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*Bylaws 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 at least one 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 a transition binder 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 Bylaws.

**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 semester 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 Bylaws as necessary.

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

Section 5: The GSBA President shall be responsible for organizing the appointment process for GSBA Executive Cabinet and Staff positions, in addition to the appointment of GSBA Justices. 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 bylaws.

Section 8: The GSBA President shall serve as the chief spokesperson for the GSBA. The GSBA 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 GSBA President shall serve on the University Trustee's Student Life Committee.

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

Section 11: The GSBA President shall meet once a month with the University Vice President of Student Development

Section 12: The GSBA 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 member of academic council must be from the Senate Academic Committee.
- B. Budget Committee (shall consist of the Director of Finance and the Treasurer (2)
- C. Security Council (3) (at least one senator from the Senate Committee on Health and Safety)
- D. Publications Board (3)
  - i. One member is to be the GSBA Director of Communications
  - ii. The Publications Board members are to be selected prior to the end of spring in which the GSBA President is elected.
- E. Athletic Council (4)
- F. Green Fund Committee
- G. Mission Committee
- H. Diversity Committee
- I. Other committees, councils, and boards created by the President in concert with the administration of the University.

Section 14: The GSBA 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 GSBA 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 16: The GSBA President shall support the University Vision, Mission, and Student Handbook, as well as implement the University Mission Statement as the marketing tool at each freshmen orientation in junction with Orientation Core.

### 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.

Section 4: The Vice President shall be placed in charge of Cabinet Directors. As such, the Vice President shall meet bi-weekly 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 Officers, and meet with them weekly to provide necessary updates and direction.

Section 6: The Vice President shall be fully aware of what services various departments in the university can provide for GSBA.

Section 7: The Vice President shall serve as the chief student liaison to the members of the Logan Neighborhood by serving on both the Logan Neighborhood Council as a voting member and as a member of the Campus Community Coalition when scheduling permits.

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 semester.

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

#### Article IV: Speaker of the Senate

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

Section 2: The Speaker of the Senate oversees the activities of the Senate and Senate meetings. The Speaker of the Senate shall also serve and support Senators in both finding and carrying out initiatives. To do so the Speaker must help Senators get in contact with the people they need to help further initiatives and the student body.

Section 3: The Speaker of the Senate 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 4: The Speaker of the Senate 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 speaker shall acquire the approval of the Senate of the previous week's minutes. The Speaker of the Senate shall post minutes on the GSBA website.

Section 5: The Speaker of the Senate shall sponsor student issue forums to address concerns that arise on campus.

Section 6: Speaker of the Senate shall organize one State of the University Address with the President of the University and the President of the Student Body per semester.

Section 7: The Speaker of the Senate shall also execute any other duties that the GSBA President deems necessary.

#### Article V: Student Body Treasurer

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

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 Director of Finance 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 GSBA President, Director of Student Activities, Student Activities secretary, or the secretary for the Student Life Vice President. Items purchased under the "General Clubs" or "Sports Clubs" lines may be signed off on by either the Treasurer or the Director of Budget and Finance with an additional signature from the aforementioned parties.

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

Section 9: The Treasurer will gather updates for GSBA for upcoming financial expenditures and forecast for coming events.

Section 10: The Treasurer shall gather and maintain for all financial forms and ensure that records for the previous 7 years are available.

Section 11: The Treasurer shall report to the Senate the financial status of GSBA not less than once per month.

Section 12: The Treasurer shall also execute any other duties that the GSBA President deems necessary.

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

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

Section 2: Class Representatives are expected to attend weekly meetings with the GSBA Vice-President to assist with the planning and organizing of class events. Absences must be approved by the GSBA Vice-President.

Section 3: Class Representatives will 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.

Section 4: The Class Representatives for each class 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 twice a month at minimum.

Section 5: Class Representatives will 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 6: Class Representatives will continuously engage in projects (i.e. student advocacy, events, informational seminars, etc.) in order to address direct needs of their respective classes.

Section 7: Class Representatives are expected to coordinate with other university groups and departments that specialize in class events (i.e. First Year Experience and Z-Core).

Section 10: Class Representatives will assist the Elections Commissioners in the Freshman Class Officer elections by being present at Fall election events, encouraging students to vote, and answering questions about Representative positions.

#### **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 Gonzaga and greater Spokane communities. The Director of Communications shall work 8-12 hours per week.

Section 2: Serve as the correspondent between GSBA and University Relations, University publications, and outside news sources.

Section 3: Create and distribute press releases and advisories.

Section 4: Prepare and distribute all professionally printed materials from GSBA (These may include weekly advertisements, informational brochures, etc.)

Section 5: Serve on the University's Publications Board.

Section 6: Maintain open communication with other universities

Section 7: Publicize internal GSBA events and help other groups in the GU community as a public relations consultant.

Section 8: Maintain the GSBA archives of public relations materials

Section 9: The Director of Communications will oversee the weekly emails sent out by the class officers

Section 10: The Director of Communication shall also coordinate posts and updates of the GSBA social media network as necessary

Section 11: The Director of Communications shall also execute any other duties that the GSBA President deems necessary.

#### **Article VIII: Director of Finance**

Section 1: The Director of Finance shall report to the Treasurer and serve as a member of the Cabinet responsible for the maintenance of all GSBA finances and financial records. The Director of Finance shall work 8-12 hours per week.

Section 2: The Director of Finance shall refer to Article VIII of the Constitution for information about GSBA Finances.

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

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

Section 5: The Director of Finance shall work with the Student Involvement and Leadership Office 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 Director of Finance shall be responsible for the allocations of funds through the Senate Finance Committee.

Section 7: The Director of Finance is responsible for the club funding account (990009).

Section 8: The Director of Finance shall be responsible for making the allocation request process accessible and appropriate for all GSBA clubs and organizations.

Section 9: The Director of Finance shall also execute any other duties that the GSBA President deems necessary.

#### **Article IX: Director of Clubs and Organizations**

Section 1: The Director of Clubs & Organizations shall be responsible to the Vice-President, and 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 will

work closely with the office of Student Activities to ensure appropriate oversight of GSBA organizations. The Director of Clubs and 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 CPC meeting each semester. These meetings should include the Club Summit in the fall, a CPC (Presidential Meeting) 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 office of Student Involvement and Leadership shall include but are not limited to:

- A. Update and maintain the Club Manual
- B. Submit updates to the Information Systems Manager for updates to the GSBA clubs website
- C. Publish and distribute a monthly Club Newsletter
- D. Coordinate an on-campus club/community fair once a semester
- E. 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 & 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 also execute any other duties that the GSBA President deems necessary.

### **Article X: Gonzaga 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 1: The Director of Campus Events shall be directly responsible to the Vice President and shall serve as a member of the Cabinet responsible for organizing, developing and sponsoring events that challenge, foster growth and create dialogue within the Gonzaga community.

Section 2: 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 3: The Director of Campus Events shall direct weekly meetings with Weekend Events and Coffeehouse coordinators.

Section 4: The Director of Campus Events shall oversee and coordinate all activities for Weekend Events and Coffeehouse coordinators.

Section 5: The Director of Campus Events shall distribute and organize the GSBA Activities Calendar in conjunction with the Director of Communications.

Section 6: The Director of Campus Events shall organize and coordinate 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 act as liaison between Coordinators and the Cabinet.

Section 9: The Director of Campus Events shall work with the Director of Communications to organize advertisements and publicity for Coordinator events through the Communications office.

Section 10: The Director of Campus Events shall oversee the GSBA Street Team's projects and meetings.

Section 11: The Director of Campus Events shall plan, organize, and coordinate events as the Cabinet deems necessary.

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

#### **Article XI: Attorney General**

Section 1: The Attorney General shall be appointed by the President and take office following the ratification of the Senate. 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 student body 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 the GSBA. Based on individual investigations, the Attorney General shall make a recommendation that no further investigation is necessary, or the Attorney General shall pursue an appropriate remedy through the Clubs Office, Elections Commission, or the Senate Committee on Governance

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

Section 6: The Attorney General shall maintain the student body Constitution and By-laws of the GSBA and report to the Senate Committee on Governance regularly. The Attorney General shall be trained and knowledgeable of the GSBA Constitution and Bylaws.

Section 7: The Attorney General shall work with the Chief of Staff to collaborate 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 to the Constitution and By-Laws.

Section 10: The Attorney General shall also execute any other duties that the GSBA 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 be directly responsible to the President to manage the GSBA offices, to organize all retreats including the all GSBA September retreat, mid-year retreat, and spring transition retreat at the direction of the President and the GSBA Advisor.

Section 2: 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 3: The Chief of Staff shall enforce all staff office hours.

Section 4: The Chief of Staff shall oversee the acquisition of all GSBA office supplies.

Section 5: The Chief of Staff shall oversee and coordinate training of members added to GSBA (in any capacity) in the middle of the year.

Section 6: The Chief of Staff shall schedule and keep the master attendance record for all Cabinet meetings.

Section 7: The Chief of Staff shall coordinate the application process for any new and vacant GSBA positions and spring appointments.

Section 8: The Chief of Staff shall be the primary liaison for the Elections Commissioners to the Executive Branch and assist them in planning the Fall and Spring Elections as necessary.

Section 9: The Chief of Staff shall work 11-15 hours per week, and an additional 120 hours over the summer.

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 GSBA President deems necessary.

### Article XIII: Publicity Manager

Section 1: The GSBA Publicity 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 Publicity 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. Publicize all GSBA activities and events
- B. Attend Events Staff meetings as needed
- C. Stock and maintain the GSBA paint room

- D. Maintain and organize the “Wall”
- E. The Publicity Manager shall be responsible for scheduling the wall, notifying requesters of their confirmed spaces, maintaining paint room supplies, and organizing a weekly Wall schedule in the GSBA office.
- F. The Publicity 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 Publicity Manager shall also execute any other duties that the GSBA President or Director of Communications deem necessary.

#### **Article XIV: Information Systems Manager**

Section 1: The Information Systems Manager shall develop the GSBA web site at the beginning of the academic year. This shall include uploading all pertinent documents and applications which will become available, posting photos, building chat boards, linking club information, and publicizing meeting times and contact information. The Information Systems Manager shall work 6-10 hours per week.

Section 2: The Information Systems Manager shall complete regular maintenance of the local area network, web site, and office machinery.

Section 3: The Information Systems Manager shall update the GSBA web site on a weekly basis with information regarding upcoming events, activities, meetings, and announcements.

- A. The Information Systems 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 GSBA website.
- B. Subsection ii: The Information Systems Manager shall post all financial appropriations no later than five (5) academic days after the appropriations takes place by action of the 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 Information Systems Manager shall coordinate an online calendar for all clubs/organizations and GSBA activities.

Section 5: The Information Systems Manager shall serve as a consultant to aid in the development of individual club web sites.

Section 6: The Information Systems Manager shall develop/contract for the creation of necessary software.

Section 7: The Information Systems Manager shall troubleshoot technical problems.

Section 8: The Information Systems Manager shall place all documents and applications on the GSBA network.

Section 9: The Information Systems Manager shall train staff about use of the GSBA network, web, and other office machinery.

Section 10: The Information Systems Manager shall organize and maintain the online sections of the yearbook for GSBA.

Section 11: The Information Systems Manager shall serve as the representative to the University Technology Council and shall serve on the Student Computing Committee.

Section 12: The Information Systems Manager shall also execute any other duties that the GSBA President or Director of Communications deem necessary.

#### **Article XV: Photographer/Videographer**

Section 1: The Videographer will report to the Director of Communication.

Section 2: The 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: Individual will coordinate with other Communications Members such as the Information Systems Manager, Publicity 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 4: Videographer shall work 5-9 hours per week.

Section 5: 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: Videographer will perform any additional duties as deemed necessary by the President or the Director of Communications.

#### **Article XVI: GSBA Florence Staff**

Section 1: The Florence Staff member shall serve as a representative to the executive branch of GSBA. They shall be enrolled and attend school for the yearlong Gonzaga in Florence program.

Section 2: The Florence Staff member shall be hired through a competitive selection process completed in coordination with other staff appointments in the spring semester.

Section 3: The Florence Staff member shall familiarize themselves with the operation of GSBA, the division of Student Life, and the University.

Section 4: The Florence Staff member shall report to the GSBA Chief of Staff and deal directly with the GSBA Chief of Staff as well as the GSBA President.

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

Section 6: The Florence Staff member shall represent GSBA in Florence in any way or matter. The GSBA Florence Staff member shall ensure direct communication between the two campuses. The GSBA Florence Staff member 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 Staff member should meet regularly with the Dean of Gonzaga in Florence and attempt to inform Gonzaga's Florence students of their services and position.

Section 8: The Florence Staff member shall serve a minimum of one (1) hour per week.

Section 9: The Florence Staff member shall also execute any other duties that the GSBA President deems necessary.

### Article XVII: Director of Diversity and Inclusion

Section 1:

- A. The Director of Diversity and Inclusion shall sit on Cabinet and maintain eight (10) office hours per week.
- B. The Director of Diversity and 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 and Inclusion shall serve as consultant to the GSBA President on matters that involve diversity.
- C. The Director of Diversity and Inclusion shall chair weekly meetings with the Advocacy Coordinator and Campus Inclusivity Coordinator.
- D. The Director of Diversity and 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.
- E. The Director of Diversity and Inclusion shall collaborate with the individuals/groups that organize Diversity Week.
  - F. The Director of Diversity and Inclusion will be the point person for student-neighborhood relations.
  - G. The Director of Diversity and Inclusion will create and continue a dialogue on GSBA's and Gonzaga University's relationship with the Logan Neighborhood and the greater Spokane community.
  - H. The Director of Diversity and Inclusion will sit in on the Logan Neighborhood-Gonzaga University Coalition meetings as organized by the Gonzaga Director of Community and Public Relations.
  - I. The Director of Diversity and Inclusion shall coordinate with Community Events Chair to create events that engage both the Spokane Community and Gonzaga University Students.
  - J. The Director of Diversity and Inclusion will collaborate with the GSBA Vice President to facilitate dialogue with the Logan neighborhood community.
  - K. The Director of Diversity and Inclusion shall also execute any other duties that the GSBA President deems necessary.

## Section 2: Campus Inclusivity Coordinator (CIC)

- A. CIC shall plan, organize, and coordinate entertaining events that promote multicultural awareness and broaden the perspectives of Gonzaga's student body.
- B. 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.

- C. The CIC shall communicate with the Director of Diversity and Inclusion as necessary in order to provide suitable programming for the student body.
- D. The CIC shall coordinate at least one (1) event per month.
- E. The CIC shall work with the Director of Communications and the Publicity Manager to develop publicity campaigns for events.
- F. The CIC shall attend weekly meetings chaired by the Director of Diversity & Inclusion.

### Section 3: Advocacy Coordinator

- A. The Advocacy Coordinator shall plan, organize, and coordinate programs that promote positive activism that recognizes Gonzaga's diversity of interests.
- B. The Advocacy Coordinator shall provide opportunities for activist-like events such as rallies, marches, guest speakers, etc., to occur on Gonzaga's campus which will allow for greater civic engagement among the student body.
- C. The Advocacy Coordinator shall communicate with the Director of Diversity and Inclusion as necessary to provide suitable programming for the student body.
- D. The Advocacy Coordinator shall coordinate at least one (1) event per month.
- E. The Advocacy Coordinator shall work with the Director of Communications and the Publicity Manager to develop publicity campaigns for events.
- F. The Advocacy Coordinator shall attend weekly meetings chaired by the Director of Diversity & Inclusion.

### Article XVIII: Club Sports Chair

Section 1: The Club Sports Chair shall work 5-9 hours per week.

Section 2: The Club Sports Chair shall preside over the Club Sports Council to ensure communication between the clubs and GSBA.

Section 3: The Club Sports Chair shall assist in scheduling Mulligan Field, Jundt Field, RFC Courts, and any other athletic venues in conjunction with Student Involvement and Leadership and Gonzaga Intramurals.

Section 4: The Club Sports Chair shall manage all necessary insurance, release, roster, travel, and liability form for sports clubs.

Section 5: The Club Sports Chair shall assist in publicizing club sport events held at Gonzaga in conjunction with the club captains/presidents.

Section 6: The Club Sports Chair shall serve as consultant to the GSBA President and Director of Clubs and Organizations on matters presented to them.

Section 7: The Club Sports Chair shall provide information to clubs regarding GSBA events, documents, and policies.

Section 8: The Club Sports Chair shall also execute any other duties that the GSBA President or Director of Clubs & Organizations deem necessary.

#### **Article XIX: 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 students via an application and interview process. The selected students will administer the operations of the Fund the following year. Selected students will serve rolling, one-year terms. Current members of the Green Fund Committee wishing to continue need not reapply. Members will be composed of the following student populations and will constitute the Green Fund Council (GFC):

- i. Two Gonzaga Student Body Association (GSBA) Senators.
- ii. Three Students-at-Large.
- iii. One Graduate Student from the at-large population.
- iv. Residence Hall Association (RHA) Director of Advocacy.
- v. One non-voting, annually rotating member of an 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 successful.

Section 8: The Sustainability Chair shall meet with the 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 GSBA 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 GSBA President or GSBA Treasurer deem necessary.

#### **Article XX: Campus Events Staff**

Section 1: The following positions shall henceforth be added to the list of positions that comprise the GSBA Executive Staff: Coffeehouse Coordinator, Community Events Coordinator, and Weekend Events.

Section 2: Staff coordinators shall be nominated by the President, or the President's designee, following a competitive application and interview process and shall be ratified by the Senate.

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

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

Section 6: Staff coordinators shall work 8-10 hours per week.

Section 7: Staff coordinators shall attend all Executive Staff-sponsored events and weekly Executive Staff meetings unless excused by the Staff Coordinator.

Section 8: 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 at least two (2) events per month.
- C. The Coffeehouse Coordinator shall work with the Director of Communications and the Publicity Manager to develop publicity campaigns for events.
- D. The Coffeehouse Coordinator shall plan, organize, and coordinate events, as the Director deems necessary.

## Section 9: Community Events Coordinator

- A. The Community Events Coordinator shall plan, organize, and coordinate opportunities for GSBA officers and members to serve the greater Spokane community.
- B. The Community Events Coordinator shall plan events that foster dialogue on critical issues concerning the campus climate and integrate Gonzaga students into the Spokane community at large.
- C. The Community Events Coordinator shall coordinate campus-wide events like Fall Fest, Homecoming, and Spring Bling to foster a community atmosphere.
- D. The Community Events Coordinator shall be responsible for purchasing Group Advantage Tickets.
- E. The Community Events Coordinator shall work with the Director of Communications and the Publicity Manager to develop publicity campaigns for events.
- F. The Community Events Coordinator shall plan, organize, and coordinate events as the Director of Campus Events deems necessary.

## Section 10: 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 Director of Communications and the Publicity Manager to develop publicity campaigns for events.
- D. Each Weekend Events Coordinators shall plan, organize, and coordinate events together as the Director deems necessary.

## Article XXI: Senate

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

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

#### Article XXII: Officers of the Senate

Section 1: Neither the President Pro Tempore nor the Speaker of the Senate (both hereafter referred to as the “Speaker” while chairing the Senate) 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 of the Senate or the President Presented to the Senate at least one 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 Senate shall be necessary.

Section 4: The Speaker shall vote in the case of a tie: in which case he or she 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 his or her vote. The President Pro Tem shall vote as any other Member while presiding.

Section 5: The Secretary of the Senate shall not participate in any Senate debate or discussion. The Secretary of the Senate shall be present at all sessions of the Senate; if the Secretary of the Senate must be absent, an assistant secretary will be appointed by the Speaker.

Section: 6 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 7: In the event of the absence of the Speaker of the Senate and the President Pro Tempore during a scheduled session, the session shall be run by a designee of the Speaker of the Senate 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 XXIII: Order, Decorum, and Recognition

Section 1: When the Senate is called to order, every Member shall take his or her seat and act with decorum. If a Member shall be called to order while speaking, he or she 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, he or she shall remain seated and raise his or her hand, and shall not proceed until he or she is 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 him or herself 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.

Section 4: In order to maintain adequate representation of the Gonzaga student body, any Member who fails to attend more than three (3) Senate sessions without an excuse deemed appropriate by the Speaker shall forfeit his or her Senate position. All open Senate seats shall be filled through an application and interview process administered by the Elections Commission and ratified by the Senate by a two thirds (2/3) majority vote.

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

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

- A. During 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 Secretary of the Senate. 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 he or she deems 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 Secretary of Senate. 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 XXV: 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 of the sponsor. A Senator wishing to ask questions must be recognized by the Speaker. The sponsor may, at his or her discretion, yield to a Member wishing to ask a question. The three 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 he or she is 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 Speaker, listing for each senator their name, class, and how they voted on legislation, or whether they were absent. The

Speaker will then place this vote data, along with a summary of the legislation voted upon, into the public forum via [www.gogsba.com](http://www.gogsba.com). The Speaker shall do this no later than 24 hours after a Senate vote.

### Article XXVI: Senate Committees

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

Section 2: The Committees shall meet weekly.

Section 3: A chair shall be elected by each committee who will be responsible for reporting meeting attendance to the Speaker and reporting at Senate meetings.

Section 4: Each committee shall work in cooperation with the Speaker of the Senate working on any issue he/she deems 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 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 during the GSBA September Retreat.

Section 9: GSBA off-campus senators will be required to attend at least one meeting a month of an off-campus committee or organization.

Section 10: Committee on Governance

- 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 GSBA Officials
  - iv. GSBA grievances including, but not limited to, GSBA organizations and their members, and elected and appointed GSBA officials
- C. The Committee on Governance shall hold the ultimate authority to interpret the GSBA Constitution and its associated By-Laws and Election Code. The Senate Committee on Governance shall hold the ultimate authority to assign meaning and define the terms of the Constitution. The Senate Committee on Governance, in consultation with the Student Body President and Attorney General, shall have the authority to fix minor grammatical errors within the Constitution.
- D. This committee shall consist of up to six members. These individuals may also sit on any other task forces or special committees the Senate chooses to create.

#### Section 11: Committee on Academics

- A. This committee shall be composed of students from all levels of undergraduate academic life at Gonzaga.
- B. This committee shall be responsible for all matters pertaining to academic affairs in the University.
- C. This committee shall consist of six members, and members. These individuals may also sit on any other task forces or special committees the Senate chooses to create.
- D. This committee should consist of the six (6) Senators from the respective Gonzaga Colleges to assist the Speaker of the Senate present the views of the students to administration.

#### Section 12: Committee on Student Development

- A. This committee shall be composed of students representing all student constituencies.
- B. This committee shall be responsible for all matters pertaining to student life and affairs.
- C. This committee shall consist of six members. These individuals may also sit on any other task forces or special committees the Senate chooses to create.

#### Section 13: Committee on Finance

- A. The committee shall be composed of students reflecting all constituencies.

- B. They shall be responsible for all financial matters pertaining to the campus as a whole.
- C. This committee shall consist of up to six members. 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 Director of Finance who shall not vote. The Director of Finance shall report to the Committee on Finance and attend regular meetings. In the event of a tie vote, the measure will move automatically to the full Senate for consideration.
- E. The Director of Finance in conjunction with the Finance Committee members shall have a systematic process for funding requests in place by the first meeting of the Senate.
- F. The Director of Finance shall ensure minutes are recorded for every Committee on Finance meeting. This duty may be delegated to any member of the Committee or a staff member. Minutes should include the following:
  - vii. Attendance
  - viii. Motions Considered
  - ix. Voting Results
  - x. Discussion Items
- J. The Director of Finance shall submit a report accompanying any Committee on Finance recommendation to the Senate for action or if the allocation is for less than one half of one percent (.5%) of the GSBA Budget, then the Director of Finance shall submit a report from the Committee on Finance 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 Committee on Finance members deem relevant.
- K. Each undergraduate class shall be represented by the Committee on Finance as well as at least one graduate student.
- L. The Committee on Finance 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 (.5%) must be approved by a majority vote of the Senate and then the President.
- M. The Director of Finance shall report the approved budget to the Director of Clubs and Organizations following the Senate's vote.

#### Section 14: Committee on Health and Safety

- A. This committee shall be composed of students representing all student constituencies.
- B. This committee shall be responsible for all matters pertaining to the health, safety, and fundamental wellbeing of Gonzaga students.
- C. The chair shall sit on the Gonzaga Safety Committee as appointed by the GSBA President.
- D. The committee is required to plan at least one health or safety forum or discussion per semester and develop student input projects.
- E. 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.
- F. This committee shall consist of up to six members, and these individuals may also sit on any other task forces or special committees the Senate chooses to create.

#### Article XXVII: Requirements for Voting Senators

Section 1: The position of Transfer/Veteran/Returning Adult Students (TVRAS), International, Class, On-Campus, and Off-Campus Senators must fulfill the following requirements and/or commitments:

- A. The positions of TVRAS Senator must be filled by a TVRAS student, i.e. a student aged 25+
- B. The position of International Senator must be filled by an international student, i.e. a student who is a citizen of a foreign country
- C. Each of the three (3) On-Campus Senators must attend at least one Gonzaga Residence Hall Association meeting per month
- D. Each of the three (3) Off-Campus Senators must attend at least one meeting per month of an off-campus committee or organization
- E. Class Senators must meet monthly with their respective class representatives.
- F. Each of the six (6) senators from the respective Gonzaga Colleges must be members of the constituency they represent; enrolled within the particular represented College at the time grades are checked and verified through the Dean of Students Office.
- G. The members of the Committee on Academics shall meet with their respective deans twice a semester to discuss the state of current academic affairs and formulate opportunities for collaboration between the student representative and their respective academic constituency.
- H. Each college-specific Senator shall attend a student advisory board/council meeting per their respective college at least twice a semester and report relevant points of discussion to Senate.

#### Article XXVIII: Awards

Section 1: Senator of the Year Award. This award shall be given annually to the Member who goes above and beyond what is expected of a Member to promote and protect the interests of the student body and to serve the Student Senate and GSBA. Selection of the Member of the Year shall be by secret ballot cast by voting members of the Senate at a regular meeting of that body.

Section 2: Appreciation Award. This award shall be given annually to an individual in the Gonzaga Community such as faculty, administration, or staff members, who best exemplifies service and support to GSBA. Selection of the recipient of this award shall be by secret ballot cast by the members of the Executive Branch, Executive Staff, Class Executives, and the Student Senate.

Section 3: Service and Loyalty Award. This award shall be given annually to a member of GSBA who has demonstrated outstanding service and loyalty to GSBA. Selection of the recipient of this award shall be by secret ballot cast by the members of the Executive Branch, Executive Staff, Class Executives, and Student Senate.

Section 4: The Senate Certificate of Appreciation. This award is given to any Member who leaves the Senate in good standing or performs acts above and beyond the call of duty as determined by the Speaker of the Senate.

Section 5: President's Award. This award is given at the discretion of the GSBA President to any individual of the Gonzaga community that has gone unrecognized for their continued service towards the promotion of the GSBA and Gonzaga University mission. They better the lives of all who are a part of Gonzaga University.

#### **Article XXIX: 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 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 (Student Body Officers and Directors) shall go through an evaluation process two times a year (semester break, and end of the year) through the GSBA Advisor.
- B. All Student Body and Cabinet Officers shall maintain a minimum of ten (10) posted office hours per full academic week. The Student Senate meeting and the weekly Cabinet meetings do not fill two hours of the office hour requirement.
- C. All Cabinet members shall maintain specific, updated job manuals for the duties and requirements of their position as well as the committees they serve. These manuals must be updated by the Spring Inauguration, and will be passed down to new elected members/appointments.
- D. 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 student 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 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 job manuals for the duties and requirements of their offices prior to the Spring Inauguration. These binders must be passed down to new staff members.
- D. All Executive Staff members should be present at all functions deemed necessary by the President or Chief of Staff. Absence 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 Secretary of the senate.
- C. All Members are required to serve on one (1) of the five (5) Student Forum 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 XXX-XXXIV — Election Code

Articles XXXI - XXXV is stored separately in the online version.

### Article XXXV: Ratification and Amendments

Ratification of these Bylaws including the Election Code shall become effective upon a two-thirds majority vote of the Senate and upon the approval and signature of the President. Any amendments to the Bylaws including the Election Code shall become effective upon a majority vote of the Student Senate and upon approval and signature of the President.

### Article XXXVI: Interpretation

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