

Bylaws

Updated 2023

TWUGSA

Approved by Provost and Executive Director of Student Life January 2023; approved by graduate students in a vote which closed on _____

A. TWUGSA Council

Position descriptions for TWU Graduate Student Association Council members are developed/amended in consultation with the Advisor to the TWU Graduate Student Association (TWUGSA) and are subject to approval by Student Life.

a) Executive Members

The elected representatives from the membership shall be as follows:

1. President
2. Executive Vice President
3. Vice President of Finance

b) Representative Members

A minimum of three representatives from the various programs in the School of Graduate Studies (SGS). These members are elected and shall be voting members of the TWUGSA Council.

c) Appointed TWUGSA Members

The following members are appointed by the TWUGSA Council and are non-voting council members. In the event of vacancies, representatives may be required to fulfill the various functions of these roles.

- (1) Executive Assistant
- (2) Communications Coordinator
- (3) Events Coordinator
- (4) Committee Representatives who offer a graduate student perspective on University Committees. They are appointed by the Executive Council when invited to represent graduate students on University committees.

- (5) Ad Hoc Officers appointed as needed.

B. TWUGSA Council Members: Eligibility and Replacement

a) Qualifications

1. Academic

TWUGSA Council Members must be currently enrolled and registered for at least one class in a graduate program.

2. Conduct

TWUGSA Council Members must sign and uphold the Trinity Western University Student Code of Conduct and support the mission statement of the TWUGSA. If a Council member is placed on behavioral probation, conduct accountability, or suspension, as defined by current TWU policy, the office is considered vacated and a replacement is made. Conduct concerns relating to the fulfillment of TWUGSA position requirements should be handled according to the biblical model (refer to Matthew 18). Students with concerns should approach the member in question directly. If no progress is made and the matter is unresolved, students with concerns should then approach the Executive Vice President of the TWUGSA, who will then join those concerned in confronting the member in question.

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a) Vacancies

1. Fall Semester

Executive Council and Representative vacancies occurring before December 1, with the exception of the President which shall be filled by the Executive Vice President, shall be filled by a by-election. The by-election is to be held no later than four (4) academic weeks after the office is vacated.

2. Spring or Summer Semester

Vacancies occurring during the spring or summer semester will be filled or left vacated at the discretion of the TWUGSA Council. This shall be decided by a majority vote of the TWUGSA Council.

C. Election and Appointment Procedure

a) Election and Appointment Code

All elections for the TWUGSA Council positions and appointments for administration positions are to be conducted according to the guidelines as set forth in the Election and Appointment Code in the Policy Manual.

D. Finances

a) Audit

The TWUGSA's financial records shall be available for inspection by any member of the TWUGSA, upon giving twenty-four (24) hours notice to the Vice President of Finance for the TWUGSA. Each year an internal audit shall be conducted by the University in cooperation with the University's accountants.

The TWUGSA records form a part of the University's financial records and are therefore subject to the University's internal controls and procedures as well as the University's external audits.

b) Fees

1. General Assessment

A general fee shall be assessed each semester to each member of the TWUGSA.

2. General Rate

The general fee will be charged commensurate with all tuition charges for all graduate course enrolments for credit throughout the year at a rate of \$5 for each credit hour.

3. Allocation and Use

The TWUGSA Council maintains responsibility and control over the allocation and use of revenue from fees. Unspent funds are to carry over into the following year's account.

4. Changes

Recommendations for changes to the TWUGSA fees shall be submitted to Student Life by November 1 for approval and implementation for the following academic year. Students must be publicly notified of any changes to fees at least 6 weeks prior to the implementation of changes.

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c) Compensation

1. Leadership Grants

As part of a TWUGSA Council Members learning experience they will receive a Leadership Grant to help them further their educational endeavor at Trinity Western University. Each member will receive a grant from the Student association funds based on the degree of learning and experience provided by that role. The total compensation amounts shall not exceed 50% of the total TWUGSA budget (in which case the amounts will be pro-rated) and shall be indexed to the average percentage increase in tuition for graduate students at Trinity Western University.

Each member of the TWUGSA Council shall receive a leadership grant from the TWUGSA funds based on the following:

- (1) President: \$4800.00 per year.
- (2) Other Executive Council Representatives (Executive Vice President and Vice President Finance): \$4300.00 per year.
- (3) Elected Representatives: \$2300.00 per year.
- (4) Appointed TWUGSA members: \$2000.00 per year.

2. Grant Distribution

Leadership grants shall be given out in two equal increments.

- The third full week of September.
- The third full week of January.

E. Rights of Membership

The rights of every TWUGSA member are as follows:

1. Vote for representation within the Executive Council.
2. Attend all General Assembly meetings of the TWUGSA Council with full speaking rights and ability to make privileged and incidental motions.
3. Have access to minutes of all TWUGSA Council meetings.
4. Eligible to participate on TWUGSA committees.
5. Attend all TWUGSA events.
6. Have access to a copy of the TWUGSA Constitution, By-laws, and Policy Manual.

F. Referendum, Recall, and Initiative

a) Referendum

Upon petition by ten percent (10%) of the members of the TWUGSA, any decision of the TWUGSA Council may be referred to the TWUGSA membership for approval or rejection. Such a petition must be filed with the President of the TWUGSA within ten (10) calendar days after the first signature. The TWUGSA Council shall after seven (7) days notice call for a referendum on the decision in question. Voting shall be by secret ballot. A two-thirds (2/3) majority of those voting shall be necessary to rescind a TWUGSA Council decision.

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b) Recall

Upon petition by twenty-five percent (25%) of the members of the TWUGSA, the TWUGSA Council shall after seven (7) days notice call for a special meeting of the TWUGSA. At this meeting the officer specified shall be given an opportunity to respond to the petition for recall. In the case of elected representative recallees, the petition must be referred to the voting members of the TWUGSA who are constituents of the recallee, within three (3) days of this meeting, for approval or rejection. In the case of all other recallees, the petition must be referred to all members of the TWUGSA, within three (3) days of this meeting, for approval or rejection. Voting shall be by secret ballot. A two-thirds ($2/3$) majority of those voting shall be necessary to implement the recall.

c) Initiative

Upon petition by twenty-five percent (25%) of the voting members of the TWUGSA, any new measure may be referred to the TWUGSA membership for approval or rejection. Voting shall be by secret ballot. A two-thirds ($2/3$) majority of those voting shall be necessary and sufficient to implement such a petition. A copy of the said petition shall be filed with the President of the TWUGSA within ten (10) calendar days after the first signature.