

HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

Graduate Student Government Association

BYLAWS

The following procedures have been established by a vote of the Graduate Student Senate of the Graduate Student Government Association. Changes in these procedures require a simple majority vote of the Graduate Student Senate.

Article I. Student Senate

Article II. Fiscal Responsibility

Article III. Membership

Article IV. Amendments & Suspensions of the Bylaws

Article I. Student Senate.

Section I. Duties and Powers. All legislative duties and powers, including but not limited to those stated below, shall be vested in the Student Senate, including the power:

1. To authorize Graduate Student Government Association expenditures, in accordance with the Finance Codes, with the exception of the Discretionary Fund of the Graduate Student Government Association;
2. To confirm the appointed members of the Executive Council;
3. To impeach, where cause is established, members of the Executive Council according to Article XIII, Section II of the Graduate Student Government Constitution.

Section II. Bill Material, Presentation and Submission Requirements (*Suspendable*).

1. A bill shall be a minimum net request of \$100.00 and be made out to the nearest dollar;
2. Senator(s) shall present the bill and they shall be dressed according to the dress code;
 - a. Members of the program or organization do have the right to present alongside the Senator, however, they also must adhere to the dress code;
 - b. The Senator that submits the bill must be present for the presentation of the bill;
 - c. Senator(s) presenting the bill are required to adhere to the following time limits:
 - i. Five (5) minutes to present;
 - ii. Fifteen (15) minutes for Graduate Student Senate discussion.
3. Advisor(s)'s expenses can be submitted in a Graduate Student Government Association bill to cover the costs for a trip;
4. A bill shall be submitted in the same semester as the event is to be held;
5. A bill may be presented in the preceding semester of the event date on the bill if it meets the following criteria:
 - a. The event is group travel of ten (10) or more students within the first sixty (60) calendar days of the semester;
 - b. The event is before the first bill meeting of the next semester or up to two (2) weeks after the final bill meeting of the current semester.

Section III. Bill Material, Presentation and Submission Requirements (*Non-Suspendable*).

1. A bill shall require a simple majority vote (half present plus one) by the Senate to become a law;

2. A bill shall require electronic approval by the Senator, President, and Advisor(s) of the program or organization;
3. A bill shall be submitted by 5:00PM the Thursday before the meeting they wish to present it;
4. A bill shall have the program or organization's President and Advisor's electronic approval by 5:00PM on the Friday before the meeting they wish to present it;
5. A program or organization must be active and in good standing to submit a bill request;
6. No bill shall be accepted for an event which has already taken place;
7. No bill for a University sanctioned trip shall be accepted unless an Advisor(s) is clearly stated on the bill;
8. Any bill for any fundraising event that is to take place in the public area on University property during an open University day, including for example, but not limited to Family Weekend, open house, etc., has to have approval from the University;
9. No bill shall be accepted for an event which included any paid game of chance, including for example, but not limited to any sort of raffle, Bingo, etc.;
10. No bill shall be accepted if the funds granted will purchase alcohol, or any alcohol related items;
11. A program or organization may not request both a bill and a budget for the same purpose;
12. The presenting program or organization for a bill must be the program or organization who is the direct beneficiary of the bill, for example, a program or organization may not present a bill for another program or organization;
13. The presenting Senator(s) may withdraw their bill from the floor at any time.

Section IV. Resolution Material, Presentation and Submission Requirements.

1. A resolution shall require the signatures of two (2) Senators;
2. A resolution shall express the will of Senators or the Graduate Student Senate but take no action, rather it will propose a solution or best possible outcome to a proposition;
3. Two (2) Senators shall present the resolution and they shall be dressed according to the dress code. The Senators that signed the resolution shall present it;
4. The two (2) Senators that sign the resolution are the only people who may present the resolution;
5. The resolution shall be submitted by 5:00PM the Friday before the meeting they wish to present it;
6. Senators may also propose a resolution during the "new business" portion of the Graduate Student Senate;

- a. A Senator shall address their proposition to the Graduate Student Senate in the form of a motion. If there is a second on the motion, the Graduate Student Senate shall discuss the resolution and then vote on the resolution. If the resolution passes the Graduate Student Senate, the Secretary shall create the formal resolution document for the President;
7. A program or organization must be active and in good standing to submit a resolution.

Section V. Approvals and Vetoes for Bills and Resolutions.

1. If a bill is passed by the Graduate Student Senate, the Treasurer will record the date and amount on the Bill Signature Page (i.e. "Main Sheet"). The bill then moves on for approval by the Graduate Student Government Association President and Advisor(s). The Graduate Student Government Association President and Advisor(s) may then take action on the bill, choosing to approve or veto the bill;
 - a. If approved by both the Graduate Student Government Association President and Advisor(s), the Treasurer shall submit the Bill Signature Page and a copy of the final approved bill to the Business Office no later than three (3) academic business days after the bill is passed;
 - i. Only after a bill is passed and approved by both the Graduate Student Government Association President and Advisor(s), may the program or organization use any portion of the bill's allocated funds;
 - b. If the bill is vetoed, the Graduate Student Senate may elect to override, which would require a three-fourths vote. If an override is successful, the Treasurer shall submit the Bill Signature Page and a copy of the final approved bill to the Business Office no later than three (3) academic business days after the override is successful. If an override is unsuccessful, then the bill is defeated, or "dead", and the Treasurer shall not submit the bill to the Business Office;
 - i. If the bill is vetoed during the Graduate Student Senate meeting in which it was passed, the Graduate Student Senate may elect to override the veto during that same meeting, but not at a later Senate meeting;
 - ii. If the bill is vetoed after the Graduate Student Senate meeting in which it was passed and before a week after it was passed, the Graduate Student Senate may elect to override the veto during the next Graduate Student Senate meeting, but not at a later Graduate Student Senate meeting;
2. If a resolution passes the Graduate Student Senate, the Graduate Student Government Association President may take action to either approve or veto a resolution;

- a. If approved, the resolution then moves on for approval by the Executive Vice President. If approved by the Graduate Student Government Association President and Executive Vice President, the President shall submit the resolution to the appropriate department on campus;
 - b. If the President vetoes a resolution, the Graduate Student Senate may elect to override, which would require a two-thirds vote. If an override is successful, the resolution is then submitted to the appropriate department on campus. If an override is unsuccessful, then the resolution is defeated or “dead”;
 - i. If the President vetoes a resolution during the Graduate Student Senate meeting in which it was passed, the Graduate Student Senate may elect to override the President’s veto during that same meeting, but not at a later Graduate Student Senate meeting;
 - ii. If the President vetoes a resolution after the Graduate Student Senate meeting in which it was passed and before a week after it was passed, the Graduate Student Senate may elect to override the President’s veto during the next Graduate Student Senate meeting, but not at a later Graduate Student Senate meeting;
3. The Graduate Student Senate may not call more than one override vote on a particular bill or resolution;
4. The President may only veto a bill or resolution that was passed during their term of office;
 - a. If a bill or resolution is passed at the last Graduate Student Senate meeting of the academic year, the President may choose to veto, but it must occur on the floor of the Graduate Student Senate;
5. The Graduate Student Senate may not override a bill or resolution from a previous Graduate Student Senate (i.e., a previous academic year);
6. If a bill or resolution has not been signed by the Graduate Student Government Association President or Advisor(s) after one week of the date of passage by the Graduate Student Senate, the bill or resolution is automatically approved, and shall move to the next appropriate step of an approval;
7. If a bill has failed during a Graduate Student Senate meeting, a Senator, who was not the original presenting Senator, may petition to bring said bill back up for discussion. This can only be done once per Graduate Student Senate meeting (first come, first serve if the criteria are met) and can only be for bills presented during this meeting;
 - a. The criteria for a bill to be brought back to discussion:
 - i. There must be explicit evidence of procedural irregularity;
 - ii. The bill must have been denied during that same Graduate Student Senate meeting;
 - iii. The bill requires urgency and must be passed during this same Graduate Student Senate meeting for the bill to be actionable;

- b. Having met all the above criteria, the following procedure will be used to reintroduce the aforementioned bill:
 - i. The Senator who wishes to bring a bill back up to the floor must first, via Robert's Rules, request a point of parliamentary inquiry to have a conversation with the Graduate Student Government Association President. The President will meet briefly with the Senator to ensure their bill meets the requirements stated above;
 - 1. If the bill does not meet the requirement, the matter will be dismissed in private;
 - 2. If the bill does meet the requirement, the President, when appropriate, will tell the Graduate Student Senate that the bill in question will be reintroduced at the end of the bill presentations;
 - ii. If a re-introduction is granted, the proposing senator must address the Graduate Student Senate and explain why they think the bill qualifies to be re-introduced, establishing the above criteria. The Graduate Student Senate will then vote after that presentation. In a three-fourths vote, the Graduate Student Senate may allow the reintroduction of the bill;
 - 1. If the bill does not meet the three-fourths requirement, the matter is dismissed and cannot be reintroduced;
 - 2. If voted to reintroduce, the bill must again pass by simple majority.

Section VI. Budget Request, Submission and Presentation Requirements.

For an organization to submit and present a budget:

- 1. The organization must be active and in good standing;
- 2. The organization must submit their budget on time, sign-up to defend their budget, and be present to defend their budget to the Executive Council;
- 3. The organization must submit a budget in the correct format with the electronic approval of their Advisor, President, and Senator;
- 4. The Graduate Student Government Association Senator must attend at least one GSGA refresher meeting during the previous semester to submit a budget unless no refreshers are held;
- 5. The organization submitted, along with budget request, the GSGA document for tracking the organization's philanthropy efforts;
- 6. The Executive Council has the discretion over the budget allocation process and will take into account how much an organization has left in their account prior to deciding on how much should be allocated to an organization's budget;
 - a. Fall: Each member of the current Executive Council has a vote during the budget defense allocations meeting;

- b. Spring: Each member of the outgoing Executive Council has a vote during the budget defense allocations meeting, whereas each member of the incoming Executive Council is allowed to be present within the budget defense allocations meeting, but do not have a vote;
 - c. Summer: Each member of the current Executive Council has a vote during the budget defense allocations meeting;
7. The Treasurer shall notify an organization about their budget request within two (2) weeks after their budget defense.

ARTICLE II: FISCAL RESPONSIBILITY,

Section 1. General.

1. All chartered program or organizations shall have a right to an individual GSGA account in the University Business Office;
 - a. However, each program or organization is responsible for their account in terms of tracking all funds dispersed, maintaining a positive account balance, and budgeting their account each semester;
2. A program or organization's account balance does not expire, and will roll over to each subsequent semester and academic year;
 - a. The only exception are unused funds from approved budgets and/or bills, which will be returned to GSGA and not roll over;
3. Any program or organization with a negative account balance will be placed in financial bad standing, and be unable to submit a bill or vote on bills;
 - a. A program or organization will be removed from financial bad standing at the discretion of the Graduate Student Government Association Treasurer once their negative account balance is rectified;
4. In the event a program or organization ends a semester with a negative account balance, the Executive Council shall have the right to decide whether to replenish their funds at a Budget Defense;
 - a. The Executive Council will consider how much a program or organization has left in their account prior to deciding how much should be allocated to that organization's budget;
 - b. In the event an organization ends with a negative account balance for two (2) consecutive semesters, the program or organization shall move into bad standing;
5. Programs or organizations who fail to show proper documentation for advancement of funds within two weeks of the advance will not have the right to propose a bill before the Graduate Student Senate;
6. Proper documentation, justifications and approvals are required for processing with the University Business Office;

7. Programs or organizations must follow all outlined financial and procurement policies as provided by the University Business Office directly or indirectly from the Graduate Student Government Association Advisor;
8. Any money requested from the Graduate Student Government Association for any fundraising event must be returned in full to the Graduate Student Government Association within one (1) week of the event. Failure to return the money will result in a negative account balance and financial bad standing.

ARTICLE III. MEMBERSHIP.

Section I. Active and Inactive Organizations.

1. Organizations that are denoted as “active” on the GSGA roster will have a voice in the Graduate Student Senate meetings;
2. For organizations to remain active, they must attend a minimum of six (6) of the scheduled meetings of the Graduate Student Senate during the previous semester. If an organization fails to do so, they will automatically be moved into bad standing;
 - a. Attendance shall be taken at the beginning of the meeting and it is an expectation for the organization to stay present throughout the entirety of the Graduate Student Senate meeting;
 - b. If for any reason the organization must leave during the meeting, and a replacement is not present, the Senator name and organization name will be recorded by the Speaker of the Senate. It is at the discretion of the Speaker of the Graduate Student Senate if they will be counted as present for that meeting;
 - c. The Graduate Student Government Association refresher meetings, held once per Fall and Spring semesters, are required and will count towards the semester requirement;
3. An organization may be present on High Point University’s campus, and not officially recognized by the Graduate Student Senate. These organizations will be referred to as inactive in the Graduate Student Government Association’s records, for they do not actively participate in Student Government;
4. Inactive organizations are invited to attend Graduate Student Senate meetings, but do not receive a vote, nor are eligible to receive any GSGA funding.

Section II. Good Standing and Bad Standing.

1. An organization that meets the minimum requirement of six (6) meetings, will remain in good standing with the Graduate Student Government Association;

2. An organization that does not meet the minimum required meetings will be moved into bad standing with the Graduate Student Government Association;
3. To be moved back into good standing, organizations must undergo a charter review process set forth by the Executive Committee, which is made up of the President, Executive Vice President, Treasurer, and Secretary;
4. In bad standing, organizations retain their charter as an active organization, but lose their vote in the Senate and lose power to ask for money from the Senate;
5. If an organization has moved into inactive status, they must undergo a charter review process set forth by the Student Affairs Committee;

Section III. Organizations Petitioning for Charter.

1. For a petitioning organization to be brought up for installation or reinstatement to the Graduate Student Government Association, they must be approved by the Student Affairs Committee;
2. The petitioning organization must have attended a minimum of five (5) of the scheduled meetings of the Graduate Student Senate during a 12 month period.
3. The petitioning organization must submit an active roster of at least ten (10) members;
4. The petitioning organization must have a Faculty or Staff Advisor;
5. The petitioning organization must submit a working Constitution to the Graduate Student Government Association Secretary for approval;
6. The petitioning organization must come before the Student Affairs Committee before obtaining full charter.

Section IV. Membership Qualifications.

1. For an organization to maintain their active charter, the organization must also have ten (10) active members;

Section V. Advisors.

1. An Advisor is either a High Point University Faculty or Staff member, or a person who has been bonded and background checked by the University and has insurance in accordance with High Point University;
2. Advisors responsibilities:
 - a. Know duties of Officers;
 - b. Review the budget;
 - c. Review plans for the semester;
 - d. Know the Graduate Student Government Association Senator;
 - e. Know the current membership count;
 - f. Monitor program or organization activities to make sure they are concurrent with goals and objectives;

- g. Review and approve all bills that will be presented to Graduate Student Senate;
- h. Attend Student Affairs Committee meetings when the program or organization is requested to be present;
- i. Assist in writing a new constitution, if needed;
- j. Accompany the program or organization on any trips:
 - i. If the Advisor is unable to go on a trip, the Advisor should help find a suitable replacement to accompany the program or organization;
 - ii. Ensure trips are working towards the program or organization's goals and objectives;
- k. It is suggested that the Advisor meet with the program or organization's executive leadership regularly and keep updated on fiscal responsibility.

ARTICLE IV. AMENDMENTS AND SUSPENSIONS OF THE BYLAWS.

Section I. Proposal to Amend. A simple majority vote of the Graduate Student Senate shall be required to amend the High Point University Graduate Student Government Association Bylaws. Any member of the Graduate Student Senate may propose to amend these Bylaws once said member has discussed the proposal with the Executive Council of the Graduate Student Government Association. Amendments to the Bylaws may be voted on and ratified during the same meeting at which they are presented and shall become effective immediately. The Executive Council may make updates to the Bylaws to correct grammatical errors, or to reorganize the sections therein, without prior vote from the Graduate Student Senate. However, no content or meaningful changes can be made to the Bylaws without proper simple majority vote of the Graduate Student Senate;

Section II. Suspension. The only sections of the Bylaws that may be suspended on the floor of the Graduate Student Senate are the following sections:

1. Article I. Graduate Student Senate, Section II. Bill Material, Presentation, & Submission Requirements.

Amended April 30, 2024 by the HPU GSGA Student Senate

Amended December 2, 2025 by the HPU GSGA Student Senate