# STATUTES

*FOR THE GRADUATE STUDENT COUNCIL OF THE CALIFORNIA INSTITUTE OF TECHNOLOGY*

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Article I — Purpose

Section 1
The purpose of these Statutes is to clarify the powers and duties granted to the Graduate Student Council (GSC) of the California Institute of Technology.

Section 2
No statute may limit the rights of GSC members as granted by the by-laws or articles of incorporation.

Section 3
No statute may be in conflict with the by-laws of the GSC.

Section 4
All pronouns in these statutes shall be regarded as gender neutral.

Article II — Membership and Structure

Section 1: Members
All graduate students in full standing at the California Institute of Technology are members of the Graduate Student Council and have the full rights and privileges granted by the by-laws of the GSC and these statutes.

Section 2: Board of Directors
1. The Board of Directors (BoD) is the governing body of the GSC. Directors are elected by the members and are able to represent the graduate student body, make decisions, create initiatives, and allocate funds on behalf of the members.
2. The term length of the BoD is not to extend beyond one year.
3. Any member of the GSC that is in full standing may be nominated to serve on the BoD.
4. Option representatives should serve as liaisons to their respective options and option administrators.
Article III — Officers and Committees

Section 1: Powers and Duties of an Officer

1. All officers must fulfill the duties and responsibilities in Section 2 as well as any described in the by-laws of the GSC.
2. Only directors are eligible for an elected officer position.
3. Directors may only hold one elected officer position. Elected officers and appointed officers may also hold an additional appointed position.
4. Assistant Chairs
   a. No more than one member can hold an officer position unless otherwise stated in these Statutes. That is, two people cannot be elected as co-chairs or co-officers.
   b. Any officer may appoint an Assistant Chair to be approved by the BoD that will report directly to that officer.
   c. Assistant Chairs may perform any of the duties of their corresponding officer listed in Section 2, however the officer is chiefly accountable for those responsibilities and duties.
5. Transitions
   a. Outgoing officers, whether by resignation or at the end of term, are responsible for transitioning incoming officers.
   b. There will be a designated transition period, lasting no more than 8 weeks, from the time elections are held to the Transition Meeting as described in Section 3.07(a) of the bylaws.
   c. All officers must generate a report describing any and all actions taken by that officer throughout the term as well as any other information necessary for a successful term.
   d. All officers must meet one-on-one with their incoming counterpart during the designated transition period.
   e. Any important documents or records associated with an officer position must be transferred to the incoming officer during the designated transition period.

Section 2: Officer Positions

1. Chair
   a. Shall serve as the executive officer of the GSC and represent the interests of the members and directors to the Caltech community.
   b. Shall serve as chairperson and preside over meetings of the members or the BoD.
   c. Shall schedule and conduct monthly meetings with the Vice President for Student Affairs, the Dean of Graduate Studies, and the Associate Dean of Graduate Studies.
   d. May appoint any director to chair special non-standing committees or initiatives.
e. May appoint directors to vacant positions on the various Faculty Board Committees not assigned by these statutes.

f. Shall serve on and attend monthly Faculty Board meetings.

g. Shall serve on and attend monthly Graduate Studies Committee meetings.

h. Shall attend Alumni Association meetings.

i. Shall serve as a liaison to the Senior Director for Student Activities and Programs, the Dean and Associate Dean of Graduate Students, and the Graduate Residence Life Coordinator.

j. Shall be elected by the Board of Directors.

k. Shall report to the Board of Directors and the Graduate Student Council.

2. Vice Chair
   a. Shall fulfill the role and duties of the Chair in her absence including attendance at meetings outlined in Section 2.1.
   b. Shall preside over Steering Committee meetings.
   c. Shall serve as mediator for conflicts or disputes within the BoD.
   d. Shall oversee all transitions.
   e. Shall attend monthly Faculty Board meetings alongside the Chair.
   f. Shall attend monthly Graduate Studies Committee meetings alongside the Chair.
   g. Shall be elected by the Board of Directors.
   h. Shall report to the Chair.

3. Secretary
   a. Shall keep and maintain the principal office.
   b. Shall keep and maintain minutes of members and board meetings which shall include:
      i. A roll of directors present at each meeting.
      ii. A brief summary of topics discussed and results of those discussions.
      iii. A record of any and all votes taken by the board.
      iv. In case of the secretary's absence, minutes shall be taken by the Vice Chair, or following the order of officers in this section.
   c. Shall maintain a calendar of events sponsored by the GSC and notify the members of any updates to this calendar.
   d. Shall send notice of upcoming members’ meetings.
   e. Shall be elected by the Board of Directors.
   f. Shall report to the Chair.

4. Treasurer
   a. Shall serve as the chief financial officer of the Council.
   b. Shall serve as an ex officio chair of the budget committee.
   c. Shall keep and maintain a record of all accounts, properties, and business transactions of the Council.
   d. Shall be elected by the Board of Directors.
   e. Shall report to the Chair.

5. Academics Chair
   a. May be held by one or two directors.
b. Shall chair the Academics Committee.
c. Shall serve as the chief advocate for student needs concerning Academics.
d. Shall serve on the Institute’s Academic Policies Committee.
e. Shall appoint members to serve on the Institute Library, Exchange Programs & Study Abroad, Patents & Relations with Industry, and Convocation Committees.
f. Shall be elected by the Board of Directors.
g. Shall report to the Chair.

6. Advocacy Chair
   a. May be held by one or two directors.
   b. Shall chair the Advocacy Committee.
   c. Shall serve as chief advocate for student needs concerning Quality of Life.
   d. Shall appoint members to serve on the Institute, Housing, Foreign Students & Scholars, and Scholarships & Financial Aid Committees.
   e. Shall be elected by the Board of Directors.
   f. Shall report to the Chair.

7. Social Chair
   a. May be held by one or two directors.
   b. Shall chair the Social Committee.
   c. Shall ensure the organization and execution of regular social events for members.
   d. Shall serve on the Institute Programs committee.
   e. Shall coordinate events with the Graduate Resident Life Coordinator.
   f. Shall be elected by the Board of Directors.
   g. Shall report to the Chair.

8. Publications Chair
   a. Shall create and distribute a quarterly report of the Board’s activities.
   b. Shall maintain all social media accounts.
   c. Shall recruit and supervise a webmaster.
   d. Shall oversee updates to the Technique.
   e. Shall assist Committees and Student Groups with effectively publicizing events.
   f. Shall assist the Secretary with maintaining a calendar and the sending of weekly announcements.
   g. Shall be elected by the Board of Directors.
   h. Shall report to the Chair.

9. Sustainability Chair
   a. May be held by one or two directors or members.
   b. Shall develop programming to educate members on sustainability, including but not limited to an Institute Earth Week.
   c. Shall work with GSC committees and student groups to promote sustainable practices at events funded by the GSC.
   d. Shall attend Sustainability Council meetings.
   e. Shall serve as a liaison to the Director of Sustainability Programs.
   f. Shall be appointed by the Chair and approved by the Board of Directors.
   g. Shall report to the Vice Chair.
10. Initiatives Chair
   a. Shall oversee the planning of a yearly initiative (e.g. Student-Faculty Colloquium, leadership training weekend).
   b. Shall be appointed by the Chair and approved by the Board of Directors.
   c. Shall report to the Vice Chair.

11. Athletics Chair
   a. May be held by one or two directors or members.
   b. Shall be the chief liaison to the Athletics Department and Athletics Director.
   c. Shall ensure the organization of GSC intramural athletics.
   d. Shall serve on the Institute Athletics & Physical Education Committee.
   e. Shall be appointed by the Chair and approved by the Board of Directors.
   f. Shall report to the Vice Chair.

12. Under-represented Student Advocate
   a. May be held by one or two directors.
   b. Shall serve as the chief advocate for students belonging to under-represented classes including but not limited to: women, LGBTQIA students, and minorities.
   c. Shall serve as liaison to the Center for Diversity.
   d. Shall be appointed by the Chair and approved by the Board of Directors.
   e. Shall report to the Advocacy Chair.

13. Student Health Chair
   a. Shall serve as the chief advocate for student health.
   b. Shall develop programming to educate members on Healthy Living.
   c. Shall serve on the institute Health Committee.
   d. Shall be appointed by the Chair and approved by the Board of Directors.
   e. Shall report to the Advocacy Chair.

14. Formal Chair
   a. Shall form a committee to organize the planning of an annual Graduate Student Formal to be held in the spring term.
   b. Shall be appointed by the Chair and approved by the Board of Directors.
   c. Shall report to the Social Chair.

15. Gradiators Chair
   a. Shall form a committee responsible for the planning of an annual Gradiators competition to be held at the end of the summer term.
   b. Shall be appointed by the Chair and approved by the Board.
   c. Shall report to the Social Chair.

16. Research Communications Chair
   a. Shall develop programming for the purpose of highlighting members’ achievements in research, and to provide experience for members to communicate their research. This could include but is not limited to annual poster sessions, symposia, or journals.
   b. Shall ensure and assist the planning of the Everhart Lecture Series.
   c. Shall be appointed by the Chair and approved by the Board.
   d. Shall report to the Academics Chair.
17. Clubs Chair
   a. Shall serve on the Institute’s Clubs Committee.
   b. Shall be an ex officio member of the budget committee.
   c. Shall report to the Vice Chair.

Section 3: Extended Absences and Vacancies

1. If there is an option without its maximum number of delegates, the chair may appoint a member from that option to fill the role at any point during the year with the board’s approval.
2. Any director unable to fulfill his term must write a letter of resignation to the board.
   a. If this director is an officer, the duties of that officer fall on the officer whom she reports to until a replacement can be made.
   b. Any vacant officer position except that of the chair or vice chair may be filled by appointment from the Chair and approval of the Board. Such an appointment must be made no longer than four weeks following the resignation. An election may be held with the request of one fifth of the board.
   c. If the Chair position becomes vacant, the Vice Chair will assume his duties until an election can be held to select a new Chair.
   d. If the Vice Chair position becomes vacant, the Chair will assume his duties until an election can be held to select a new Vice Chair.

Section 4: Committees

All Directors must serve on one committee as their primary committee. Directors may serve on additional committees as their secondary committees.

1. Steering Committee
   a. Shall set the vision of the GSC and ensure efficient and effective practices of the directors.
   b. Shall meet at least one time per month.
   c. Shall appoint directors to the Graduate Studies Committee.
   d. Shall be composed of the elected officers.
   e. Shall be chaired by the Vice Chair.

2. Academics Committee
   a. Shall be responsible for the constant improvement of members’ academic lives.
   b. Shall promote initiatives and programs which foster members’ academic development.
   c. Shall serve as a liaison to the Institute’s Career Services, Divisions and Options.

3. Advocacy Committee
   a. Shall be responsible for the constant improvement of members’ quality of life.
   b. Shall promote initiatives and programs which address current issues affecting members’ experiences with facilities, opportunities, and quality of life.
c. Shall work with the various departments and administrators on campus including but not limited to facilities, dining, and housing.

4. Social Committee
   a. Shall be responsible for the constant improvement of members’ work-life balance.
   b. Shall organize and plan social events that offer a diverse set of experiences and opportunities to meet and socialize with other members.
   c. Shall assist other officers or committees with events that are of a social nature.

5. Publications Committee
   a. Shall assist the publications chair with his duties.
   b. Shall oversee the Council’s public relations with the community.
   c. Shall assist student groups with publicity of GSC funded events.

6. Budget Committee
   a. Shall draft and recommend a budget to the Board as described in Article VI.
   b. Shall meet two additional times each year to review the budget’s implementation and make recommendations to the Board.
   c. Shall appoint a member of the budget committee to administer the appeals accounts, specifically the quickfunding and event funding accounts.
   d. The Budget committee shall consist of between six and ten Directors appointed by the treasurer.
   e. The budget committee may not count as a director’s primary committee.

7. Non-Standing Committees
   a. Any officer listed in Section 2 may organize a committee to help fulfill the roles of that officer.
   b. A non-standing committee meets at the discretion of that officer.
   c. A non-standing committee may not count as a director’s primary committee.

Article IV — Elections

Section 1: Timing

1. Elections shall occur at the annual meeting described in Section 3.06 of the by-laws.
2. Notification for nominations must be received by members no fewer than ten days before the annual meeting.
3. The election shall proceed in the following order:
   a. Election of Option Representatives
   b. Election of At-Large Representatives
   c. Election of Officers
4. No more than eight weeks following elections, a transitional meeting should occur where:
   a. Any final business of the previous term is resolved.
   b. Late nominations for Option Representatives and Directors-at-Large are accepted and elected if necessary.
   c. Newly elected Directors are installed.
Section 2: Proceedings

1. Elections should follow procedures outlined in Section 3.03 of the by-laws.
2. Elections are overseen according to Article III, Section 2.
3. Option Representatives are elected first by members of the Council — elections should only be necessary if the number of nominees is greater than the number of directors for that option.
4. Directors-at-Large are selected next by the newly elected Board members. An election is only necessary if the number of nominees is greater than the number of Directors-at-Large.
5. Officers are selected next by the now fully elected Board:
   a. Officers are elected by and serve at the pleasure of the Board
   b. Each candidate will have 2 minutes to explain qualifications and goals.
   c. Each candidate will then have up to 5 minutes to answer questions by the board
   d. After each candidate for a position has spoken, they shall leave the room, 5 minutes will be allowed for discussion, and the Board will vote by secret ballot
   e. If no candidate receives a simple majority of Directors-elect, a run-off between the top two candidates will occur.
   f. If there is only one candidate running for a position, a simple Call for Acclimation may be substituted for discussion and vote. If the Call fails, the Board should discuss and vote by secret ballot.

Article V — Meetings

Section 1: Procedure

1. During meetings of members or Directors, Robert’s Rules of Order shall prevail unless otherwise noted by the By-laws or Statutes.
2. An agenda shall be set and communicated to Directors before each meeting.
   a. The Chair shall be responsible for setting an agenda.
   b. Any member may request a reasonable item for the agenda.
3. Meetings of committees do not need to follow any form of parliamentary procedure, though they may at the discretion of the presiding member.

Section 2: Scheduling and Attendance

1. The Chair shall schedule all meetings for the term in advance.
2. If Directors cannot attend meetings, they must notify the Chair.
3. Failure to notify the Chair of an absence more than two times will result in a conversation to address a possible resignation of said Director.

Article VI — Finances

Section 1: The Budget

1. During the Summer Term, the Treasurer shall request budgets from each officer.
2. The budget committee shall meet to review these budget requests and form a budget containing at least these line-items:
   a. Club Funding
   b. Academics Committee
   c. Advocacy Committee
   d. Social Committee
   e. Publications Committee
   f. Sustainability Fund
   g. Underrepresented Students Fund
   h. Appeals Accounts including but not limited to Event Funding, Quick Funding, and Equipment Funding
   i. Board of Directors Operating
3. Upon drafting a budget, it shall be presented to the Board:
   a. The Board will be able to ask members of the Budget Committee questions
   b. Following discussion, the Board shall vote whether to approve the budget — it must pass by a two-thirds majority.
4. The budget must be passed by the board before the start of the Fall Term and shall be valid through the academic year.

Section 2: Appeals Accounts

1. The Budget Committee will include several appeals accounts, in which members of the GSC are able to appeal for funds.
2. The Board shall determine a procedure for each type of appeals account and notify members of each available fund and how to appeal immediately upon passing the budget.
3. A description of each fund shall be made available to members that clearly distinguishes the differences in what can be appealed and how to appeal.
4. A description of the funds, how they were operated, how they were spent, and suggestions for the next budget shall be included in the Treasurer’s transition document.

Section 3: Club Funding

1. Only clubs officially registered with the Institute’s Club Steering Committee may apply for Club Funding.
2. The Treasurer shall notify all clubs to submit a Club Funding Request before the Budget Committee meets to draft the Budget.
3. The Budget Committee shall agree upon a set of guidelines establishing what type of funding requests will be honored.
4. The Budget Committee shall review all requests and determine the amount of funding based on those established guidelines.

Section 4: Event Funding

1. Any member of the GSC may apply for Event Funding.
2. The Treasurer shall be responsible for ensuring that a Review Volunteer Pool (RVP) is being maintained by a BoD member serving as the RVP Chair.
3. The RVP shall consist of all the members of the BoD at the start of the Summer Term and when new members join, unless a member communicates in writing that they would like to opt out of the RVP.
4. Upon the receipt of an Event Funding request that invites a Caltech-external speaker (as defined in the Event Funding Guidelines document), the BoD and RVP members shall follow the process outlined within the Event Funding Guidelines document before voting to fund the event.
5. The Event Funding Guidelines may be amended by a majority vote of the Board of Directors.

Article VII — Amendments

These statutes may be amended by two-thirds vote of the Board of Directors.