GSS Bylaws: Officer Responsibilities

Article III. Officers

A. Elections
   1. All full time graduate students at UMass Amherst who have paid the Senate Tax for the current semester are eligible to run for GSS Officer positions.
   2. Nominations shall begin 6 weeks before the end of the Spring semester, and shall be open for two weeks.
   3. Elections shall be held no less than one week and no more than two weeks after the close of nominations.
   4. Elections shall be determined by simple majority vote. A minimum of 5% of fee paying graduate students must vote in the election to be valid.
   5. There shall be at least one regularly scheduled Senate meeting between the close of elections and the end of the academic year.
   6. There shall be one official open forum for candidate introductions prior to voting.

B. Terms and Payment
   1. The term of all officers shall be from June 1 to May 31 of the following year.
   2. The officers shall serve as full-time equivalent staff for the academic year and shall receive a stipend equal to the minimum hourly rate of full-time equivalent graduate employees as determined by the Graduate School Assistantship Office.
   3. All officers shall serve 10 hours per week as paid staff during the summer at the minimum hourly rate of full-time equivalent graduate employees. Officers may work up to 20 hours per week as needed, and if allowable by budgetary constraints.

C. Rights and Responsibilities
   1. President: Responsibilities will include but are not limited to:
      a. Serves as chief administrative officer of the GSS.
      b. Supervises GSS staff and moderates staff meetings.
      c. Maintains regular office hours.
      d. Oversees graduate student representation on committees and commissions within the GSS and the Faculty Senate.
      e. Chairs Senate meetings and general meetings of graduate students.
      f. Serves as liaison with the university administration.
      g. Serves on committees including but not limited to:
         i. Executive Committee as chair
         ii. Hiring Committee as chair
         iii. Finance Committee
   2. Vice President: Responsibilities will include but are not limited to:
      a. Serves as President in the absence of the President.
      b. Serves on editorial board of the Graduate Voice newspaper.
      c. Attends all Executive committee and Senate meetings.
      d. Maintains regular office hours.
      e. Serves on committees including but not limited to:
         i. Childcare Committee as chair
GSS Bylaws: Officer Responsibilities

ii. Election Committee as chair
iii. Finance Committee as vice-chair
iv. Executive Committee
v. Hiring Committee

3. Treasurer: Responsibilities will include but are not limited to:
   a. Serves as chief financial officer of the Senate.
   b. Manages the Graduate Student Senate Trust Fund in conjunction with the Finance Committee and at the direction of the Senate.
   c. Controls purchasing and expenditure of funds.
   d. Oversees distribution of Line Item and Ad Hoc funding.
   e. Develops the budget with the finance committee and Student Affairs.
   f. Maintains regular office hours.
   g. Acts as Liaison with the Business Manager of the Graduate School.
   h. Attends all Executive committee and Senate meetings.
   i. Oversees Graduate Student Organizations (GSOs): registration, re-registration, and other events related to GSOs.
   j. Serves on committees including but not limited to:
      i. Finance Committee as chair
      ii. Childcare Committee as vice-chair
      iii. Executive Committee
      iv. Hiring Committee

D. Discipline and Resignation
   1. Discipline of Officer:
      a. Upon the substantial failure of an officer to perform the duties assigned to that office, the senate, by simple majority vote, may open a disciplinary or recall procedure by issuing a formal written warning to the offending officer. A motion for opening the disciplinary recall procedure shall be added to the meeting agenda either upon submission of a letter written by the Executive Committee, or a petition signed by no fewer than ten (10) senators in good standing.
      b. If the offending officer fails to correct the mistakes or improve his/her performance, the Senate may vote to either censure or recall the officer by a two-thirds vote of the Senate in the subsequent meeting.
      c. Officers may also be recalled or censured by a simple majority vote in a general meeting. Refer to Constitution Article VII for requirements for a general meeting of graduate students.
      d. A censured officer may be recalled by two-thirds (2/3) vote at any subsequent senate or general meeting.
   2. The President shall receive the resignations of other officers. The President shall resign to the Vice-President.
   3. In the event of resignation, recall of the President, the Vice President shall assume the office of the President. In the event of resignation or recall of any
GSS Bylaws: Officer Responsibilities

other officer, the Senate shall elect at the next regularly scheduled Senate meeting an officer pro tem who shall act as that officer.

4. An officer pro tem shall be entitled to the appropriate proportion of the salary allocated for the post. A recalled officer shall not receive any payment from the Senate subsequent to the date of the recall vote.

5. The Discipline or Recall procedure is subject to the just cause provision of the Graduate Employee Organization Contract.

E. Extended absence or disability

1. In the event of the extended absence or disability, or upon the resignation of the President, the Vice President shall assume the office of the President. The Senate shall then elect a new Vice President.

2. In event of a vacancy in any other office, the Senate shall then elect a replacement pursuant to Article III Section A.