

By-laws of The Graduate Representative Organization



Part I. The General Council

Article I.1. Membership

Section I.1.1. Composition

I.1.1.(a) As defined in the GRO Constitution, the General Council, hereafter referred to as the “GC,” is composed of representatives from the departments and programs of the Homewood Divisions as well as the Executive Board elected by those representatives.

I.1.1.(a).(i) Executive Board members may not concurrently serve as representatives for their departments.

Section I.1.2. Eligible Departments and Programs

I.1.2.(a) The departments and programs currently eligible to elect representatives to the GC are:

- Department of Anthropology
- Department of Applied Mathematics and Statistics
- Department of Biology
- Department of Biomedical Engineering
- Department of Biophysics
- Department of Chemical and Biomolecular Engineering
- Department of Chemistry
- Department of Civil and Systems Engineering
- Department of Classics
- Department of Cognitive Science
- Department of Comparative Thought and Literature
- Department of Computer Science
- Department of Economics
- Department of Electrical and Computer Engineering
- Department of English
- Department of Earth and Planetary Sciences
- Department of Geography and Environmental Engineering (Environmental Health and Engineering)

- Department of History
- Department of the History of Art
- Department of History of Science and Technology
- Department of Materials Science and Engineering
- Department of Mathematics
- Department of Mechanical Engineering
- Department of Modern Languages and Literature
- Department of Near Eastern Studies
- Department of Philosophy
- Department of Physics and Astronomy
- Department of Political Science
- Department of Psychological and Brain Science
- Department of Sociology
- Master of Science in Engineering Management
- Robotics MSE
- The Writing Seminars

Section I.1.3. Suggested Guidelines for Selection of Representatives

While the GRO does not place any restrictions on how each department or program determines its representation on the GC, the following guidelines are provided as suggested best practices.

- I.1.3.(a)** Each department should determine one or both delegates each year by either holding a democratic election or by consensus appointment.
 - I.1.3.(a).(i)** The department may, at its discretion, determine voting practices or precedence between the two representatives.
- I.1.3.(b)** There are no term limits for GC representatives. However, for continuity, it is suggested that outgoing GC representatives provide training to incoming representatives.
 - I.1.3.(b).(i)** Where possible, it is considered a best practice to have overlap between a new representative and a previous representative in the two elected or appointed seats.
- I.1.3.(c)** The selection processes should be open to all graduate students within the department.

Article I.2. Duties of the General Council

Section I.2.1. Group Event Funding

- I.2.1.(a)** The GRO supports and encourages various types of graduate student events and programs by providing funds. To be eligible for funding, the event must be open to all graduate students.
- I.2.1.(b)** The GC shall vote on all group funding requests elevated by the Executive Board for approval
 - I.2.1.(b).(i)** Only the request of 1 member of the Executive Board is required to elevate a funding request to the GC.
 - I.2.1.(b).(ii)** If elevated to the GC, the group must present their funding request at a GC meeting.

- I.2.1.(c) The Executive Board may fund requests up to the limit set by the Funding Chair. In such cases, the Executive Board must inform the GC of the decision and event in its next report (see **By-law III.1.3.(a).(i)**).
- I.2.1.(d) The Executive Board may not summarily reject requests of any amount (including those below \$250) unless they fail to adhere to the group funding request policies outlined in the **“GRO Group Funding Policies” Document**
- I.2.1.(e) Procedures and criteria for group funding requests can be found in the **“GRO Group Funding Policies” Document**

Section I.2.2. Policy Review and Approval

- I.2.2.(a) At least once per year, typically in the second month of the academic year, the GC shall review and approve its By-laws, and other associated policies. This meeting is henceforth referred to as the “policy review meeting.”
 - I.2.2.(a).(i) Prior to the policy review meeting, the Secretary shall give notice to the GC that the review will occur, provide the current forms of all relevant policy documents, and solicit feedback and proposed amendments from the GC.
 - I.2.2.(a).(ii) All proposed amendments will be circulated in written form to the GC at least one week before the policy review meeting to provide the GC sufficient time to weigh the merits and wording of the amendments.

Section I.2.3. Election of the Executive Board

- I.2.3.(a) At the end of each academic year, the GC is responsible for holding elections for Executive Board members to serve for the upcoming academic year.
- I.2.3.(b) All full-time, in-person KSAS and WSE graduate students, aside from AAP and EP students, are eligible for Executive Board roles.
 - I.2.3.(b).(i) Only current GC members are eligible for the role of Co-Chair
- I.2.3.(c) The elections shall be announced to all Homewood Division graduate students at least one month prior to their occurrence by email. The announcement must include:
 - I.2.3.(c).(i) The date, time, and place of the election meeting.
 - I.2.3.(c).(ii) The names and descriptions of all positions open for election.
 - I.2.3.(c).(iii) A summary of the nomination and election process.
- I.2.3.(d) Prior to the elections, the Executive Board will appoint an Election Official and inform the GC of the appointment.
 - I.2.3.(d).(i) The election official is disallowed from running for any Executive Board position during the election.
 - I.2.3.(d).(ii) The election official shall be responsible for conducting the elections pursuant to **Article III.2.**
 - I.2.3.(d).(iii) Whenever possible, the Election Official should be a neutral third-party who is not currently involved in the GC in any capacity.

Article I.3. Duties of Departmental Representatives

Departmental representatives shall:

- I.3.1.(a)** Represent the interests of their departments through attending and participating in GC Meetings.
- I.3.1.(b)** Disseminate pertinent information from the GRO to their departments.
- I.3.1.(c)** Disseminate pertinent information from their departments to the GRO GC.
- I.3.1.(d)** Serve on committees formed by the GC as needed.
- I.3.1.(e)** Participate in the elections of GRO Executive Board members.
- I.3.1.(f)** Familiarize themselves with GRO policies and procedures, requesting clarification or making suggestions to the GRO Executive Board as necessary.

Part II. The Executive Board

Article II.1. Composition and Pay

The Executive Board is composed of numerous offices, each with specific duties.

Section II.1.1. Permanent and Fixed Positions

- II.1.1.(a)** Many of the positions on the Executive Board are permanent or fixed – i.e. they have been deemed by the GRO to require fulfillment each year.
- II.1.1.(b)** Permanent offices each have a defined purpose and scope, defined below and may only be removed by amendment of the Constitution. Such a change would require amendment of the By-laws, as they are superseded by the Constitution.
- II.1.1.(c)** Fixed positions are defined in Part VI, and may be adjusted as the GC sees fit by amendment to these by-laws.

Section II.1.2. Floating Positions

- II.1.2.(a)** So-called “floating offices” or “floating chairs” are non-permanent and have their scope and purpose determined prior to elections near the end of each academic year.
- II.1.2.(b)** For the purposes of institutional memory, the GRO Executive Board shall keep a list of all previously appointed and suggested “floating offices.” This list shall be provided to the GC prior to the meeting at which the next year's floating offices are to be determined.

Section II.1.3. Executive Board Pay

- II.1.3.(a)** All Executive Board officers shall be paid by an amount determined by the Universities policies for student employees.
- II.1.3.(b)** Each office shall have a designated fellowship amount for which they may be paid – only a vote by the GC may allot additional funds to pay for additional effort.
- II.1.3.(c)** Executive Board members may receive less than the full amount of their fellowship if underperformance is determined via the ladder of escalation detailed **Bylaw II.5.1**. This determination will be made in a joint effort of the Co-Chairs and the GRO advisors.
- II.1.3.(d)** Except for the Secretary, attendance at General Council and Executive Board meetings does not count as work time for the position.

Article II.2. Permanent Positions of the Executive Board

Section II.2.1. Co-Chairs

The Co-Chairs of the GRO shall, in cooperation:

- II.2.1.(a)** Chair all General Council and Executive Board meetings of the GRO.
- II.2.1.(b)** Serve as the primary liaisons between the GRO and University administration and all other University and non-University bodies or representatives.
- II.2.1.(c)** Appoint representatives to those University committees and councils on which the GRO is entitled to a seat. These appointments must be confirmed by vote in the General Council no later than the end of the second General Council meeting following the appointment. The Co-Chairs must keep abreast of all University committees and councils on which the GRO is entitled to a seat and assure that the seat is filled and that the GRO member filling that seat reports to the Executive Board.
- II.2.1.(d)** Be responsible for seeing that the duties of all committees are carried out.
- II.2.1.(e)** Prepare the Executive Board Report for each GC meeting, as described in **By-law III.1.3.(a).(i)**.
- II.2.1.(f)** Be responsible for sending out the agenda of each General Council meeting at least three days prior to the meeting.
- II.2.1.(g)** Maintain GRO documentation, such as the Constitution, By-laws, and other policy documents.
- II.2.1.(h)** Prepare the annual budget with the assistance of the Treasurer, as laid out in **Article V.1**.
- II.2.1.(i)** Have an expected workload of 250 hours per term (summer-fall, spring) per Social Chair.
- II.2.1.(j)** Receive a fellowship up to and no more than \$3500.00 per term (summer - fall, intersession - spring) per Co-Chair.

Section II.2.2. Secretary

The Secretary of the GRO shall:

- II.2.2.(a)** Be responsible for maintaining the records of GRO affairs, including but not limited to the minutes of all GRO meetings (General Council meetings, Executive Board meetings, and meetings between GRO members and University administrators).
- II.2.2.(b)** Organize and facilitate the logistics of GRO meetings.
- II.2.2.(c)** Take attendance at all GRO meetings.
- II.2.2.(d)** Count the votes at all GRO meetings, except for regular elections as described in Article III.2.
- II.2.2.(e)** Distribute announcements and information to members of the GRO, including General Council meeting minutes.
- II.2.2.(f)** Maintain and distribute to the General Council lists of all current Program or Department Representatives as well as all committee chairs and members.
- II.2.2.(g)** Fulfill responsibilities for mediating Executive Board conflicts, as described under **Bylaw II.4.1.(b).(iii)**.
- II.2.2.(h)** Have an expected workload of 75 hours per term (summer-fall, spring).

- II.2.2.(i) Receive a fellowship up to and no more than \$1050.00 per term (summer-fall, intersession - spring).

Section II.2.3. Treasurer

The Treasurer of the GRO shall:

- II.2.3.(a) Facilitate all financial transactions of the GRO and maintain records of GRO financial accounts.
- II.2.3.(b) Submit to the Chair a listing of all Executive Board expenditures to be included in the Executive Board Report.
- II.2.3.(c) Facilitate all reimbursements and transfers of GRO funds to all individuals and groups per General Council or Executive Board approval.
- II.2.3.(d) Assist in the preparation of the annual budget with Chair and Co-Chair, as laid out in **Article V.1**.
- II.2.3.(e) Have an expected workload of 200 hours per term (summer-fall, spring).
- II.2.3.(f) Receive a fellowship up to and no more than \$2800.00 per term (summer-fall, intersession - spring).

Article II.3. Additional Executive Board Positions

Section II.3.1. Fixed Positions

II.3.1.(a) The Administrative and Funding Chair

The Administrative and Funding Chair of the GRO shall:

- II.3.1.(a).(i) Be responsible for overseeing group funding requests, conference grant applications, and the related correspondences.
- II.3.1.(a).(ii) Be responsible for coordinating with the Co-Chairs, Secretary, and Treasurer in the administration of the GRO and its electronic communications.
- II.3.1.(a).(iii) Serve as Chair for the Conference Grant Committee, should one be formed.
- II.3.1.(a).(iv) Have an expected workload of 35 hours per term (summer-fall, spring).
- II.3.1.(a).(v) Receive a fellowship for up to and no more than \$490.00 per term (summer-fall, spring).

II.3.1.(b) The Social Chairs (2)

The Social Chairs of the GRO shall:

- II.3.1.(b).(i) Be responsible for the encouragement of the interdepartmental community through the coordination of all aspects of the GRO's social programming. This includes, but is not restricted to, an Orientation BBQ, Coffee Hours, and Happy Hours.
- II.3.1.(b).(ii) Be responsible for and properly manage the GROs budget for these social events.
- II.3.1.(b).(iii) Have an expected workload of 200 hours per term (summer-fall, spring) per Social Chair.
- II.3.1.(b).(iv) Receive a fellowship for up to and no more than \$2800.00 per term (summer-fall, spring) per Social Chair.

II.3.1.(c) The Advocacy Chairs (1)

The Advocacy Chair of the GRO shall:

- II.3.1.(c).(i)** Be responsible for engaging with graduate students regarding efforts to enrich student life in areas that include, but are not limited to, housing, security, and financial and environmental concerns.
- II.3.1.(c).(ii)** Meet with the GROs advisors and GRO Co-Chairs at least once per semester to discuss graduate student concerns.
- II.3.1.(c).(iii)** Have an expected workload of 60 hours (summer-fall, spring)
- II.3.1.(c).(iv)** Receive a fellowship for up to and no more than \$840.00 per term (summer-fall, spring).

II.3.1.(d) The Communications Chair

The Communications Chair of the GRO shall:

- II.3.1.(d).(i)** Be responsible for the upkeep of information regarding the GRO through facilitating the maintenance of the GRO website, Instagram page, and other online sources of information.
- II.3.1.(d).(ii)** Promote the GRO through written, online, and print media to encourage and strengthen GRO support and recognition on campus.
- II.3.1.(d).(iii)** Have an expected workload of 50 hours per term (summer-fall, spring).
- II.3.1.(d).(iv)** Receive a fellowship for up to and no more than \$700.00 per term (summer-fall, spring).

II.3.1.(e) The Health and Wellness Chair

The Health and Wellness Chair of the GRO shall:

- II.3.1.(e).(i)** Act as the graduate student representative on University committees related to student health and wellness.
- II.3.1.(e).(ii)** Solicit opinions from the GRO on the student health insurance plan, act as a resource for students with questions regarding the health insurance plan, and report on changes or proposed changes to the health insurance plan to the Executive Board and GC.
- II.3.1.(e).(iii)** Have an expected workload of 30 hours per term (summer-fall, spring).
- II.3.1.(e).(iv)** Receive a fellowship for no up to and more than \$420.00 per term (summer-fall, intersession - spring).

II.3.1.(f) The Graduate Involvement Chair

The Graduate Involvement Chair of the GRO shall:

- II.3.1.(f).(i)** Act as the liaison between the GC and the Executive Board, host recurring meetings with GC members to discuss concerns, and bring these concerns to the Executive Board.
- II.3.1.(f).(ii)** Will help plan events and other activities that increase graduate student involvement with the GRO and bolster the graduate student community.

- II.3.1.(f).(iii) Have an expected workload of 35 hours per term (summer-fall, spring).
- II.3.1.(f).(iv) Receive a fellowship for up to and no more than \$490.00 per term (summer-fall, intersession - spring).

Section II.3.2. Floating Positions

To allow for the GRO to ensure its Executive Board is focused on pertinent issues in an ever-changing campus setting, there will be a minimum of two (2) 'Floating Chair' positions per academic year appointed to the Executive Board. These Floating Chair positions:

- II.3.2.(a).(i) Shall have their specific scope and purpose approved by a vote of the GC at least one meeting prior to elections.
- II.3.2.(a).(ii) Prior to this vote, the Co-Chairs will solicit nominations for pertinent positions – complete with descriptions of duties and scope – from the GC.
 - II.3.2.(a).(ii).(A) For the purposes of institutional memory, a list of past Floating Chair positions and their duties shall be kept on the GRO website and provided to the GC prior to the solicitation of nominations.
- II.3.2.(a).(iii) Have an expected workload of 12.5 hours per term (summer-fall, intersession - spring)
- II.3.2.(a).(iv) Receive a fellowship for up to and no more than \$175.00 per term (summer-fall, intersession - spring) unless otherwise designated by the GC.

Section II.3.3. Creation of New Positions

- II.3.3.(a).(i) The GC may, at its discretion and provided the total size of the Executive Board is still within Constitutional limits, appoint new Standing and Floating positions.
- II.3.3.(a).(ii) The default fellowship amount for newly created positions is \$175.00 per term (summer-fall, intersession - spring).

Section II.3.4. Appointment of Coordinators

- II.3.4.(a).(i) At its discretion, the GC may appoint temporary positions referred to as coordinators — such as symposium organizers, sports league coordinators, intercampus events coordinators, and orientation/welcome events coordinators — and determine their scope, purpose, start and ending date and appropriate compensation levels. The GC may also delegate the authority to make these appointments to the Executive Board.
- II.3.4.(a).(ii) During appointment of the coordinators, an Executive Board person of contact (POC) will be established. The E-Board POC will be responsible for transmitting information to and from the Coordinator to the Executive Board.
- II.3.4.(a).(iii) Such appointed positions and committees are open to any graduate student in the Homewood Divisions.

- II.3.4.(a).(iv) Appointed coordinators are responsible for reporting back to the Executive Board regarding their efforts and are granted voting rights in General Council meetings.

Article II.4. Duties of Executive Board Members

Section II.4.1. Representation of Interests and General Duties

- II.4.1.(a) All members of the GRO Executive Board are expected to represent the general interest of the entire graduate student body. Therefore, when voting at the General Council, they are to refrain from representing the interests of the respective departments from which they come.
- II.4.1.(b) The GRO Executive Board shall ensure the smooth operation of GRO administration and all GRO activities.
- II.4.1.(c) All Executive Board members are expected to attend at least 33% of all meetings (Executive Board meetings and General Council meetings) during a semester. Failure to meet this criterion is considered a routine failure of responsibilities under **By-law II.4.1.(a)**, unless the members properly communicate schedule conflicts with the Co-Chairs and provide updates to the rest of the Executive Board in place of meetings.
- II.4.1.(d) Executive Board members are expected to review the entirety of the By-laws after being elected to their position, within the first month of their tenure.
- II.4.1.(e) Executive Board members are expected to create a transition document for their role, or update an existing one, at the end of their tenure for the sake of ease of transition of incoming chairs. This document must be completed or updated no more than two weeks before the end of their tenure.
- II.4.1.(f) Executive Board member positions are expected to volunteer for at least 2 events per academic semester.

Section II.4.2. Participation in General Council Meetings

- II.4.2.(a) Each executive board member is expected to attend and actively participate in GC meetings. This shall include providing the GC with timely reports on their activities when pertinent.

Section II.4.3. Participation in Executive Board Meetings

- II.4.3.(a) Each executive board member should provide an update related to their activities at least once every four Executive Board meetings.
- II.4.3.(b) By the third Executive Board meeting of each term (summer-fall, intersession-spring), after the new Executive Board is elected, each Executive Board member should prepare and present a general plan of action for the coming year.
- II.4.3.(c) To facilitate effective and concise Executive Board meetings, Executive Board members are encouraged to contact the Co-Chairs with any new initiative, problem or topic about which they would like GRO to act. The Co-Chairs have significantly more billable effort and University contacts to facilitate developing these ideas before bringing them to the entire Executive Board during a meeting.

Section II.4.4. Communication with General Student Body

- II.4.4.(a)** The Executive Board is responsible for reviewing communications from the GRO to the general graduate student body as described in the Communications Policy document.
- II.4.4.(b)** In general (more specifics detailed in Communications Policy document), to forward communications from a student group to the general student body the group:
 - II.4.4.(b).(i)** Must be a Homewood based organization
 - II.4.4.(b).(ii)** Event(s) must be open to all Homewood grads
 - II.4.4.(b).(iii)** Event(s) necessarily do not have to be funded by the GRO
 - II.4.4.(b).(iv)** Does not need to be LEED Office recognised
- II.4.4.(c)**

Article II.5. Punitive Actions Against Executive Board Members

Section II.5.1. Internal Executive Board Review

- II.5.1.(a)** In the case that an Executive Board member has, routinely or acutely, failed to perform their responsibilities, or has breached GRO or Executive Board policies, it is the responsibility of the Co-Chairs to reach out to the member and arrange a discussion at the earliest opportunity.
- II.5.1.(b)** Performance will be periodically monitored for Executive Board members at the discretion of the Co-Chairs. For best practices in accountability, the Co-Chairs will also conduct anonymized feedback from every Executive Board member regarding every Executive Board member (including the Co-Chairs themselves) at least once per term.
 - II.5.1.(b).(i)** The Co-Chairs must share the anonymized feedback received for themselves with the GRO Advisors at the earliest possible opportunity. The GRO Advisors would then determine the course of action regarding the review of Co-Chairs.
 - II.5.1.(b).(ii)** If the Co-Chairs determine underperformance of an Executive Board member either by their own observance, or a formal complaint by any Executive Board member, or a negative consensus in the feedback mechanism outlined in **Bylaw II.5.1.(b)** the Co-Chairs should implement the following ladder of disciplinary escalation:
 - II.5.1.(b).(iii)** Where feasible and appropriate, the Co-Chairs should implement the following ladder of disciplinary escalation:
 - II.5.1.(b).(iii).(A)** Meet with the member individually. If the underperformance is deemed to be at fault of the member, give a warning and guidance for resolving the issue.
 - II.5.1.(b).(iii).(B)** If underperformance persists and is deemed to be at the fault of the member, escalate to the GRO advisors and inform the member of this escalation step.
 - II.5.1.(b).(iii).(C)** If underperformance still persists, bring the matter to the General Council as described in 11.5.1.(a).(iii)
 - II.5.1.(b).(iii).(D)** The GC may motion to either provide a warning to the member, to modify their fellowship amount for the term in

which their performance is under review, or to remove them from the position through impeachment proceedings, per **Sections II.5.3** and **II.5.4**.

- II.5.1.(c)** In the case that an Executive Board member, by their actions or words, creates an environment which other Executive Board members find hostile or impairs their ability to function, the affected members should contact the Co-Chairs and the GRO's divisional advisors. The following actions to address the conflict will be dependent on the severity of the actions, as decided by the Co-Chairs and the GRO's divisional advisors.
 - II.5.1.(c).(i)** **If the actions in question are considered to be less severe compared to matters discussed in By-law II.5.1.(b).(ii).**, then upon receiving such a notice from an Executive Board member, it is incumbent on the Co-Chairs to then meet with both the affected member(s) and the member against whom the complaint was lodged.
 - II.5.1.(c).(i).(A)** Severity of actions will be determined through discussions between the Executive Board and the GRO's divisional advisors with input from the General Council.
 - II.5.1.(c).(i).(B)** It is at the discretion of the Co-Chairs to issue warnings related to such a complaint. However, if an affected member is not satisfied with the actions of the Co-Chairs, they may raise the issue with the entire Executive Board and the GRO's divisional advisors.
 - II.5.1.(c).(i).(C)** When issuing a warning, the GC must be notified of such matters via email in advance of any discussion at future GC meetings, with the approval of affected member(s).
 - II.5.1.(c).(i).(D)** Failure to comply with mediation and discussions in a good faith and timely manner (responding to any emails or other communications within 3 university business days) will result in the beginning of the impeachment process outlined in **Section II.5.4**.
 - II.5.1.(c).(ii)** **Should the actions of the accused member be possibly considered as discrimination, harassment, or sexual misconduct** after discussion with the Co-chairs, divisional advisors, and the affected parties, the accused member will be temporarily removed from their position effective immediately.
 - II.5.1.(c).(ii).(A)** The Office of Institutional Equity will be contacted according to the university's mandatory reporting policy at the earliest possible opportunity. The GC will be made aware of the concerns raised regarding the accused member at the earliest possible opportunity via email from the Co-Chairs. Specific details will remain undisclosed to the GC until the situation is further reviewed by the appropriate parties (as to remain compliant with the Family Educational Rights and Privacy Act (FERPA)). See **By-law II.5.2.(a).(iv)** regarding communications of these matters.

- II.5.1.(c).(iii)** If an Executive Board member wishes to launch such a complaint against one of the Co-Chairs, it should be sent to the Secretary, who will fill in for the Co-Chairs in the responsibilities detailed above.
- II.5.1.(d)** When discussing failures of responsibilities or hostile actions with our GRO divisional advisors, care will be taken to anonymize the complaints and identities of all parties until a need to identify parties is made among the Executive Board.

Section II.5.2. Review Requested by the GC

- II.5.2.(a)** GC members with grievances against Executive Board members may initiate a formal complaint in two ways.
 - II.5.2.(a).(i)** The GC member may request the Executive Board perform an internal review per **Section II.5.1**.
 - II.5.2.(a).(i).(A)** This request may be sent to the Co-Chairs, the Secretary, or the GRO's divisional advisors and must be honored once received.
 - II.5.2.(a).(ii)** The GC member may bring the issue directly to the GC and request either a warning or impeachment proceedings, per **Sections II.5.3** and **II.5.4**. If the complaint is against one of the Co-Chairs, the complaint should be sent to the Secretary who will take over the Co-Chairs' responsibilities for the meeting.
 - II.5.2.(a).(iii)** If the grievance or issue involves any form of discrimination, harassment, or sexual misconduct, the complaint should be reported directly to the Office of Institutional Equity through appropriate channels.
 - II.5.2.(a).(iv)** Any documentation or communication regarding severe incidents must have possibly triggering language properly redacted. Any discussions of such matters during General Council meetings should include appropriate content warnings prior to discussion, and ample time must be given to allow people to opt out of the discussion.
 - II.5.2.(a).(v)** Documentation or communication relevant to an ongoing Office of Institutional Equity Investigation (including meeting minutes in which a case is discussed) may have to be redacted or removed to stay FERPA compliant.

Section II.5.3. Official Warnings and Initiating Impeachment

- II.5.3.(a)** When, by Executive Board action or a GC member's request, an Executive Board Member's actions – or inactions – are brought to the GC's consideration the following information must be provided to the GC for consideration:
 - II.5.3.(a).(i)** The name and position of the Executive Board member in question.
 - II.5.3.(a).(ii)** The details of the complaint against the Executive Board member, detailing how that member has acutely or routinely failed to perform their responsibilities or has breached GRO or Executive Board policies.

- II.5.3.(b)** When, by Executive Board action or a GC member's request, an Executive Board Member's actions – or inactions – are brought to the GC's consideration, the GC may vote to either give the Executive Board member an official warning or initiate full impeachment proceedings.
- II.5.3.(c)** Official warnings approved by the GC will be sent in writing to the Executive Board member in question as well as the GROs advisors. The warning will explain the nature of the grievance against the Executive Board member, and provide guidance to mitigate or avoid recurrences.
- II.5.3.(d)** If an Executive Board member receives two official warnings from the GC in an academic year, it is considered an automatic motion to impeach and requires no second or vote.

Section II.5.4. Impeachment Proceedings and Removal from Office

When an Executive Board officer is impeached, they will be removed from office for the duration of the proceedings. At the next meeting after a motion to impeach is carried by GC vote, the first item after approval of the prior meeting's minutes will be the impeachment proceedings.

- II.5.4.(a)** The grievances against the officer will be explained to the GC by reading a formal statement or statements from the relevant party or parties. If desired, the statement(s) can be read anonymously by the appropriate Co-Chair or the Secretary on behalf of any of the affected parties. Consent to have said statements read out can be revoked by the affected parties at any time.
- II.5.4.(b)** In the case that impeachment occurred after an official warning or multiple official warnings, the full text of those warnings will also be read.
- II.5.4.(c)** The officer may read a formal statement.
- II.5.4.(d)** At the discretion of the Co-Chairs or acting meeting Chair, a brief question and answer period with the member may be permitted.
- II.5.4.(e)** A vote to remove the officer will then be taken by written ballot. The votes will be recorded in the meeting minutes to provide transparency to the graduate student body.
 - II.5.4.(e).(i)** This vote may not be taken by other methods without a unanimous vote of the GC.
 - II.5.4.(e).(ii)** The vote to remove an officer is carried only by a two-thirds vote of the departmental representatives, with the same quorum for elections per By-law **III.2.3.(b)**.
- II.5.4.(f)** If the vote to remove the officer is carried, that officer's temporary removal from office shall become permanent. If the vote fails, the officer shall immediately resume their role and responsibilities.

Part III. Meeting Rules of Order

Article III.1. General Council Meetings

Section III.1.1. Frequency, Attendance, and Meeting Minutes

- III.1.1.(a)** The GRO GC will hold regular meetings fortnightly during each academic semester, with adjustments made to account for University holidays or closures.

- III.1.1.(a).(i) The GC may, at any scheduled meeting, vote to hold additional meetings as deemed necessary.
- III.1.1.(b) Any GRO member (Homewood graduate students excluding AAP and EP) may attend and participate in GRO GC meetings, with the absence of voting rights.
- III.1.1.(c) Other members of the greater Johns Hopkins or Baltimore communities may attend GRO GC meetings.
- III.1.1.(d) Detailed minutes shall be recorded by the GRO Secretary (or an acting designee) and later approved by the GC.
- III.1.1.(e) Attendance of GC members shall be taken via the publicly available voting form which will be included in the meeting agenda and distributed by the Secretary at the beginning of each meeting and throughout the meeting upon request. **Any GC member who misses recording more than 1 vote in the voting form for a given meeting will be counted as absent for that meeting.**

Section III.1.2. Quorum and Active Membership

- III.1.2.(a) Active membership consists of the departmental representatives duly appointed by their respective departments and programs and the executive board members duly elected by the GC.
- III.1.2.(b) For all GC meetings, a valid quorum requires the presence of one member more than half of the active membership of the GC.
 - III.1.2.(b).(i) If, for any reason, quorum is not achieved or is lost during a GC meeting, the meeting may still go forward to disseminate information and gather input, but no action may be taken by the GC until a quorum prevails.
 - III.1.2.(b).(ii) Quorum is verified by the Secretary when a meeting is called to order, and presumed to hold throughout the meeting unless a request to verify quorum is made by a GC member determines that a quorum is no longer present.

Section III.1.3. Meeting Agendas

- III.1.3.(a) Prior to any GC meeting, the Executive Board will circulate a meeting agenda to the GC. The final agenda is at the discretion of the Executive Board, but will typically consist of the following elements in the suggested order:
 - III.1.3.(a).(i) A review of the agenda presented by the Co-Chairs. In presenting this review, the Co-Chairs must provide a brief explanation of any proposed agenda items that were excluded by the Executive Board per III.1.3.(b) and the rationale for exclusion.
 - III.1.3.(a).(i).(A) After the agenda is presented, any GC member may make a motion to include additional agenda items (including those excluded by the Executive Board) be added, or that the order of the agenda be modified. Such a motion must be seconded and carried by a two-thirds vote of the GC.
 - III.1.3.(a).(ii) Approval of the minutes of the previous GC meeting.
 - III.1.3.(a).(iii) Impeachment Proceedings or Emergency Elections (if any)

- III.1.3.(a).(iv) An Executive Board Report, presented by one of the Co-Chairs, summarizing the activities of the Executive Board during the period since the previous GC meeting. This report will include any and all expenditures made by the Executive Board during that period.
- III.1.3.(a).(v) Any unfinished agenda items tabled for later discussion at the previous GC meeting.
- III.1.3.(a).(vi) Any new business brought to the attention of the GRO. At reaching this point in the agenda, the Co-Chairs will directly solicit additional agenda items from the GC per By-law III.1.3.(e).
- III.1.3.(b) Any GRO member – that is, any graduate student from the KSAS or WSE (excluding AAP and EP) – is permitted to submit items to the Executive Board for inclusion in the agenda of the next GC meeting. These items will typically be included in the new business portion of the agenda, unless by a two-thirds vote of the Executive Board they are excluded for the following reasons:
 - III.1.3.(b).(i) They represent concerns previously discussed by the GRO and are deemed settled.
 - III.1.3.(b).(ii) They are deemed to be intentionally inflammatory, unrelated to the GRO's mission, or designed to forestall discussion of pressing matters.
- III.1.3.(c) Members of the wider Johns Hopkins or Baltimore communities may submit items for the GRO's consideration to the GRO Executive Board. These items may be included or excluded as decided by the Co-Chairs.
- III.1.3.(d) The Co-Chairs may amend or re-order the agenda during a meeting to facilitate discussion of important items.
- III.1.3.(e) GC members may make a motion to amend or re-order the agenda during a meeting. This motion may only be made in between agenda items (for instance, immediately after an item is resolved), and must be seconded and carried by a two-thirds vote. Such a vote supersedes the Co-Chairs rights to modify the agenda.

Section III.1.4. Discussion, Questions and Making Motions

- III.1.4.(a) Each agenda item will be introduced by the Co-Chairs. Depending on the nature of the item, the Co-Chairs may then call upon other GC members or Executive Board members to give further information.
- III.1.4.(b) After the item has been fully explained to the GC, the Co-Chairs will open the floor for discussion, questions and motions. For any agenda item which necessitates a vote – such as approval of minutes or a request for group funding – the Co-Chairs shall inform the GC of the decision that must be made.
- III.1.4.(c) Before making a comment, asking a question, or making a motion, a GC member must be recognized by the Co-Chairs – typically by being called upon after raising their hand. The Co-Chairs will maintain speaking order when multiple GC members wish to be recognized.
 - III.1.4.(c).(i) Questions should be addressed to the Co-Chairs or those persons involved in providing information relating to the item at hand. If

another Executive Board or GC member would be better able to answer such a question, the Co-Chairs may request that member's input.

- III.1.4.(c).(ii)** Comments which do not materially add to the discussion of an item, but instead only recapitulate or support previous comments or statements should be avoided.
- III.1.4.(d)** In any instance where the GRO will take act outside the purview of the Executive Board – funding a group or event, making a public statement or endorsement, creating a committee, et cetera – the GC must approve the action *or* delegate the responsibility to the Executive Board. Either of these is accomplished by proposing a motion for the GC to consider.
 - III.1.4.(d).(i)** A motion may be proposed by any GC member after being recognized by the Co-Chairs. The motion must pertain to the issue at hand in one of the following ways:
 - III.1.4.(d).(i).(A)** Directly resolving the issue, or part of the issue, such as determining the actual amount of funding provided for an event or group.
 - III.1.4.(d).(i).(B)** Tabling the issue for later consideration by the GC. Such a motion should stipulate if further information is needed to resolve the issue, who is responsible for gathering and reporting that information, and the maximum period the item may be tabled.
 - III.1.4.(d).(i).(C)** Limiting further discussion of an issue to a specified period.
 - III.1.4.(d).(i).(D)** Delegating responsibility for resolving the issue to the Executive Board, a committee, or a specific GC member. Such a motion should stipulate any restrictions or conditions of the resolution to be followed by the delegate.
 - III.1.4.(d).(ii)** To be considered by the GC, a motion must be seconded by any other member of the GC than its proponent.

Section III.1.5. Active Motions: Amending and Voting

- III.1.5.(a)** Once a motion is duly made and seconded by members of the GC, it shall become the sole topic of discussion until it is resolved by a vote.
- III.1.5.(b)** Motions may be amended in two ways: grammatically or substantively. In both cases, the scope of the amendment is restricted by the purpose and scope of the original motion. For instance, if the original motion requires that the Executive Board issue a statement on behalf of the GRO, an amendment modifying a budgetary concern is out of scope.
 - III.1.5.(b).(i)** Grammatical amendments – modifications to the wording but not the intent of the motion – may be proposed by any GC member and accepted by the proponent of the motion without GC action.
 - III.1.5.(b).(ii)** Substantive amendments to the motion – modifications which change the intent or scope of the motion – may be proposed by any GC member and must be seconded by another member before being resolved by a majority vote of the GC (even if the voting requirement for the actual motion is above the majority threshold).

- III.1.5.(b).(iii) Amendments to the motion must be resolved before the motion itself is resolved. While amendments to proposed amendments may be made, it is recommended that instead the first amendment be resolved and another proposed after.
- III.1.5.(c) **All GC members present in the meeting must vote on a seconded motion** with either a vote in favor (yea), a vote against (nay), or an abstention (abstain).
- III.1.5.(d) If there are multiple GC representatives of a department present in a meeting, only one representative may vote.
- III.1.5.(e) **A motion is carried if it garners there are more votes in favor than there are against**, from GC members present at a meeting where quorum prevails, except in situations where specific voting requirements are specified.
- III.1.5.(f) The default mode for voting (with the exceptions of elections and impeachment of Executive Board members) is by a show of hands.
 - III.1.5.(f).(i) Any GC member may request a different method of voting (role call, secret ballot). The request will immediately be put to a vote by a show of hands, and will be honored if approved by one third of the GC members present.
- III.1.5.(g) Once votes are complete GC members and Executive Board members must record their votes on the publicly available voting form for transparency and distribution purposes (with the exception of secret ballot voting).

Section III.1.6. Reconsideration and Renewal of Motions

- III.1.6.(a) When a motion is carried or defeated, a GC member may call for a vote to reconsider the motion. If seconded and approved by a majority vote of the GC, the motion may be reconsidered directly, or it may be amended prior to reconsideration.
- III.1.6.(b) A motion may only be reconsidered once in a meeting.
- III.1.6.(c) Motions may be renewed at a later meeting – whether they were carried or defeated in the previous meeting -- only in the case that any actions necessitated by the motion have not yet occurred or are reversible. Before introducing a renewed motion, its proponent must explain the context of the motion and the rationale for renewing to the GC.

Section III.1.7. Executive Session

- III.1.7.(a) The GC may, by a two-thirds majority vote, move into Executive Session, wherein only GC members may remain in attendance.
 - III.1.7.(a).(i) Executive Session should only be employed for the discussion of extremely sensitive materials.

Section III.1.8. Adjourning

- III.1.8.(a) At any time after the full agenda of the meeting has been completed, any member of the GC may motion to adjourn the meeting.
 - III.1.8.(a).(i) Such a motion may either be approved directly by the Chair of the meeting, or a majority vote of the GC.

III.1.8.(b) If a meeting has gone past the scheduled time, a member may call for adjournment. Such a motion requires a majority vote to be approved.

III.1.8.(b).(i) Per **III.1.3.(a).(iv)**, any business on the agenda not yet covered at the time of adjournment shall transfer to the next GC meeting's agenda.

Section III.1.9. Enabling GC Meetings and Action During Crises

III.1.9.(a) In the event that the GC is unable to meet in person due to extreme circumstances (such as a closure of campus), the GC may meet and conduct business electronically.

III.1.9.(b) If, due to emergency circumstances on campus or in Baltimore, there is a concern that the GC will be unable to achieve a quorum at their meetings (online or in person), the GC may hold a vote to reduce the quorum for subsequent GC meetings by up to 10 members.

III.1.9.(b).(i) This vote must stipulate either a specific end date or criteria (such as the end of a closure of campus) to the reduced quorum. Upon reaching that date or the criteria being satisfied, normal quorum (**By-law III.1.2.(b)**) will immediately be reinstated.

III.1.9.(b).(ii) If such a vote cannot be taken at a meeting due to a lack of quorum, it may be taken electronically following **By-law III.1.9.(c)**.

III.1.9.(b).(iii) During the approved period of reduced quorum, any GC member may call for a vote to reinstate normal quorum. Such a vote shall carry if a sufficient number of votes to reach normal quorum (**By-law III.1.2.(b)**) are garnered with a majority in favor. If the vote fails these criteria, the reduced quorum will be maintained.

III.1.9.(b).(iv) Members of the Executive Board cannot count toward reduced quorum at a rate exceeding their maximum contribution toward quorum under normal conditions per **By-law III.1.2.(b)**, rounded down. However, all Executive Board members in attendance who would typically be eligible to vote on a given matter are still considered able to do so.

III.1.9.(c) During a time of crisis, the Executive Board may call for an online vote on critical, time sensitive matters. Such votes will follow the procedures outlined in **By-law III.4.4** with two pertinent changes: every reference to "Executive Board" in that section shall be read as applying to the GC as a whole; and, as a modification to III.4.4.(d), a vote shall be considered carried if it garners affirmative votes from one more than one half of the prevailing quorum requirements.

Article III.2. Regularly Scheduled Elections

Section III.2.1. Eligibility and Nominations

III.2.1.(a) All graduate students of the Homewood divisions (excluding AAP and EP) are eligible to run for any Executive Board position of the GRO.

III.2.1.(b) All graduate students may make nominations – either for themselves or for others. These nominations may be submitted before the election

meeting to the Election Official directly or to the GRO Executive Board, who will inform the Election Official.

- III.2.1.(b).(i) The Election Official will verify with each nominee whether they accept the nomination.
- III.2.1.(b).(ii) Before each position is elected, nominations will also be accepted by the Election Official from the floor. The nominee must accept the nomination to be considered.

Section III.2.2. Order and Procedure for Elections

- III.2.2.(a) The order of elections follows the order of Executive Board positions described in **Article II.2** followed by those in **Part VI**.
- III.2.2.(b) Before each election, the Election Official shall:
 - III.2.2.(b).(i) Read a description of the Executive Board position, including duties, responsibilities, and paid fellowship amount.
 - III.2.2.(b).(ii) Read the names of each candidate who was nominated and accepted the nomination prior to the election meeting.
 - III.2.2.(b).(iii) Ask the floor for further nominations and verify with any nominees that they accept the nomination.
 - III.2.2.(b).(iv) Close the floor to nominations, select a candidate at random and excuse the others temporarily from the meeting room.
- III.2.2.(c) For each candidate, the Election official shall:
 - III.2.2.(c).(i) Verify that all other candidates have been excused from the meeting room.
 - III.2.2.(c).(ii) Provide the remaining candidate two minutes to speak to the GC about themselves, their past experiences, and their interest in the position.
 - III.2.2.(c).(iii) Open the floor to a brief question session from the floor. Questions should pertain to the candidate's goals and ideas for the position, their understanding of the role and responsibility of the position, and their past experience. The Election Official may forestall questions deemed inappropriate or redundant.
 - III.2.2.(c).(iv) When no questions remain, or in extreme cases when the Election Official deems necessary for the sake of time, the Election Official will excuse the candidate and bring in another.
- III.2.2.(d) When no further candidates remain, the Election Official will verify that all candidates are excused from the meeting room before moderating a closed-door discussion.
- III.2.2.(e) Before allowing any comments, the Election official will remind everyone present that the comments made during the discussion are not necessarily privileged, and that all comments made should be respectful, professional, and related to the position being elected. The Election Official shall also remind those present that the default mode of voting is by secret ballot, and that only by unanimous consent may the GC change this method.
 - III.2.2.(e).(i) After being recognized by the Election Official, any graduate student present may comment on the qualifications, fit, or ideas and goals proposed by a candidate.

- III.2.2.(e).(i).(A) If a comment is deemed by the Election Official to be a personal attack on a candidate, intentionally inflammatory or otherwise outside of the scope of appropriate commentary, the Election Official may ask the person who made the comment to leave the room or remain silent for the duration of the discussion and vote.
- III.2.2.(e).(ii) Any GC member who cannot attend an election may, at their discretion, provide a comment about a candidate to the Election Official to be read on their behalf during the discussion session.
- III.2.2.(e).(ii).(A) The Election Official shall be responsible for reading these comments, with a preface that the words and opinions are not their own.
- III.2.2.(e).(iii) The Election Official may not, at any time, comment personally on any candidate.
- III.2.2.(e).(iii).(A) If the Election Official breaches this restriction, the GC shall immediately appoint a new Election Official from the current Executive Board for the remainder of the election.

Section III.2.3. Voting

- III.2.3.(a) Only departmental representatives are eligible to vote in the election of an officer.
- III.2.3.(b) The quorum to hold elections is one more than one half of the departmental representatives duly appointed by their respective departments and programs.
- III.2.3.(c) At any time during discussion, any GC member present may make a motion to vote. This motion must be seconded.
- III.2.3.(d) The default mode of voting is by secret ballot. The GC may modify this by unanimous consent.
 - III.2.3.(d).(i) If the default mode of voting has previously been modified for the entire election, any departmental representative may request the method of vote revert to secret ballot for an individual position. This request *must* be honored.
 - III.2.3.(d).(ii) A candidate receiving a majority of votes cast – where abstentions count as cast votes for no candidate – shall be considered elected. No absentee ballots shall be accepted.
 - III.2.3.(d).(iii) The Election Official shall immediately count the votes. If no one candidate receives a majority of votes during the first vote, a run-off election between the two candidates with the most votes in the first polling shall immediately follow.
- III.2.3.(e) When there are two positions available with the same responsibilities and titles, the Election Official may choose to hold a single election, wherein each Departmental Representative may cast two votes and the two candidates with the highest vote counts shall be considered elected.

Article III.3. Emergency Elections

Section III.3.1. Purpose and Scope

- III.3.1.(a)** In the event that an executive board position is unfilled due to a failure to elect during the regularly scheduled elections, impeachment of an officer, or the resignation of an officer during their term, the GC may schedule an emergency election to fill the position.
- III.3.1.(a).(i)** The GC must approve the election by a majority vote at a regularly scheduled meeting. As soon as is practicable, the Executive Board will make the appropriate announcements to the Graduate student body.
- III.3.1.(b)** In the case that the vacant position is a Co-Chair, the Secretary, or the Treasurer, no GC vote is required and the emergency elections will be held at the next GC meeting.

Section III.3.2. Procedures

- III.3.2.(a)** The procedures and order of elections (if there are multiple) for emergency elections follow the same policies as regular elections, as outlined in III.2.2, with the key exception that the role of Election Official will be fulfilled by a member of the Executive Board.
- III.3.2.(a).(i)** The Executive Board member responsible will be determined by the first filled position per the order of Executive Board positions described in **Article II.2** followed by those in **Article II.3**.

Section III.3.3. Voting

- III.3.3.(a)** Voting during emergency elections follows the same policies as regular elections, outlined in **Section III.2.3**.

Article III.4. Executive Board Meetings

Section III.4.1. Frequency, Agendas, and Minutes

- III.4.1.(a)** The Executive Board will hold regular meetings fortnightly (once every two weeks) during each academic semester on the weeks that the GC does not meet.
- III.4.1.(a).(i)** The Executive Board may, either during a scheduled meeting or by electronic vote (**Section III.4.4**) schedule additional meetings as deemed necessary.
- III.4.1.(b)** Any Executive Board member is permitted to submit items to the Co-Chairs for inclusion in the agenda for the next Executive Board meeting. These items must be included in the agenda.
- III.4.1.(c)** Any graduate student (including but not limited to GC representatives) may request an item be included within the agenda for the next Executive Board meeting. These items may be included at the discretion of the Co-Chairs.
- III.4.1.(c).(i)** If the Co-Chairs decide not to include an item requested by a graduate student, they must inform the student of their decision. The student may request other members of the Executive Board to propose the item on their behalf.
- III.4.1.(d)** Items which were not attended to at an Executive Board meeting will automatically continue to the agenda for the next Executive Board

meeting, unless they are resolved through an electronic discussion and vote (**Section III.4.4**).

III.4.1.(e) The Secretary will keep minutes during Executive Board meetings.

III.4.1.(e).(i) These minutes will be shared with the entire Executive Board after the meeting, and the Co-Chairs shall prepare their Executive Board report based on the minutes. While that report is public (and part of the GC minutes), the Executive Board minutes will remain private.

III.4.1.(e).(ii) An electronic archive of minutes will be maintained and passed on to future Executive Boards for the purposes of institutional memory.

Section III.4.2. Eligible Attendance and Quorum

III.4.2.(a) Attendance at Executive Board meetings is open to:

III.4.2.(a).(i) All current Executive Board members

III.4.2.(a).(ii) Members of the GC invited by the Co-Chairs, or vote of the Executive Board.

III.4.2.(a).(iii) Members of the Chairs' Advisory Council invited by the Co-Chairs, or by a vote of the Executive Board.

III.4.2.(a).(iv) Non-GC affiliates invited by vote of the Executive Board.

III.4.2.(b) Quorum for executive board meetings requires the presence of more than one half of the active membership of the Executive Board. Vacant or appointed positions do not count towards the counts for quorum.

Section III.4.3. Motions and Voting

III.4.3.(a) When discussing an agenda item that requires Executive Board action, any Executive Board member may make a motion pertaining to that item at any time. This motion requires no second.

III.4.3.(a).(i) Immediately upon the motion being made, the Co-Chairs will ask if any of the Executive Board members have further comments or questions about the matter.

III.4.3.(a).(ii) If there are no comments or questions, or if the total time of discussion on the item has exceeded ten minutes, the vote is taken immediately by hand.

III.4.3.(a).(iii) If one or more members has comments or questions, and the total time of discussion on the item has been less than ten minutes, discussion remains open until there are no more comments or a total time of ten minutes has elapsed. At that point, the Chair will call for the vote and it will be taken immediately by hand.

III.4.3.(b) Any Executive Board member may propose a motion unrelated to an agenda item, however to be considered, this motion requires a second.

III.4.3.(b).(i) Upon being moved and seconded, a period of discussion on the motion immediately opens.

III.4.3.(b).(ii) If there are no comments or questions, a vote is taken by hand.

III.4.3.(b).(iii) If there are comments or questions, discussion is kept open until there are no remaining comments or questions or until five

minutes have elapsed. At that point, the Co-Chairs will call for the vote and it will be taken immediately by hand.

- III.4.3.(c)** A vote is carried if it garners a majority of the votes cast, provided at least half of the members present did not abstain from the vote.
- III.4.3.(d)** Once votes are complete Executive Board members must record their votes on the publicly available voting form for transparency and distribution purposes (with the exception of secret ballot voting).

Section III.4.4. Procedures for Electronic Voting

- III.4.4.(a)** To facilitate a more efficient and timely response to the myriad topics germane to the GRO, items may be discussed and voted on electronically. A record of the discussion and the votes cast will be appended to the Executive Board meeting minutes for the subsequent meeting.
- III.4.4.(b)** Any Executive Board member may propose an item for electronic discussion and vote by sending a comprehensive explanation of the item, the related policies, issues, and precedent, and the required timeline for action if one exists.
 - III.4.4.(b).(i)** This explanation must be sent either by email to the mailing list for the Executive Board or through a multi-user messaging platform agreed upon in person by that Executive Board previously during their term.
 - III.4.4.(b).(ii)** Except in extreme circumstances, a minimum of seven days must be allowed for discussion of the topic prior to calling for a vote.
 - III.4.4.(b).(iii)** If a specific timeline is proposed, it must be supplemented with a specific motion to be considered at the end of the discussion period.
 - III.4.4.(b).(iv)** If a sufficient discussion period (greater than seven days) is proposed in the initial message, discussion will immediately close on the date proposed in that message. A vote will then be called for by either Co-Chair, the Secretary or the Executive Board member who initiated the discussion.
 - III.4.4.(b).(v)** If no timeline was proposed in the initial message, the initiator of the discussion may, at any time after seven days have elapsed, propose a motion for consideration by the Executive Board. Concurrent with this motion will be a call for final comments.
 - III.4.4.(b).(vi)** If no further comments or questions are received within three days, a vote may be called for by either Co-Chair, the Secretary or the Executive Board member who initiated the discussion.
 - III.4.4.(b).(vii)** If further comments or questions are received within three days, discussion will remain open until at least seven days have elapsed from the motion being made. A vote may then be called for by either Co-Chair, the Secretary or the Executive Board member who initiated the discussion.
- III.4.4.(c)** During the vote, no rationale for an individual's choice shall accompany their vote. The vote should simply state whether the Executive Board

member is in favor of the motion, against the motion, or abstaining from the vote.

III.4.4.(d) It is expected that all Executive Board members vote (or submit an abstention) within 3 days of the vote being called. However, to expedite electronic voting, a vote is considered carried once it garners a number of affirmative votes equal to one more than half of the membership of the Executive Board.

III.4.4.(d).(i) It is expected that Executive Board members who will be away from means of electronic voting for three or more days set an automatic email response or inform the Co-Chairs to avoid confusion or delay.

III.4.4.(e) Once votes are complete GC members and Executive Board members must record their votes on the publicly available voting form for transparency and distribution purposes (with the exception of secret ballot voting).

Section III.4.5. Adjourning

At any time after the full agenda of the meeting has been completed or the scheduled time of the meeting has elapsed, any member of the Executive Board may motion to adjourn the meeting. This motion requires only a second to carry.

Part IV. Finances

Article IV.1. Annual Budgets

Section IV.1.1. Full GRO Budget

IV.1.1.(a) The annual budget for the GRO follows the JHU fiscal year, beginning on July 1st and ending on June 30th.

IV.1.1.(b) The Co-Chairs of the GRO, with assistance from the Treasurer, shall propose the annual budget to the university.

IV.1.1.(c) It is the duty of the Co-Chairs to solicit feedback from the Executive Board and the GC prior to submitting the budget to the University for review.

IV.1.1.(d) Upon approval by the University, the annual budget shall be disseminated to the GC at the next GC meeting.

Section IV.1.2. Chair and Coordinator Budgets

IV.1.2.(a) Executive Board members who are responsible for specific budgets for the purposes of hosting events have discretionary control over their budgets except when:

IV.1.2.(a).(i) The cost of the event is in excess of \$2500 or 25% of the Executive Board member's total budget.

IV.1.2.(a).(ii) The GC has specifically designated the funds from that budget to another event or purpose, such as recurring or annual events.

Article IV.2. Graduate Student Conference Grants

Section IV.2.1. Scope and Eligibility

- IV.2.1.(a)** To assist graduate students in presenting their work at academic conferences, the GRO supports a number of conference grants to provide funding to cover eligible travel expenses or conference related travel. Each award can cover up to \$500 of eligible conference related expenses.
- IV.2.1.(b)** Complete policies outlining the process, limitations, and requirements for GRO Conference Grants can be found in an additional document titled “GRO Conference Grant Policies” which are considered as an extension of these By-laws.
- IV.2.1.(c)** To be eligible to receive grant funding, applicants must belong to a department who has been actively participating in the GRO GC over the past year, defined herein as having a departmental representative who attended at least half of the GC meetings during the semester prior to the application period.
 - IV.2.1.(c).(i)** If the department has at least two members that serve on the GRO Executive Board, then applicants belonging to said department are automatically eligible, regardless of departmental representative member attendance
- IV.2.1.(d)** In circumstances where an applicant would be ineligible due to having an inactive departmental representative – or no representative at all – an appeal may be made to the Executive Board to overrule this eligibility requirement. In order to be granted such an override, the applicant shall be asked to serve the GRO as a departmental representative or in some other capacity.

Article IV.3. Group Funding Requests

Part of the core of the GRO’s mission is to enhance the Graduate Student experience. To that end, the GRO supports many other student organizations by financially supporting their events.

Section IV.3.1. Approval Process and Policies

Complete policies outlining the process, limitations, and requirements for funding requests can be found in an additional document titled “GRO Group Funding Request Policies” which are considered as an extension of these by-laws.

Article IV.4. Awards

The GRO may, by majority vote of the GC, bestow the following awards each year. Each award may only be bestowed upon a single recipient.

Section IV.4.1. The GRO MVP Award

The GRO MVP Award shall be bestowed upon a member of the GRO who has performed outstanding service on behalf of Homewood graduate students.

Section IV.4.2. The Rachel S. Core Award

- IV.4.2.(a)** The Rachel S. Core Award shall be bestowed upon an individual who has demonstrated outstanding service on behalf of Homewood Graduate students.
- IV.4.2.(b)** The awardee may not be a current member of the GRO Executive Board.
- IV.4.2.(c)** The award shall carry with it a prize not to exceed \$200 in value.

Part V. Amendments and Ratification

Article V.1. Amendments

Section V.1.1. Proposing Amendments

- V.1.1.(a)** Any GC member can propose an amendment to the By-laws.
- V.1.1.(b)** All proposed amendments shall be submitted to the GC for consideration and ratification.
- V.1.1.(c)** The GC shall be given, at a minimum, seven days' notice before an amendment is to be considered for ratification. This notice shall include both the purpose of the amendment and the proposed text of the amendment.

Section V.1.2. Temporarily Superseding the By-laws

- V.1.2.(a)** In instances where the GC wants to approve action which is contrary to these By-laws without passing a formal amendment, a motion may be made to supersede a particular section of the By-laws.
 - V.1.2.(a).(i)** Such a motion must be carried by a three-quarters majority, and necessitates a call for quorum to verify the validity of the vote.
 - V.1.2.(a).(ii)** No part of **Part V** may be so superseded.

Section V.1.3. Ratification of Amendments

- V.1.3.(a)** The GC shall vote on By-laws amendments only during regularly scheduled meetings of the GC.
- V.1.3.(b)** An amendment shall be considered ratified if it receives a two-thirds majority vote of active members of the GC, per **III.1.2.(a)**.
- V.1.3.(c)** Once an amendment is ratified, it shall take effect immediately.

Article V.2. Ratification

These By-laws shall be considered ratified, thereby replacing any and all prior GRO By-laws and policy documents not herein referenced, when approved by a two-thirds majority of votes of the active membership of the GC, per **By-law III.1.2.(a)**.

These by-laws were formally ratified on the thirtieth of March, 2020, by a vote of the GRO General Council, thereby replacing all previous by-laws and policy documents not herein referenced.

These by-laws were amended on the fourteenth of September, 2020, by a vote of the GRO General Council.

These by-laws were amended on the fifth of April, 2021, by a vote of the GRO General

Council.

These by-laws were amended on the eighth of November, 2021, by a vote of the GRO General Council.

These by-laws were amended on the thirteenth of June, 2022, by a vote of the GRO General Council.

These by-laws were amended on the nineteenth of June, 2022, by a vote of the GRO General Council.

These by-laws were amended on the twenty eighth of November, 2022, by a vote of the GRO General Council.

These by-laws were amended on the twenty seventh of November, 2023, by a vote of the GRO General Council.