered access to all forms of GSO approved communication, including, but not limited to, the website and the ability to email all GSO representatives and all GSO members;
  - vii. The Assembly shall adopt and proclaim rules governing the conduct of each election at least twenty (20) calendar days prior to the election;
  - viii. The list of nominees and their platforms shall be published in Ka Leo O Hawai'i or made publicly available not fewer than fourteen (14) calendar days prior to the election;

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- ix. All GSO elections shall be decided by a method of voting determined by the Assembly, or if so delegated, the Election Committee. The rules governing this method of voting shall be made readily available to GSO members;
- x. Voting shall be by secret ballot;
- xi. The use of approval voting is advised;
- xii. Results of the election shall be ratified by the GSO Assembly within a calendar week of the election;
- xiii. Results of the election shall be filed with the Secretary of the GSO;
- xiv. The elected GSO Officers shall assume office on the first day of the month following the ratification of the election.

### **Section 6: Resignation or Removal of an Officer**

#### A. Resignation of the President

- i. Upon resignation of the President, the Vice-President shall assume all the duties and obligations of the President.

#### B. Resignation of an Officer other than the President

- i. Should an officer other than the President resign, the President shall appoint any GSO member to fill the vacant position. This appointment is subject to approval by the Assembly.
- ii. Any vacancy shall be filled within thirty (30) calendar days. A special meeting of the Assembly should be held if necessary in order to achieve this directive.

#### C. The Assembly reserves the right to remove an Officer from his or her position.

- i. An Officer shall be removed from his or her position if found by the Assembly to have committed any of the following offenses:
  - i. Violation of the Student Conduct Code
  - ii. Any intentional abuse of financial authority
  - iii. Dereliction of duties
- ii. The Adjudication Committee shall be charged by the assembly to reach a decision on the matter. Should the Adjudication Committee, for whatever reason, fail to do so, the Assembly shall take up the matter directly.
- iii. Any decision by the Adjudication Committee to have an Officer removed from his or her position shall be approved by the Assembly by a two-thirds (2/3rds) vote.

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- iv. The Officer shall be given fourteen (14) calendar days notice of the meeting and the vote to take place. Any appeal of the Adjudication Committee's decision shall be made at this meeting to the Assembly. If the Officer cannot make this meeting, the meeting shall be postponed once for at least fourteen (14) calendar days to allow for the Officer's attendance.
- v. The decision of the Assembly shall be final.

## ARTICLE IV: EXECUTIVE COUNCIL

### Section 1: Organization

- A. The Graduate Student Organization Executive Council shall be composed of all stipended committee chairs and five at-large representatives from the GSO Assembly.
  - i. At-Large Executive Council Representatives shall be appointed and approved as soon as feasible.
  - ii. At-Large Representatives shall be from different departments, and shall not also hold committee chair positions.
  - iii. At least three of the five At-Large Representatives shall be unclassified graduate students.
  - iv. At-Large Representatives shall be appointed to a term corresponding to that of the executive officers.
  - v. A vacancy shall be declared by the President upon receipt of a letter of resignation from the At-Large Executive Council Representative or after the At-Large Representative has been absent from two consecutive executive council meetings without explanation.
- B. The GSO Executive Council shall also be voting members of the Assembly, with the exception of the President, except in the case of a tie.
- C. The term of all Executive Council members shall expire at the end of the term of the appointing president or at the time of this president's resignation.

### Section 2: Responsibilities of Executive Council

- A. The GSO Executive Council shall assume the responsibility of coordination of all standing, special, and ad-hoc committee functions and all other day-to-day business of the GSO except those that are specifically assigned to the GSO Assembly.
- B. Establishing and nurturing relations with the organized students of other colleges and universities.

### Section 3: Recall and Removal of Executive Council Members

- A. The Assembly reserves the right to remove an Executive Council Member from his or her position.

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- i. An Executive Council Member can be removed from his or her position if found by the Assembly to have committed any of the following offenses:
  - a. Violation of the Student Conduct Code
  - b. Any intentional abuse of financial authority
  - c. Dereliction of duties
- ii. The Adjudication Committee shall be charged by the assembly to reach a decision on the matter. Should the Adjudication Committee, for whatever reason, fail to do so, the Assembly shall take up the matter directly.
- iii. Any decision by the Adjudication Committee to have an Executive Council Member removed from his or her position shall be approved by the Assembly by a two-thirds (2/3rds) vote.
- iv. The Executive Council Member shall be given fourteen (14) calendar days notice of the meeting and the vote to take place. Any appeal of the Adjudication Resolution Committee's decision shall be made at this meeting to the Assembly. If the Executive Council Member cannot make this meeting, the meeting shall be postponed once for at least fourteen (14) calendar days to allow for the Executive Council Member's attendance.
- v. The decision of the Assembly shall be final.

### **Section 4: Meetings**

- A. A regular meeting of the GSO Executive Council shall be held at least once per month.
- B. Special meetings of the GSO Executive Council may be called by five (5) members of the Council or the President.
- C. Whomever shall call an Executive Council meeting, shall, in coordination with the Secretary, notify all Executive Council members at least seven (7) calendar days in advance of meetings.
- D. A quorum for any GSO Executive Council meeting shall be a majority of the number of voting representatives belonging to the Council at the time of the meeting.
- E. All meetings of the GSO Executive Council shall be open to any GSO members except during executive session.
- F. Robert's Rules of Order, latest revised edition shall be the parliamentary authority of the GSO Executive Council, except as provided by the GSO Constitution and Bylaws.

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ARTICLE V: COMMITTEES

**Section 1: General Provisions**

- A. GSO committee chairs shall be appointed by the President and approved by the Assembly, with the exception of the chair of the Adjudication Committee, who shall be the Parliamentarian.
- B. Committee membership shall be open to all GSO members unless otherwise specified.
- C. Committee members shall be responsible to the GSO Assembly.
- D. Unless otherwise specified, committee chairs shall appoint members of their committee, and notify the GSO Assembly.
- E. The Assembly may remove any committee member by a vote in the Assembly.
- F. Committee chairs lead the committee activities. Committee chairs report to the Assembly whenever questions arise as to the exact nature of their goals and objectives, whenever significant hurdles arise affecting such goals and objectives, and whenever significant progress is being made in the accomplishment of their goals and objectives.
- G. Any single committee shall, whenever possible, contain members from different fields of study.
- H. Unless otherwise stated, all committees shall consist of at least two (2) members, whenever possible.
- I. The following shall be the standing committees for the GSO Assembly;
  - i. Election Committee
    - a. The Election Committee shall supervise the elections of officers of the GSO;
    - b. The Election Committee shall ensure that all elections of the GSO or subgroups thereof are conducted according to the guidelines established in the Constitution, and shall propose specific election rules to be approved by the Assembly for elections.
  - ii. Grants & Awards Committee
    - a. The Grants & Awards Committee shall review all applications for GSO grants or awards monies;
    - b. The membership of the Grants & Awards Committee shall reflect the composition of the graduate student community;
    - c. The Grants & Awards Committee shall recommend to the Assembly selection criteria for the allocation of Grants & Awards monies;
    - d. The Grants & Awards Committee shall make public the selection criteria and application deadlines;

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- e. Based on the approved selection criteria, the Grants & Awards Committee shall determine the status of each application for funds, and the monetary amount to be received by each applicant;
- f. All Grants & Awards Committee recommendations shall go into effect only after approval by the GSO Assembly;
- g. Grants & Awards Committee members, including the chair, are not eligible to receive awards during any term in which they serve on the committee.

### iii. Employment and Compensation Committee

- a. The Employment and Compensation Committee shall advise the GSO Assembly and the GSO Executive Council on employment and compensation matters and shall investigate concerns of students regarding employment and compensation.

### iv. Academic Committee

- a. The Academic Committee shall investigate academic concerns of graduate students and develop programs for fulfilling the scholarly needs of GSO members;
- b. The Academic Committee shall receive input concerning graduate student curricula and other subjects directly affecting the quality of education received by the graduate students of UHM.

### v. Campus Committee

- a. The Campus Committee shall explore the co-curricular needs of the GSO members and propose programs to help meet those needs.

### vi. Information and Communications Committee

- a. The Information and Communications Committee shall handle promotional and informative tasks for the GSO.

### vii. Newsletter Committee

- a. The Newsletter Committee shall be responsible for publishing the GSO Newsletter on a regular basis.

### viii. Graduate Student Housing Committee

- a. The Graduate Student Housing Committee shall explore and advocate for the needs of the graduate students.
- b. The Graduate Student Housing Committee shall advise the Assembly, student housing administrators, and Executive Council on matters pertaining to graduate student housing.

### ix. Advocacy Committee

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- i. The Advocacy Committee shall be responsible for organizing and leading advocacy efforts in the state legislature and other public forums as well as within the University.
- x. Omsbud Committee
  - a. The Omsbud Committee shall act as a timely advocate and liaison for individual graduate students in their dealings with university faculty, staff, and administration.
- xi. Adjudication Committee
  - a. The Adjudication Committee shall be responsible for addressing all disputes related to GSO matters.
  - b. The Adjudication Committee shall consist of three (3) members.
    1. The Adjudication Committee Chair shall be the Parliamentarian.
    2. The remainder of the committee is selected via the following procedures
    3. Both the Complainant and the Respondent shall submit the names of three (3) GSO members to the Committee Chair.
    4. The Committee Chair shall then select one (1) person from each list to fill out the committee.
  - c. The Adjudication Committee shall adhere to the following rules:
    1. Complaints shall be made in writing.
    2. Complaints are confidential except to the parties involved, the Committee, the Executive Council and any University authority so authorized by law to have access to student records.
    3. Any hearing into matters related to complaints shall be held within thirty (30) calendar days of the filing of any complaint.
    4. The Respondent shall be notified within five (5) calendar days that a complaint has been filed against him or her. This notice shall include the date and time of the hearing and a copy of the complaint.
    5. The Adjudication committee shall utilize the same rules and procedures as employed by the University's Student Conduct Committee for Due Process purposes.
    6. The Adjudication committee shall reserve the right to remove any Member under the jurisdiction of the Committee from his or her position.

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7. In the case of egregious conduct, the Committee reserves the right to refer the complaint to other authorities for resolution and/or action.
- J. Ad-hoc committees shall be formed as necessary at the discretion of the GSO Executive Council or vote of the Assembly.
- K. Appointment of all committee chairs shall be until the chair resigns or is removed for mis-, mal-, or non-feasance or when the President appoints a new chair.
- L. A stipend of an amount to be specified by the GSO Assembly may be awarded to the standing committee chairs.

## ARTICLE VI: MISCELLANEOUS PROVISIONS

### Section 1: President Pro Tempore

- A. A President Pro Tempore may be elected at any time by a majority vote of the Assembly.
- B. The President Pro Tempore shall chair any Assembly or Executive Council meeting that neither the President nor Vice-President is able to attend.
- C. The President Pro Tempore shall become Acting President until a new President is elected, should both the President and Vice-President resign or be recalled.

### Section 2: Guidelines for Expenditures of Funds

- A. The general guidelines for expenditures of GSO funds are outlined in the following statements:
  - i. Expenditures less than or equal to \$300 may be approved by the GSOEC directly and shall be reported to the Assembly at its next regularly scheduled meeting;
  - ii. Expenditures over \$300 shall be submitted in advance to the GSO Assembly for authorization and shall be co-signed by the President or Treasurer.

### Section 3: Parliamentarian

- A. The GSO shall have a Parliamentarian.
- B. The Parliamentarian's duties are as follows:
  - i. Advise the Assembly on all matters as related to proper procedure and decorum.
  - ii. Advise the Executive Council on all matters as related to proper procedure and decorum.
  - iii. Chair the Adjudication Committee as set forth in these bylaws.



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- iv. Interpret the documents and instruments of the GSO as to meaning and implementation.
  - a. The Parliamentarian shall be the initial authority on matters related to the interpretation, meaning and implementation of GSO documents and instruments.
  - b. If there is dispute as to a determination by the Parliamentarian, the Advisory Board may be consulted.
  - c. The Assembly may elect to override the decision of the Parliamentarian by a majority vote.
- v. Annually update the list of graduate degree granting programs responsible for sending a representative to the GSO.
  - a. The BOR program list; the institutional research and analysis office MAPS series curriculum list; and the office of graduate education graduate programs list are all to be used for the annual update.
  - b. The annual update is to be conducted over the summer following the appointment of the parliamentarian.
  - c. The update is to be distributed to the GSO president, secretary, and grants and awards chair before the beginning of the fall semester.

### C. Only GSO members are eligible to serve as Parliamentarian.

- i. The Parliamentarian is appointed by the Executive Council. The
- ii. Appointment is approved by the Assembly.
- iii. The Parliamentarian serves as long as the Executive Council by which he/she was appointed.

## Section 6: GSO Website

- A. There shall be every effort made to maintain a GSO website.
  - i. The website shall contain accurate and updated contact information for the GSO.
  - ii. The website should contain accurate and updated information regarding GSO events and activities.
  - iii. The website should contain any and all information of potential value to the University community and the GSO membership.

## Section 7: GSO Documents

- A. All documents produced and released by the GSO shall be maintained in an orderly manner in the GSO office for public review.

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- B. GSO documents, including, but not limited to, directives, approved motions, and approved resolutions, which influence or affect the operation of the GSO shall be attached to these bylaws as to avoid inconsistencies or confusion.
- C. Copies of all GSO documents shall be made available to newly appointed Representatives, Officers, or Executive Council members at their first Executive Council or Assembly Meetings.

### ARTICLE VII: PROCESS FOR CONSULTATION

**Normal consultation procedures are confined to the Fall and Spring Semesters. While consultation is encouraged at all times, for obvious reasons full consultation is not possible outside of the Fall and Spring semester calendar.**

#### Section 1. General Process

- A. Written notification to the GSO Executive Council via the GSO President, that consultation regarding a particular issue is desired.
  - i. Request shall be made by Chancellor or Chancellor's delegate in the event of the absence of Chancellor.
  - ii. Initial request and discussion is encouraged in the regularly scheduled meeting between the GSO and Chancellor.
  - iii. Draft documents regarding the issue shall be made available within seven (7) days of delivering the notification for consultation.
  - iv. Administration shall be available for written and in-person discussion with the GSO Executive Council members (and other interested constituents, coordinated through the Executive Council) regarding draft documents.
- B. Within one (1) month of notification the GSO will schedule and host the issue as an agenda item in a regular or special Executive Council Meeting.
  - i. The Administration shall present and discuss the issue
  - ii. Provided that there is a general sense that enough information is available to take an informed position on the issue, the Executive Council may indicate a position by Executive Council motion. The Executive Council need not take a position.
  - iii. The GSO President shall declare that initial consultation with the GSO regarding this issue has been achieved.
  - iv. The GSO shall deliver in writing any position taken to Administration, the GSO Assembly, and other interested parties, and post this information on the GSO website.

*(Note: process ends here on input into drafts, or when official GSO position is not needed, or when only initial input is desired.)*

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- C. Within one (1) month of the Executive Council meeting at which the issue was discussed as an agenda item, the GSO shall schedule and host the issue as an agenda item in a GSO regular or special GSO Assembly Meeting.
- i. The Administration shall present and discuss the issue.
  - ii. Provided that there is a general sense that enough information is available to take an informed position on the issue, the Assembly may indicate a position by Assembly motion. The Assembly need not take a position.
  - iii. The GSO President shall declare that full consultation with the GSO regarding this issue has been achieved.
  - iv. The GSO shall deliver in writing any position taken to Administration, the GSO Assembly, and other interested parties, and post this information on the GSO website.

### **ARTICLE VIII: ADVISORY BOARD**

#### A. Roles & Responsibilities of the Advisory Board

- i. Provide historical memory of the GSO, the Mānoa Campus and the UH System
- ii. Make available special knowledge regarding areas of particular concern for the GSO
- iii. Advise as needed
- iv. One or more advisors shall be the supervisor of record for any or all student employees of the GSO

#### B. Membership of the Advisory Board

- i. There are no set number of advisors on the board

#### C. Process for Advisor Selection

- i. Nominated for position by a member of the GSO Assembly or GSO Executive Council
- ii. Interviews, evaluation and approval by the Executive Council
- iii. Discussion of the proposed advisor's strengths and weaknesses in the Assembly
- iv. Approval of candidate for position by Assembly motion

#### D. Process for Advisor Removal

- i. Resignation; or
- ii. Proposal to remove by Executive Council motion, and proposal to remove by Assembly motion

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iii. The position of advisor is an at-will relationship

### E. Mandatory Qualifications (MQs)

i. The GSO Advisor, freely chosen by the GSO Assembly by a majority of the votes after recommendation from the GSO Executive Council can be any tenured member of the University of Hawaii at Mānoa Community.

### F. Desired Qualifications (DQs)

i. Familiarity with the UH bureaucracy

ii. Familiarity with the state legislature

iii. Knowledge of an area of particular concern for the GSO

iv. If a professor at UH, has tenure and is a member of the graduate faculty

## ARTICLE IX: AMENDMENTS

### Section 1: Procedures for amending these bylaws

A. Amendments to these Bylaws shall be presented to the Assembly at least fourteen (14) calendar days prior to a vote on the matter.

B. Approval of amendments to these Bylaws shall require a two-thirds (2/3rds) vote by the Assembly.

C. Amendments to these Bylaws shall be presented to the appropriate University authority for approval, if any.