



Bylaws of the Virginia Tech Graduate Student Assembly

These Bylaws define the rules of procedure for the conduct of the Virginia Tech Graduate Student Assembly (hereafter called the “GSA”) with respect to the constitution of the GSA. Definitions and abbreviations are the same as those in the GSA Constitution. If any of the provision in these Bylaws contradict the GSA Constitution, the constitution shall take precedence. (Last updated 2016-4-28)

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1. GSA GENERAL ASSEMBLY PROCEDURES

This section outlines procedures for the operation of the General Assembly of the GSA, hereafter referred to as the Assembly. In general, the parliamentary authority shall be *Robert’s Rules of Order: Newly Revised 11th Edition*. For brevity, *Robert’s Rules of Order: Newly Revised 11th Edition* shall be referred to as “Robert’s Rules.”

1.1. ASSEMBLY RULES AND LEGISLATIONS

- a. The Assembly shall adhere to Robert’s Rules, except when contradicted by the GSA Constitution and Bylaws.
- b. If the GSA Bylaws and the GSA Constitution disagree, the Constitution shall take precedence.
- c. Unless otherwise stated in the GSA Constitution and Bylaws, all Acts of the Assembly require a simple majority for passage.
- d. During meetings, the Parliamentarian shall rule on any points of order or inquiries. Rulings by the Parliamentarian may be overturned by two-thirds majority of the attending Delegates.



1.1.1. Resolutions

- a. Resolutions are written statements of the will of the Assembly. Typically, Resolutions are formal Acts of the assembly which have a lasting effect.
- b. All Resolutions shall require two readings before approval, unless otherwise stated in these Bylaws.
- c. Any Delegate may sponsor and submit Resolutions to the GSA Executive Board for deliberation at the upcoming Assembly meeting. All Resolutions submitted at least one (1) week prior to an Assembly meeting shall be placed on the agenda for the meeting. Late submission shall be allowed by the GSA Executive Board's discretion. The sponsoring Delegate(s) shall indicate if the waiver of a first reading is desired.
- d. The Executive Board shall be responsible for allocating time for the debate on Resolutions. At least three (3) minutes shall be allocated to the deliberation of Resolutions.
- e. If there are more than five (5) Resolutions submitted for a single Assembly meeting, the Executive Board may at their discretion delay the deliberation of Resolutions to the next Assembly meeting. This delay shall be noted on the agenda.
- f. The format of Resolutions shall be described in the appendix of these Bylaws.

1.1.2. First Reading

- a. During the first appearance of a Resolution on an Assembly meeting agenda, the sponsoring Delegate(s) shall read the Resolution to the Assembly. At this point, questions may be asked and clarifications may be given.
- b. At the end of the deliberation following the first reading of the Resolution at hand, the sponsor(s) of the Resolution may request for the waiver of two readings. Such requests must be written on the Resolution itself.
- c. Regardless if a request to waive two readings were made by the sponsor(s), if the Resolution was provided electronically to the Delegates at least two (2) days prior to the Assembly meeting, the two reading requirements shall be automatically waived.
- d. A waiver of two readings shall stand unless reinstated by a request from the Delegates of the Assembly.
- e. At any circumstances, the requirement of two readings may be waived if moved by a Delegate and approved by two-thirds majority of the Assembly.
- f. If the requirement of two readings shall be waived, the Resolution may then be moved to a vote for approval, as described below.
- g. If the requirement for two readings shall not be waived, the Resolution shall then be automatically tabled until the next Assembly meeting. The Assembly may also vote to refer the resolution to a committee at this point.

1.1.3. Second Reading

- a. During the second reading of a Resolution, the sponsoring Delegate(s) may provide a brief background summary of the Resolution, and shall ultimately move for the approval of the Resolution.
- b. If the Resolution was referred to a committee after the first reading, the chairperson of the committee shall report on the actions of the committee pertaining to the Resolution.
- c. Once the motion for approving the Resolution is seconded, the Resolution may be deliberated further. Amendments may be introduced at this point.
- d. At the end of the deliberation, any pending amendments to the Resolution must be resolved. At which point the Delegates shall vote.



1.1.4. Tabling and Referral of Resolutions

- a. Any Delegate may move to table the deliberation of a Resolution to a later time, in accordance to the appropriate parliamentary procedures. Motion for tabling may be made during the first or second reading. Delegates shall not be allowed to table a resolution indefinitely. Tabling motion requires majority to pass, and shall be debatable.
- b. Any Delegates may move to refer a resolution to a committee. The committee shall deliberate the Resolution and propose amendments if deemed appropriate, and report back to the delegates at the next Assembly meeting.
- c. A specific resolution may only be tabled or referred to committee once.

1.1.5. Amendments to Resolutions

- a. Amendments may be introduced after the Resolution has been motioned for approval.
- b. Amendments may also be introduced by the committee the Resolution it has been referred to.
- c. Editorial changes (e.g. spelling, grammar; any changes that does not change the spirit of the resolution) to the Resolution may be accepted by unanimous consent.

1.1.6. Executive Resolutions

- a. Executive Resolutions can be introduced by the Executive Board if required to fulfill their duties. These Resolutions shall be deemed to be sponsored by the Executive Board. The President or designee of the President shall act as the sponsoring delegate.
- b. Executive resolutions requires a two-thirds majority for approval.
- c. The Graduate Student Representative to the Board of Visitors may introduce and sponsor Resolutions that are supportive to their duty and responsibilities. Such resolutions are considered Executive Resolutions.
- d. All Resolutions require at least one sponsor. For any non-Executive Resolutions, only voting Delegates may be sponsors.

1.2. VOTING PROCEDURES

At the discretion of the Chair of the Assembly, who will be referred to as the “Chair” in the following section, and subject to the procedures in the GSA Bylaws, votes may be taken in the following ways, unless otherwise specified in these Bylaws or in the GSA Constitution. Detailed procedures for these votes are contained in the Appendix.

1.2.1. Types of Votes

- a. Non-binding Straw Polls
 - i. In some cases, individuals may want to gauge the level of support among Delegates for various issues. To gauge this support, the Chair may ask for a straw poll to be taken among the Delegates using procedure the Chair deems appropriate.
 - ii. The results of straw polls will be recorded in the meeting minutes, but the result shall not be binding in any way.
- b. Unanimous Consent
 - i. The Chair may ask for unanimous consent in lieu of another form of vote. As this requires consent to be unanimous, any objections require another type vote to be taken.
 - ii. In this context, the consent given by the delegates is consent to waive another vote as well as consent to deem the Resolution passed by the requisite majority.
- c. Vote by Show of Hands (Division)



- i. The Chair may ask for a vote by show of hands.
 - ii. Following the vote, the Chair shall announce the division of the Assembly from the ayes and the noes. The Chair shall ask for unanimous consent to their opinion.
 - iii. If unanimous consent is not given by the Delegates, the opinion of the chair in regards to the voting result shall be voided and the Chair shall call for a tallied or electronically tabulated vote.
- d. Tallied Vote
- i. If the Chair feels that a motion will not have a clear majority, or a vote by show of hands fails, the Chair may call a tallied vote.
 - ii. After the vote, the Chair shall ask for unanimous consent to approve the results.
 - iii. If unanimous consent shall not be given, another immediate tallied vote shall take place. If one third of the delegates vote in opposition to the original vote count, an immediate roll-call vote begins.
- e. Electronically Tabulated Vote
- i. Instead of calling for a vote by show of hands, the Chair may request an electronically tabulated vote.
 - ii. The procedure for electronically tabulated votes shall be determined by the Chair and approved by the Assembly as an Executive Resolution. These procedures shall remain in effect until new procedures are approved.
 - iii. Electronically tabulated votes shall carry the weight of tallied votes. After concluding an electronically tabulated vote, the results shall be displayed to the Delegates and be recorded in the minutes.
 - iv. After displaying the vote, the Chair will then ask for unanimous consent to accept the results. If unanimous consent is given, the results of the electronically tabulated vote shall be confirmed.
 - v. If unanimous consent is not given, an immediate tallied or electronically tabulated vote will take place to confirm the vote. If one third of the Delegates vote in opposition to the tally, an immediate roll-call vote begins.
- f. Roll-Call Vote
- i. Unless otherwise stated, roll-call votes can only be initiated by the failure of a tallied vote or electronically-tabulated vote.
 - ii. All amendments to the GSA Constitution shall be passed by roll-call votes.
 - iii. At the end of the vote, the Chair shall state the final vote count.
 - iv. Any Delegate may object to the results and ask for a recount of the recorded votes. However, unless there was a miscount, the result of the vote holds. The Vice-Chair and Parliamentarian shall be responsible for the recount. Any Delegates may, at their discretion, observe the recount.

1.2.2. Electronic Votes between Meetings

- a. The Chair of the Assembly shall have the power to call emergency electronic votes.
- b. All Delegates must be informed of vote and have at least thirty-six (36) hours to respond.
- c. Quorum must be met for electronic vote response rate.
- d. The results of the electronic vote shall be recorded in the minutes of the next Assembly meeting.
- e. The Assembly shall ratify in an Executive Resolution the results of the electronic vote during the next Assembly meeting.



- f. If the Assembly overturns the result of the electronic vote, the matter pertaining to electronic vote shall be deliberated in an appropriate way. If the electronic vote was a Resolution, they may be deliberated as if it is in first reading (refer to Section 1.1.2).

1.3. ELECTIONS

- a. All elections shall be overseen by a subcommittee of the Standing Committee on Judicial and Electoral Affairs, hereafter referred to as the Election Subcommittee.
- b. The Chair of this subcommittee shall be appointed using the procedures outlined in the Committees section of the bylaws (refer to Section 3.1.1), and then confirmed the Assembly as the Election Officer in an Executive Resolution (refer to Section 1.1.6).
- c. The Election Officer shall be responsible for conducting the elections in accordance with the GSA Constitution and Bylaws.
- d. The Election Officer shall not be in a candidate for office for an election they administer.
- e. The Election Officer shall submit to the GSA rules and procedures for the upcoming elections at least two (2) meetings prior to the elections being held.
- f. The Election Officer shall, with the support of University staff assigned to the GSA, oversee the elections and count votes. If they desire, election candidates may appoint an observer to monitor the counting of votes.
- g. Election votes shall be cast as secret ballots.
- h. All members of the GSA are eligible for all executive offices, except when disqualified by another provision of the GSA Constitution and Bylaws.
- i. If at any time the incumbent Election Officer feels that they cannot impartially conduct their duties, the Assembly Parliamentarian shall appoint an Election Officer Pro Tempore. This appointment shall be confirmed by a two-thirds majority of the Assembly.
- j. More than one eligible GSA member may serve as Co-Election Officers to share responsibilities.

1.4. IMPEACHMENT

- a. Impeachment proceedings shall be initiated as a motion of no confidence, a motion indicating a wish to censure or remove the member, towards a specific member of the GSA.
- b. Any Delegate may initiate a motion of no confidence to any student leadership personnel of the GSA, requiring majority for approval.
- c. After the passage of motion of no confidence, the individual under scrutiny may choose to accede or consent to the motion of no confidence and be immediately stripped of their position.
- d. If the individual under scrutiny does not accede to the no confidence motion, the Chair of the Judicial Committee shall appoint an independent investigator. The investigator shall be a member of the GSA. This investigator must be approved by a two-thirds majority of the Assembly.
- e. The investigator shall examine and scrutinize the actions of the Executive Board member. The investigator will be given access to all relevant records relating to their activities within the GSA and shall have the power to ask any GSA member for statements regarding the matter at hand. GSA members may decline to give statements.
- f. The investigator shall provide a written report to the Assembly one (1) week prior to the next Assembly meeting.
- g. At the next Assembly meeting, the investigator shall present their findings to the full Assembly.



- h. The individual under investigation shall have the opportunity to respond to the findings of the investigator and answer questions from members of the Assembly. The individual under investigation may waive this right.
- i. After the individual under investigation is given the opportunity to respond, a vote to remove said executive board member from power is held immediately. This vote requires a two-thirds majority. This vote must be a roll-call vote.
- j. One (1) extension of not more than sixty (60) days may be granted for the investigation by a two-thirds majority of the Assembly.

1.5. PETITIONS

- a. Any member of the GSA may compel the Assembly to discuss an issue through a petition.
- b. The GSA member shall inform the GSA Executive Council of the desire to create a petition at least two (2) weeks prior to the Assembly meeting where the issue shall be discussed.
- c. The Executive Council may choose to waive the petition and add the requested discussion to the agenda of next Assembly meeting as if the petition was successful.
- d. After informing the GSA Executive Council, the petitioning member must collect the signatures of twenty-five (25) members of the GSA or fifty (50) percent of the affected constituency (e.g. department), whichever is less.
- e. Electronic signatures shall be deemed acceptable, but contact information (e.g. an email address) of all signatories must be provided.
- f. If the petitioning member is successful in acquiring the required signatures, they shall provide documentation to the GSA Executive Council at least one (1) week prior to an Assembly meeting.
- g. The discussion called for by the petition shall then be added to the Assembly meeting agenda and allotted no less than ten (10) minutes, unless the petitioning member requests less time.

1.6. REFERENDA

- a. Any member of the GSA may create a referendum, which carries the same weight as an Act of the Assembly.
- b. Quorum for referenda shall be the response rate of one tenth of the total membership of the GSA, as verified through Graduate School records.
- c. Referendum follows the same governing rules for passage as if it was any other Resolution being considered by the Assembly.
- d. To create a referendum, a member must request the referendum before the Assembly.
- e. Any member attending Assembly meetings desiring to create a referendum shall be allotted no less than three (3) minutes to address the Assembly.
- f. The Assembly may vote to stop the creation of referenda for the duration of that particular Assembly session (i.e. until the Assembly shall adjourn at the end of the spring semester) by a vote with three-fourths majority.
- g. For a referendum to be created, one quarter of the present Delegates at the Assembly meetings must vote in favor of its creation.
- h. Once created, the GSA Executive Board, to the best of their abilities, shall inform all members of the GSA of the referendum and allow at least one (1) week for response. This shall be a secure electronic process whereby the votes on the referendum shall be linked to the GSA members' university account.



- i. After the response period has ended, the GSA President shall inform all members of the GSA of its results.
- j. If quorum and the necessary majorities are achieved, then the referendum shall immediately take effect.
- k. The results of referenda may not be overturned by the Assembly for a period of three (3) months, and then only by a three quarters majority of the present Delegates at the Assembly meeting.
- l. The results of referenda may be overturned by another referendum. Such referenda require a quorum of one quarter of the membership of the GSA.

2. ATTENDANCE AND QUORUM

1. Quorum at all meetings shall be defined as one fifth (1/5) of the Delegates or 30 Delegates, whichever is greater.
2. All Delegates shall be expected to attend all Assembly meetings. If a Delegate cannot attend, they shall designate and send an alternate (i.e., proxy) in their place.
3. A Delegate must inform the Vice President that they are sending an alternate and the identity of said alternate at least forty-eight (48) hours prior to the meeting.
4. Alternates must be a member of the constituent group that the Delegate represents.
5. Alternates have all of the powers and duties of Delegates for the duration of the Assembly meeting, but these powers and duties are immediately removed from the alternate at the end of the meeting.
6. All guests attending the Assembly meeting shall be required to provide their name and contact information (i.e., email), which will be recorded in the minutes.
7. Attendance of Delegates and alternates shall be a public record.

3. COMMITTEES

3.1. STANDING COMMITTEES

Standing Committees are committees that persist year to year. They function as small groups performing vital functions for the GSA. Standing committees are created by Acts of the Assembly. When Standing Committees are created, their names shall be added to the enumeration in the Appendix of the GSA Bylaws and their initial charge shall be defined within this section.

3.1.1. Committee on Judicial and Electoral Affairs

The charge of this committee is to review, study, and recommend to the GSA Assembly potential changes to the GSA Constitution and Bylaws with the goal of the effective and efficient implementation of the mission of the GSA. In addition, to act as the initial jurisdiction of judicial affairs including but not limited to the constitutionality of all GSA activities and removal procedures. Finally, to formulate and oversee procedures of electing the GSA Executive Board officers.

This committee shall together with the President and Vice President as well as the rest of the Executive Board conduct annual review of the GSA Constitution and Bylaws, and propose potential amendments for Assembly approval for the betterment of the GSA as an organization. This committee shall also be responsible for the transparent planning and implementation of the election procedures for GSA Executive Board members in accordance to the GSA Constitution.



3.1.2. Committee on Finance

To advise, assist, and give initial approval to the Director of Finance and the rest of the Executive Board on matters related to the budget and finances of the GSA, including but not limited to the formulation of a Generated Fund budget for approval by the Assembly as a whole, the preparation of an Annual Budget Request to the Student Budget Board, and the deliberation on possible financial sponsorship to external organizations.

3.2. SPECIAL COMMITTEES

- a. Special Committees can be created by Acts of the Assembly.
- b. Special Committees shall exist until the end of the academic year. Special committees can be removed by an Acts of the Assembly before the end of the academic year.
- c. Special Committees can be recreated by an Act of the Assembly, but no more than twice. That is, if a Special Committee exists within three academic years, the year of its initial creation and two recreations, it cannot be recreated again. Upon its second recreation, Special Committees may be brought to Assembly for consideration to be converted into Standing Committee.
- d. Special Committees can be converted into Standing Committees by an Act of the Assembly.
- e. An enumeration of Special Committees and the years they were active shall be recorded in the Appendix of these Bylaws.

3.3. COMMITTEE PROCEDURES

- a. The voting membership on committees shall be open to any Delegate that desires membership.
- b. Executive Board members may sit in during committee meetings to offer information for the effective operation of the committee, but shall not have voting rights. Committees may also invite guests to attend meetings.
- c. Committees must have at least three (3) voting members.
- d. Committees shall meet as often as necessary. However, they shall meet no less than once per semester.
- e. Quorum for committee meetings shall be two members in addition to the member acting as chair.
- f. Committees shall elect a Chair who shall hold that position until the end of the academic year. Standing Committee chairs shall be confirmed by the Assembly in accordance to the GSA Constitution.
- g. In the event of the position of committee chair shall be vacant, the committee shall elect a committee chair by majority.
- h. The Chair of a committee must be a voting member of that committee.
- i. If no nominees for a Chair shall receive a majority vote, the two candidates with the highest votes shall stand in a runoff election. The candidate that receives majority votes in the runoff shall become Chair.
- j. In the event of a deadlock, or by general consensus of the committee, the committee may be chaired by two co-chairs. The Committee on Judicial and Electoral Affairs shall not have two co-chairs. In the event of a deadlock, the Assembly shall hold a runoff election, with the candidate receiving majority votes becoming Chair of the Committee on Judicial and Electoral Affairs, as well as Parliamentarian of the Assembly.



- k. Committee chairpersons may be removed from office by a two-thirds majority vote of members of the committees.
- l. Committees may establish subcommittees, which shall obey all rules and procedures of full committees. The Chair of the subcommittees shall report actions of the subcommittees to the committee Chair.

4. MEMBERSHIP

All Graduate Students that meet the definition as described in GSA Constitution shall be members of the GSA and are entitled to the services and programs that the GSA provides unless otherwise noted. GSA members are also eligible to be appointed and elected to leadership positions within the GSA.

4.1. DELEGATES-AT-LARGE

- a. Delegates-at-Large are governance representatives from the GSA that do not concurrently serve as a Departmental Delegate or a Special Delegate, in accordance to the GSA Constitution. These GSA Governance representatives shall not have voting rights within the Assembly until they are confirmed as Delegates-at-Large by the Assembly itself.
- b. Delegates-at-Large retain all rights, privileges, and duties as any other Delegates.
- c. Delegates-at-Large shall be nominated the Executive Board under the advice of the Vice President to fill seats at University governance entities at the event the GSA member to fill these seats shall not already be Delegates of the Assembly.
- d. Delegates-at-Large shall be confirmed by a two-thirds majority in the Assembly.
- e. The number of Delegates-at-Large shall not exceed ten (10) percent of the total number of delegates.
- f. When a Delegate-at-Large is approved, their name is added to the enumeration of Delegates in these bylaws. When a Delegate-at-Large is removed from office, their name is immediately removed from the enumeration of Delegates.

4.2. REPRESENTATIVES TO UNIVERSITY GOVERNANCE

- a. The Executive Board, under the advice of the Vice President, shall nominate GSA members to seats allocated to the GSA at University governance entities. These nominees shall be subjected to confirmation by the Assembly.
- b. If a representative to university governance is unable to attend a meeting of a commission on which they serve, they shall inform the Vice President who shall appoint an alternate. If at all possible, this alternate should be a voting member of the assembly.
- c. If a representative to university governance cannot attend three consecutive, or five total, meetings in an academic year of the commission on which they serve, they must report to the Assembly for review. The Assembly must then reapprove their status as a representative to university governance or they are removed from office.
- d. Governance representatives shall provide timely reports of all significant proceedings at university governance to the Vice President of the GSA, who shall compile a report to be presented at each Assembly Meeting. Governance representatives shall be available at each Assembly meetings to report university governance proceedings to the Assembly and answer questions Delegates may have.



- e. Governance representatives shall, to their best knowledge and abilities, represent the general interest of the GSA as a whole during any university governance proceedings. Any resolutions read and brought to a vote shall be reported to the Vice President of the GSA promptly, whom shall in turn, at the advice of the rest Executive Board, provide guidance to the governance representatives, and/or put the matter up for discussion the agenda of the upcoming Assembly meetings.
- f. If the GSA Assembly shall act on the matter referred by the governance representatives via the Vice President and the Executive Board, the governance representatives shall vote on the matter during university governance proceedings that reflect the outcome at the deliberation made in the GSA Assembly. Failure to do so shall be grounds for removal of the governance representatives from their position.
- g. Removal of governance representatives shall not require Assembly approval and shall be the sole responsibilities of the GSA Executive Board. Reasons for removal shall be restricted to the following: Change in the governance representatives' schedules preventing them from attending university governance proceedings; failure to perform their responsibilities, and failure to accurately represent the GSA interests at university governance proceedings. Once remove, Delegates-at-Large shall forfeit their position as a voting delegate of the Assembly. Governance representatives that are also Departmental Delegates shall not forfeit their seats as Delegates if removed from being governance representatives.

4.3. NON-VOTING DELEGATES

- a. The president shall have the power to appoint non-voting members of the assembly for the purposes of serving on committees of the Assembly.
- b. These Non-Voting Delegates may vote on their respective committees, but not on acts of the Assembly.
- c. Non-Voting Delegates shall not make up a majority of any committee.
- d. Non-Voting Delegates must be approved by a two-thirds majority of the Assembly at the first Assembly meeting after their appointment.
- e. Non-Voting Delegates shall provisionally assume their powers and duties until the first Assembly meeting after their appointment. If the appointment is not approved at the first Assembly meeting after their appointment, the Non-Voting Delegate is immediately stripped of all powers and duties and cannot be reappointed until after the next Assembly meeting.
- f. When a Non-Voting Delegate is approved, their name is added to the enumeration of Non-Voting Delegates in these bylaws. When a Non-Voting Delegate is removed from office, their name is immediately removed from the enumeration of Non-Voting Delegates.

4.4. BOARD OF VISITORS REPRESENTATIVE

The Board of Visitors, and the Graduate Student Representative to the Board of Visitors, have traditionally worked closely with the GSA. As such, the Graduate Student Representative to the Board of Visitors has typically interacted with the Assembly. The standard procedures for this interaction are outlined in this section. The GSA, however, has no and claims no official authority over the actions of the Graduate Student Representative to the Board of Visitors, nor their selection.

The Board of Visitors, through the Division of Student Affairs, has traditionally requested that the GSA recommend several candidates for the position of Graduate Student Representative to the Board of Visitors.



If requested, the GSA shall form a nomination committee. This committee shall be comprised of the current Graduate Student Representative to the Board of Visitors, who shall act as Chair; and be populated by a diverse group of graduate students, and staff/faculty representative from the graduate school. The exact composition of the nomination committee is enumerated elsewhere in the Board of Visitors Graduate Representative Handbook.

At their discretion, the Graduate Student Representative to the Board of Visitors shall address the Assembly about matters related to their position. The Graduate Student Representative to the Board of Visitors may call for resolutions of support for their positions. The Graduate Student Representative to the Board of Visitors is not bound by the results of the Resolutions, but is asked to report the results of the Resolutions to the Board of Visitors, if appropriate.

In accordance to the GSA Constitution, the Graduate Student Representative to the Board of Visitors shall be a member of the GSA Executive by virtue of their position and shall be entitled to all powers, duties, and responsibilities prescribed to them by the GSA Constitution. The Graduate Student Representative to the Board of Visitors may not be removed from their position on the Board of Visitors by the GSA, however, they may be removed from their position within the GSA Executive Board by the GSA following the regular removal procedures.

4.5. ENUMERATION OF DELEGATES

Appendix B contains a listing of the departments, supra-departmental entities, and other bodies which are allotted voting seats to the Assembly. Unless otherwise stated, all departments are allotted two voting seats. Although not required by the GSA Constitution, all departments are enumerated. If a new department is created, it will automatically receive Delegates per the GSA Constitution. The Vice-President of the GSA shall maintain this listing in order to account for any changes or new delegates that may arise.

The procedure for the selection of Delegates is determined by each department, supra-departmental entities, and other bodies which are allotted voting seats to the Assembly. These departments, supra-departmental entities, and other bodies are encouraged to be as transparent as possible in the selection of Delegates and include graduate students in the decision.

5. FINANCE AND BUDGET

The GSA receives its financial asset in numerous forms, and may be stored in units of the University such as the Division of Student Affairs and the Graduate School. Each account is subjected its own regulations and restrictions, and detailed description shall be located elsewhere in internal documents under the purview of the Director of Finance. The Assembly shall have direct voting authority over the Generated Fund account only, however, the Assembly may provide recommendations for the use of the other (non-generated fund) accounts.

5.1. GENERATED FUND ACCOUNT

Resources from the generated fund account come from the income of various GSA activities, including programs and events. There exist no restrictions for the utilization of Foundation Funds beyond those prescribed by University Policies and the Code of Virginia. The Assembly shall have oversight on the resources in this account, as well as the budgeting procedures.



5.2 GENERATED FUND ACCOUNT BUDGETING PROCEDURES

- a. The financial year (FY) shall begin on July the first of each year.
- b. The generated fund budget for any particular FY shall be presented to the Assembly for approval in the spring of the FY immediately preceding it.
- c. The Director of Finance, with the advice of the Executive Board, shall present a draft generated fund budget to the Finance Committee of the Assembly.
- d. The Finance Committee may offer amendment to budget, and, once agreed upon, present the Generated Fund budget as a Resolution for the Appropriation of Generated Fund for FY XXXX-XX (hereafter refer to as the Appropriation Resolution).
- e. The Generated Fund budget shall be prepared in accordance to all activities categories designated by the Division of Student Affairs Student Organization Accounts office.
- f. The Appropriation Resolution shall be treated as any other Resolution before the Assembly.

5.3 SPONSORSHIP OF EXTERNAL ORGANIZATIONS WITH GENERATED FUND

The GSA may sponsor external organizations including but not limited to other student organizations within the university. Such sponsorship request shall first obtain provisional approval by the Finance Committee of the General Assembly, in accordance to the Committee's internal operation policies. With the support of the Finance Committee, a Sponsorship Resolution shall be drafted to present to the General Assembly (Resolution for the Sponsorship of _____). Sponsorship Resolutions shall be treated as any other resolution before the Assembly.

6. PROGRAMS AND EVENTS

GSA Programs are recurring events and services organized by the GSA to further its mission, in accordance to the GSA Constitution. GSA programs recur in a regular interval (e.g. annually, every semester) and shall be participation-based services and events that require long term budgeting. Participation based services and events are defined by their requirement of a formal application to the GSA in order to participate in the program. GSA Programs shall be under the jurisdiction of the GSA Executive Board, with the Director of Programs assuming chief responsibilities, and operating with the advice of the Assembly. Logistical operation of individual programs may be delegated to program chairs as appointed by the Executive Board at the advice of the Director of Programs. Programs shall be enumerated here in these GSA Bylaws. Internal operating policies of individual programs shall be maintained by GSA Executive Board, at the advice of the Director of Programs and the responsible program chairs.

GSA Events shall be attendance based events and services provided by the GSA to further its mission. Attendance-based events and services are defined by their lack of a required formal application in order to attend the event. GSA Events requires no enumeration in the GSA Bylaws, and therefore the creation and dissolution of which shall not require approval of the GSA Assembly. The organizing and implementation of all GSA Events shall be under the purview of the GSA Executive Board, with the Director of Events assuming chief responsibilities, and operation with the advice of the Assembly.



GSA Programs differs from GSA Events as Programs shall be treated as its own budget item within the GSA's financial records. GSA Events shall be included as a lump sum category for the purpose of budgeting, either in the SBB account budget and/or the generated fund budget.

6.1 CREATION, ENUMERATION, AND DISSOLUTION OF GSA PROGRAMS

Creation, suspension, and dissolution of GSA Programs shall only be carried out through acts of the Assembly, and shall be reflected by amending the GSA Bylaws. When a new GSA Program is proposed, the necessary financial resource shall be secured, and approval shall be given by the Finance Committee. Any deviation from the approved budget shall first be reconciled, and if necessary, a budget amendment resolution considered by the Assembly. Once the financial matter of a proposed new GSA Program shall be resolved, the establishment of the new GSA Program shall be considered by the Assembly on its merit in fulfilling GSA's mission. This shall be introduced to the Assembly as a Resolution titled "Resolution for the formation of a new GSA Program _____", and be treated as any other Resolutions before the Assembly. Once approved, the new GSA Program shall operate under probationary status. After a period of one (1) if the new GSA Program operation was deemed of merit to the Assembly, a Resolution to amend the GSA Bylaws for the enumeration of the new Program shall be considered.

Enumeration of GSA Programs in the GSA Bylaws necessitates each program's' continuation. Below is a brief description of approved and ongoing GSA Programs. Detailed operation policies of each programs shall be located elsewhere in documents internal to the GSA Executive Board, the Director of Programs, and the Program Chairs.

6.1.1 RESEARCH SYMPOSIUM AND EXPOSITION

The Research Symposium and Exposition shall be a conference open for all GSA members (that is, all graduate and professional students) to participate, regardless of discipline. The Director of Programs, under the advice of the Executive Board, may delegate the responsibility of planning and organization of the Symposium and Exposition to one or more Program Chairs.

6.1.2 TRAVEL FUND PROGRAM

The Travel Fund Program shall be a funding program that supports GSA members (that is, all graduate and professional students) to travel for their academic pursuits at Virginia Tech, including but not limited to professional conferences, workshops, and meetings. The Director of Programs, under the advice of the Executive Board, may delegate the responsibility of planning and organization of the Travel Fund Program to one or more Program Chairs.

6.1.3 GRADUATE RESEARCH DEVELOPMENT PROGRAM

The Graduate Research Development Program shall be a funding program that supports GSA members' (that is, all graduate and professional students) research activities at Virginia Tech, including but not limited to



purchasing of equipment, professional analysis of data, and traveling cost for field work. The Director of Programs, under the advice of the Executive Board, may delegate the responsibility of planning and organization of the Symposium and Exposition to one or more Program Chairs.

6.1.4 GRADUATE AND PROFESSIONAL SCHOOL FAIR

The Graduate and Professional School Fair shall be a school fair inviting representatives from graduate and professional school programs for the purpose of recruitment. The Fair shall be the primary source of generated funds for the GSA.

6.1.5 GRADUATE CAP AND GOWN PROGRAM

The Graduate Cap and Gown Program shall be a resource program that supports GSA members' (that is, all graduate and professional students) with the proper cap and gown as their graduate regalia. Additional items such as required tassels will not be provided by the GSA. The Director of Programs, under the advice of the Executive Board, will be responsible for the planning and distribution of the Graduate Cap and Gown Program.

6.2 PROGRAM CHAIRS

The Program Chairs are chairs of executive programming committees in accordance to the GSA Constitution. The program chairs shall be appointed by the Executive Board. Appointment and dismissal of program chairs rest solely on the GSA Executive Board. Program Chairs may form committees populated by GSA members to assist their responsibilities, but forming such committees shall not be a requirement. The terms of Program Chairs beginning whenever they shall be appointed by the GSA Executive Board, and shall expire at the end of the spring semester following their appointment. Program Chairs report to the Director of Programs, and while reappointment shall not be guaranteed, the incumbent Director of Programs may provide written evaluation of the Program Chairs' performances to the incoming Directors of Programs.

6.3 CONFLICTS OF INTEREST

Program Chairs may participate in any GSA Programs. However, due to potential conflicts of interests, Program Chairs may not be awarded any positive outcome of the programs they administer. Executive Board members may participate and be awarded by GSA Programs, but any such participation shall be handled with fairness and transparency. Abuse of executive power to gain advantage in GSA Programs shall be grounds for impeachment and investigation.

7. ADDITIONAL POWERS AND DUTIES

Many sections of the GSA Constitution provide for the ability of the Bylaws to grant additional powers and duties to various individuals or entities by the nature of their positions. For simplicity, such powers and duties will be enumerated in this section.



7.1. ALL ASSEMBLY MEMBERS

1. None

7.2. THE ASSEMBLY

1. None

7.3. DELEGATES

1. None

7.4. ALTERNATES

1. None

7.5. NON-VOTING MEMBERS

1. Shall hold one vote on the committees to which they are assigned.

7.6. THE EXECUTIVE BOARD

1. Shall have the ability to create awards to recognize individuals who have provided significant contributions to the mission of the GSA. Any award process shall be handled in a transparent and fair manner.

7.7. PRESIDENT

1. Shall have the power to appoint Non-Voting Members of the Assembly for the purposes of serving on committees of the Assembly. These Non-Voting Delegates may vote on their respective committees, but not on acts of the Assembly.
2. Shall assist the Judicial Committee in reviewing the GSA Constitution and Bylaws as needed to reflect the current practice of the GSA.
3. Represent the GSA on University Council Commissions and Committees, including but not limited to the University Council, the Commission on Graduate Studies and Policies, and the Commission on Student Affairs, if able to.
4. Discuss with the relevant university administrators regarding on, if available, the remuneration of the GSA leadership personnel. Detail of this process shall be described in the Bylaws appendix and elsewhere in internal operational documents of the GSA Executive Board.
5. With the assistance of other leadership personnel, compost GSA Annual reports to be distributed to stakeholders in the University.
6. Attend other meetings relevant to the GSA's mission, including but not limited to Town-Gown meetings, President's Advisory Council meetings, Vice President of Student Affairs Core-5 meetings, and others.



7.8. VICE-PRESIDENT

1. Shall maintain the Enumerations in Appendix B to keep them current, and notify appropriate personnel to upkeep records, including but not limited to email listserv, and the GSA website.
2. Shall assist the Judicial Committee in reviewing the GSA Constitution and Bylaws as needed to reflect the current practice of the GSA.
3. Represent the GSA in University Council Commissions and Committees, including but not limited to the University Council, the Commission on Graduate Studies and Policies, and the Commission on Student Affairs, if able to.
4. With the advice of the Executive Board, contact departments and/or communities any delinquency of their Delegates.

7.9. DIRECTOR OF PROGRAMS

1. Represent the GSA in University Council Commissions and Committees, including but not limited to the Student Budget Board, if able to.

7.10. DIRECTOR OF FINANCE

1. Represent the GSA in University Council Commissions and Committees, including but not limited to the Student Budget Board, and the University Council for Strategic Budgeting and Planning, if able to.

7.11. DIRECTOR OF COMMUNICATION

1. Represent the GSA in at least one University Council Commissions and Committees
2. Maintain an archive of approved Resolutions, available to the delegates as well as to the public.

7.12. DIRECTOR OF EVENTS

1. Represent the GSA in University Council Commissions and Committees, including but not limited to the Student Budget Board, if able to.

7.13. BOARD OF VISITORS REPRESENTATIVE

1. Represent the GSA in University Council Commissions and Committees, including but not limited to the Commission on Graduate Studies and Policies, if able to.

7.14. REPRESENTATIVES TO UNIVERSITY GOVERNANCE

1. None



7.15. CHAIRPERSONS OF EXECUTIVE PROGRAMMING COMMITTEES

1. None

8. REMUNERATION OF GSA LEADERSHIP PERSONNEL

Certain University units, such as the Graduate School, may at their own discretion opt to provide remuneration to GSA leadership for their services to the graduate student community. The procedures of remuneration shall be the responsibility of the President and the pertaining university unit(s).

9. AMENDMENTS

1. The GSA Bylaws shall only be amended as Acts of the Assembly.
2. Amendments of the GSA Bylaws shall be conducted in the manner of any other Resolutions being considered by the Assembly, except that it shall obtain the approval of the Standing Committee on Judicial and Electoral Affairs.
3. Resolutions to amend the GSA Bylaws shall have the title: “Resolution to Amend the GSA Bylaws for the purpose of _____”.
4. Resolution for GSA Bylaws amendments shall require majority to be approved.
5. Resolution for GSA Bylaws amendments shall be eligible the waiver of two readings, as if it were any other Resolution.

APPENDIX

The Appendix of the GSA Bylaws shall only contain information supplemental to the Bylaws proper, and shall not contradict the Bylaws and GSA Constitution. If such contradictions shall exist, the GSA Bylaws proper and the GSA Constitution shall supersede. Revision of the GSA Bylaws Appendix shall not require approval from the Assembly, but they shall be notified.

APPENDIX A: ENUMERATIONS

This appendix contains enumerations. This section shall be kept up-to-date based on any changes that occur, including those made by acts of the Assembly. Updating this section does not require an explicit act of the Assembly, but whenever changes are made, the delegates shall be informed during the next Assembly. The enumerations listed herein are in no particular order.



A.1. ENUMERATION OF DELEGATES

A.1.1. Departments

Department	Abbrev.	Colleges
Accounting and Information Systems	ACIS	PCOB
Aerospace and Ocean Engineering	AOE	COE
Agricultural, Leadership, and Community Education	ALCE	CALS
Agricultural and Applied Economics	AAE	CALS
Alliance for Social, Political, Ethical, and Cultural Thoughts	ASPT	CLAHS, CAUS
Animal and Poultry Sciences	APS	CALS
Biochemistry	BCHM	COS
Biological Sciences	BIOL	COS
Biological Systems Engineering	BSE	COE
Biomedical Engineering and Mechanics	BEAM	COE
Biomedical Sciences and Pathobiology	BMVS	CVM
Business Information Technology	BIT	PCOB
Chemical Engineering	CHE	COE
Chemistry	CHEM	COS
Civil and Environmental Engineering	CEE	COE
Communication	COMM	CLAHS
Computer Science	CS	COE
Crop and Soil Environmental Sciences	CSES	CALS
Dairy Science	DS	CALS
Economics	ECON	COS



Electrical and Computer Engineering	ECE	COE
Engineering Education	ENGE	COE
English	ENGL	CLAHS
Entomology	ENT	CALS
Finance, Insurance, and Business Law	FIN	PCOB
Fish and Wildlife Conservation	FIW	CNRE
Food Science and Technology	FST	CALS
Foreign Languages and Literatures	FL	CLAHS
Forest Resources and Environmental Conservation	FREC	CNRE
Genetics, bioinformatics, and Computational Biology	GBCB	COS, CALS, COE, CVM
Geography	GEOG	CNRE
Geosciences	GEOS	COS
Geospatial and Environmental Analysis	GEA	CNRE, COE
History	HIST	CLAHS
Horticulture	HORT	CALS
Hospitality and Tourism Management	HTM	PCOB
Human Development	HD	CLAHS
Human Nutrition, Foods, and Exercise	HNFE	CALS
Industrial and Systems Engineering	ISE	COE
Macromolecular Science and Engineering	MII	COS, COE, CNRE
Management	MGT	PCOB
Marketing	MKTG	PCOB
Material Culture and Public Humanities	MCPH	CLAHS, CAUS
Material Science and Engineering	MSE	COE
Mathematics	MATH	COS



Mechanical Engineering	ME	COE
Mining and Minerals Engineering	MME	COE
Nuclear Engineering	NE	COE
Philosophy	PHIL	CLAHS
Physics	PHYC	COS
Plant Pathology, Physiology, and Weed Science	PPWS	CALS
Political Science	PSCI	CLAHS
Population Health Sciences	PHS	CVM
Psychology	PSYC	COS
Science and Technology in Society	STS	CLAHS
Sociology	SOCI	CLAHS
Statistics	STAT	COS
Sustainable Biomaterials	SBIO	CNRE
Translational Biology, Medicine, and Health	TBMH	CALS, COE, CLAHS, COS, PCOB, CVM
Veterinary Medicine	DVM	CVM

A.1.2. Supra-Departmental Entities (e.g. Schools)

Entity	Abbrev.	College	Special Provisions
School of Architecture and Design	ARCH	CAUS	Two departments equivalents: two (2) voting seats from Architecture Program, and two (2) voting seats from Landscape Architecture
School of Building Construction	BC	CAUS, COE	One department equivalent
School Education	SOE	CLAHS	Three departments equivalents: two (2) voting seats from the Faculties of Leadership, Counseling, and Research, two (2) voting



			seats from Learning Sciences and Technologies, and two (2) voting seats from Teaching and Learning
School of Performance Arts	SOPA	CLAHS	One department equivalent
School of Public and International Affairs	SPIA	CAUS	Two department equivalents: two (2) voting seats from the Urban and Regional Planning Program, and two (2) voting seats from at-large doctoral programs of SPIA
School of Visual Arts	SOVA	CLAHS	One department equivalent

A.1.3. Special Delegates (2 seats each)

Constituency Group	Abbrev.
Black Graduate Student Organization	BGSO
Council of International Student Organization	CISO
Disabilities Alliance & Caucus	DAC
Queer Grads, Professional, and Allies	QGPA

A.1.4. Non-Voting Delegates

A.2. ENUMERATION OF COMMITTEES

A.2.1. Standing Committees

- Committee on Judicial and Electoral Affairs
- Committee on Finance

A.2.2. Special Committees

- Committee for Graduate Inclusion and Diversity Policies (2015-16)



APPENDIX B: PARLIAMENTARY PROCEDURES

This appendix contains detailed outlines of procedures. This section is meant to be a rough outline of parliamentary procedures according to Robert's Rules. If these procedures conflict with Robert's Rules, the Parliamentarian shall issue a ruling that reconciles these procedures with Robert's Rules. This ruling must be approved with a two-thirds majority. Appropriate amendments that reflect such rulings shall be made to the Bylaws.

B.1. POINTS OF ORDER

1. If any Delegate feels that the Assembly is not obeying the rules and procedures laid out in Robert's Rules, these Bylaws, or the GSA Constitution, the Delegate may raise a point of order.
2. The Parliamentarian of the Assembly shall have initial jurisdiction and shall issue a ruling as quickly as possible. This ruling will be confirmed by a motion of unanimous consent.
3. If the ruling of the Parliamentarian is not confirmed, a tallied or electronically tabulated vote (or a roll call vote if necessary) shall be taken.
4. The ruling of the Parliamentarian requires a two-thirds majority to be overturned.
5. The procedure for a point of order is as follows:
 - 5.1. A Delegate can verbally state "point of order" at any time.
 - 5.2. The Chair shall recognize the delegate who raised the point of order, after the person currently speaking concludes their remarks.
 - 5.3. The Delegate who raised the point of order shall state the reason for the point of order, and then any justification they can provide.
 - 5.4. The Parliamentarian will then issue a ruling on the point of order and provide justification.
 - 5.5. The Chair will ask for unanimous consent for the ruling of the Parliamentarian. If unanimous consent is not given, the chair shall allow for debate on the ruling and then call a tallied, electronically tabulated, or roll-call vote.
 - 5.6. The Parliamentarian's ruling can be overturned by a two-thirds majority of the delegates. If the Assembly fails to overturn the Parliamentarian's ruling by a two-thirds majority, the ruling of the Parliamentarian holds.
6. The nature of the point of order, the Delegate who raised the point of order, the Parliamentarian's ruling, and the results of the confirmation by the Assembly, shall be recorded in the meeting minutes.

B.2. VOTING

This section contains detailed procedures for the different types of votes.

1. Unanimous Consent
 - 1.1. The Chair states "I ask unanimous consent on _____. Are there any objections?"
 - 1.2. After a period of not less than 5 seconds, if there are no objections, the Chair will state "_____ is passed by unanimous consent."
 - 1.3. If there are objections, the Chair may call for a voice or tallied vote.
2. Vote by Show of Hands
 - 2.1. The Chair states "All those in favor of _____, please raise your hands."
 - 2.2. After a period of not less than five seconds, the Chair visually estimates the number delegates voting in favor.



- 2.3. The Chair then asks “Those opposed?” and after a period of not less than five seconds the visually estimates the number of Delegates opposed.
 - 2.4. The Chair then asks “Are there any abstentions?” and after a period of not less than five seconds the visually estimates the number of Delegates abstaining.
 - 2.5. The Chair then issues their opinion. The possible opinions are:
 - 2.5.1. “In the opinion of the Chair, a _____ majority has voted in favor.”
 - 2.5.2. “In the opinion of the Chair, a _____ majority has not voted in favor.”
 - 2.5.3. “In the opinion of the Chair, a clear _____ majority has not been established.”
 - 2.6. The Chair will then ask for unanimous consent to their opinion.
 - 2.7. If unanimous consent is not given, the opinion of the Chair is not voided and the chair may call for a tallied or electronically tabulated vote.
3. Tallied Vote
 - 3.1. The Chair states “All those in favor of _____, please raise your hands.”
 - 3.2. The Chair and/or someone designated by the Chair counts the Delegates with their hands raised. This count is recorded in the meeting minutes.
 - 3.3. The Chair then asks “Those opposed?” and the Chair and/or someone designated by the Chair counts the Delegates with their hands raised. This count is recorded in the meeting minutes.
 - 3.4. The Chair then asks “Are there any abstentions?” and the Chair and/or someone designated by the Chair counts the delegates with their hands raised. This count is recorded in the meeting minutes.
 - 3.5. The Chair then states the results as follows: “___ Delegates voted in favor with ___ delegates opposed and ___ abstentions. The vote did (did not) achieve a sufficient majority to pass.”
 - 3.6. The Chair then motions for the results to be accepted by unanimous consent for the tally to be accepted. If one third of the Delegates vote in opposition to the original vote count, an immediate roll-call vote begins.
 4. Electronically Tabulated Votes
 - 4.1. This vote shall be conducted using an apparatus distributed by the GSA (e.g. “iClickers”).
 - 4.2. Electronically tabulated votes shall not be conducted using devices owned by the delegates, (e.g., personal laptops).
 5. Roll-Call Vote
 - 5.1. The Chair reads the name of each Delegate (or alternate) and states how many voting seats that Delegate holds.
 - 5.2. The Delegate shall state whether they support, oppose, or abstain.
 - 5.3. The Delegate’s vote shall be immediately recorded.

APPENDIX C: REMUNERATION OF GSA PERSONNEL

Unit(s) within the university may at their own discretion, allocate a block grant to leadership personnel within the GSA as remuneration of their services. If allocated, the Executive Board as a whole shall collectively decide upon the division and allocation of that block grant among leadership personnel of GSA. The President shall be responsible for communication the decision made by the Executive Board as a whole to the



responsible university unit(s). Detailed description of this process shall be located elsewhere in operational documents internal to the GSA Executive Board.

APPENDIX D: FORMAT OF RESOLUTIONS

1. Resolutions to be considered by the GSA Assembly shall adhere to the format as adopted by the Virginia Tech University Council and its Commissions and Committees as much as possible.
2. The designation of each Resolution shall be as follows:
 - a. GSA XXXX-YY#
 - b. Where XXXX-YY shall indicate the academic year (E.g. 2015-16), and # shall be a letter, in ascending order from A to Z. That is, the first Resolution considered for the academic year of 2015-16 shall be designated as GSA 2015-16A.
 - c. If there shall be more than 26 resolution presented to the Assembly for consideration, an additional letter shall be used to designate each Resolutions (e.g., GSA 2015-16AA, GSA 2015-16BB...GSA 2015-16ZZ). More letters shall be added if an excess of Resolutions shall be presented (e.g. GSA 2015-16AAA, etc.)
3. The name of each Resolution shall follow the format of “Resolution for the _____”. For example: “Resolution for the Confirmation of Election Officers of 2015-16”, “Resolution for the Endorsement of _____ Event”, etc.
4. The Resolution shall indicate the approval timeline, and be updated as time goes on, and if approved, indicate the effective date.
5. The Resolution shall indicate the names of the sponsoring delegates, in the order of the spelling of their family name. If the Resolution is an Executive Resolution, no sponsoring delegates shall be listed, and instead shall indicate as such (by printing “EXECUTIVE RESOLUTION” where sponsoring delegates shall normally be listed).
6. The Resolution shall indicate if the waiver of two readings is requested.
7. The Resolution shall contain one or more “WHEREAS” statements succinctly presenting the background and reasons behind the Resolution.
8. The Resolution shall contain one or more “Resolved” statements succinctly presenting the action GSA shall take if the resolution shall be approved.
9. The Resolution shall contain one or more “Recommendation” statements that succinctly state the motion that shall be made during the General Assembly meeting (e.g. Recommendation: That the Resolution for the _____ be approved.”)
10. The Resolution may contain one or more attachments as supplemental information. These shall be clearly labeled within the body text of the Resolution as: Attachment A: _____, and so on.
11. The Resolution shall be printed on the official GSA letterhead in used at that time.
12. An example of a Resolution is attached.