

**UC Davis Graduate Student Association By-Laws**  
Revisions Approved 2 October 2019

**Article I. Assembly Meetings**

**Section A.**

The Assembly shall meet at least three times an academic quarter to review the actions of the Executive Council and to transact such business as is appropriate.

**Section B.**

Notice of all Assembly meetings shall be given at least five business days in advance to the Representatives, Graduate student community, and the Dean of Graduate Studies.

**Section C.**

The Association shall follow Robert's Rules of Order, Newly Revised for procedures not outlined in the Constitution and By-Laws. Motions pass on a majority vote of present voting members.

**Section D.**

Voting in General Assembly Meetings.

1. The following types of motions are considered "routine business" and may be passed by general consent as described in Robert's Rules Newly Revised.
  - a. Approval of meeting minutes.
  - b. Approval of meeting agenda.
  - c. Approval of committee members excluding Executive Council and Elections Committee.
  - d. Approval of Award for Excellence in Service to Graduate Students recipients.
  - e. Motions to limit time, extend time, or the previous question.
  - f. Subsidiary motions to the motions above.
2. The General Assembly may by a 2/3rds majority vote adopt any voting procedure allowed by Robert's Rules Newly Revised as the procedure for matters where a method of voting is not specified elsewhere in the By-Laws or a subsidiary motion.
  - a. The General Assembly may cede this authority to the elections committee or the Executive Council by a 2/3 vote.
  - b. A motion to change the standard procedure for voting is not a privileged or incidental motion, requires a second, is debatable, and can be amended.
  - c. If the General Assembly adopts a method of voting that requires ballots (digital or physical), the motion to change voting method should specify whether the elections committee or the executive council will oversee implementation.
  - d. The adoption of a new voting system for most matters does not preclude motions to use a method other than the established method for individual votes.

## **Article II. Elections**

### **Section A. Elections Code**

1. These codes set forth the procedures to be followed for the annual election of Association Officers and any referendum addressed to all UC Davis graduate students.
2. The interpretation and enforcement of these codes is the responsibility of the Elections Committee.

### **Section B. Elections Committee**

1. During the Fall quarter, the Assembly shall elect five Association members to serve on the Elections Committee.
  - a. The Elections Committee membership shall be comprised of one Executive Council member and four non-officer Association members
  - b. Elections Committee members should be from different disciplines representative of the General Assembly.
2. The Elections Committee shall designate one of the Committee members to serve as Elections Committee Chairperson. The Chairperson shall call meetings of the Elections Committee as needed to organize elections. The Chairperson shall be responsible for notifying the Executive Council and the Assembly of all activities of the Elections Committee on a regular and timely basis.
3. A member of the Elections Committee may be removed by a two-thirds vote of the Assembly if not fulfilling the duties of the Elections Committee.
4. In the event of a vacancy the Chairperson may appoint a replacement.
5. Elections Committee members are prohibited from running for an executive office.
6. The elections Committee shall verify the eligibility of all candidates, oversee the integrity of all elections, any and all advertising, the layout, counting and storage of any ballots, and certify all election results.

### **Section C. Annual Executive Council Elections**

1. Nominations and Candidacy
  - a. All candidates for Association Executive Council must be members of the General Membership in good standing, based on the student's cumulative GPA, at the time of election, and must maintain membership throughout their term if elected.
  - b. The Assembly shall open nominations no later than the first meeting of the Spring Quarter.

- c. All elections shall be publicized at least one month prior to the Assembly Meeting at which elections take place.
  - d. All Association Members have the right to nominate candidates for officer positions. Members may nominate themselves as candidates for Executive Council positions. Members may be nominated for multiple officer positions but may not serve in more than one officer position.
  - e. Nominations must be accepted verbally at an Assembly meeting or in writing to the Elections Committee in order to be placed on the ballot.
  - f. All candidates nominated for office shall present a statement of position to both the Elections Committee and the Assembly prior to the election.
2. Election
- a. The Elections Committee shall be responsible for conducting Executive Council Elections during regularly scheduled Assembly meetings in May.
  - b. Only registered Representatives or their registered Alternates will be allowed to vote in elections.
  - c. Members of the Executive Council and the Elections Committee are not eligible to vote in elections.
  - d. Candidates for an Executive Council position shall leave the Assembly meeting room during discussion and voting for that position.
  - e. Voting shall be by a show of hands unless a motion is passed requesting either roll-call or a ballot vote. The Elections Committee must be prepared to hold the election by ballot vote.
  - f. Officers shall be elected by a simple majority vote.
  - g. If any office remains vacant after the first election, then elections shall be continued at subsequent meetings until all offices are filled.
  - h. Officers-elect shall train with and assist the outgoing Executive Council. Officers-elect shall take office on July 1.
  - i. The Elections Committee shall count the votes and certify the election results.
  - j. If an election is disputed, the Elections Committee shall resolve the dispute and give a full report to the Assembly. The Assembly may overturn an Elections Committee decision by a two-thirds majority vote.
3. Vacancies
- a. The President may appoint a temporary replacement until the Assembly elects a replacement.
  - b. Nominations shall be open immediately following the vacancy.
  - c. Officers-elect shall take office immediately upon a majority vote of the Assembly.

- d. All other procedures follow Section C. 1-2.

## **Section D. Ballot Measures**

1. Examples of Ballot Measures include mandatory fee measures or referenda that the Assembly puts on a ballot for an election by the General Membership. Any Association member, except a member of the Elections Committee, may author a proposal for a ballot measure and may bring the proposal to the Assembly at any meeting.
2. Mandatory Fee Measures
  - a. A fee measure is a ballot measure that, if approved, would require Association Members to pay a fee, usually on a quarterly basis. Fee measures must be in compliance with University Policy regarding campus-based fees. (Section 80, "Policy on Compulsory Campus-Based Student Fees," in the Presidential Policies Applying to Campus Activities, Organizations, and Students; and Section 280-15, "Campus-Based Student Fees," in the UCD Policy and Procedure Manual).
  - b. Before any proposed fee measure may be submitted to the General Membership for a vote, the proposal must be discussed at two Assembly meetings and approved by a simple majority vote of the Assembly.
  - c. Once a proposed fee measure is approved by the Assembly, a consultation period shall commence whereby the Offices of Graduate Studies and of the Vice Chancellor, Student Affairs, shall be given the opportunity to review and comment on the measure, in compliance with UCD Policy, before submission to the General Membership for consideration.
  - d. In consultation with Student Affairs, the Elections Committee shall review the language for fee measures and approve the election process not less than ten business days before the start of the election. The Committee shall also compose a Voter's Guide with the election dates, voting method, ballot wording, and an unbiased, factual analysis of each measure. The Voter's Guide will be distributed to Association Members no less than seven business days before the start of the election.
  - e. As stated in UCD Policy, the required minimum voting pool is established when 20% of all Association Members cast valid votes on the particular measure. A majority of those who vote on a particular measure must vote in favor of the measure for it to pass.
3. Plebiscites
  - a. The Assembly may sponsor a referendum if the Assembly wishes to know the opinion of the General Membership about an issue.
  - b. A referendum may be placed on the ballot by a majority vote of the Assembly.
  - c. The Assembly shall approve the referendum wording on the ballot.
4. Elections

- a. The Elections Committee shall be responsible for conducting any ballot measure election.
- b. The election shall extend no less than four and no more than twelve calendar days after the chosen start of the election.
- c. Access to the ballot shall be restricted to Association Members. All reasonable steps shall be taken to ensure the security and integrity of the balloting process. If, in the opinion of the Elections Committee, the security and/or integrity of the balloting process have been compromised, the Committee may void the election.
- d. The Elections Committee shall certify and announce the election results within three calendar days following the end of the election. The Elections Committee shall inform the Student Affairs office of fee election results and, as required by UCD Policy, ask for approval of any fees.
- e. If an election is disputed, the Elections Committee shall resolve the dispute and make a full report to the Assembly. The Assembly may overturn an Elections Committee decision by a two-thirds majority vote.

## **Article III. Executive Council**

### **Section A. Membership**

1. Elected members of the Executive Council are required to maintain their enrolled or Filing Fee status or an approved "Planned Education Leave Program" (PELP) to continue in a paid position.
2. The Assembly, by a two-thirds vote, may grant a leave of absence to an elected officer. The leave of absence shall not exceed 12 weeks. The Assembly, by majority vote, may appoint a member to serve as a pro tempore officer without stipend during the leave of absence.
3. In the event of an Executive Council Vacancy refer to Article II. Section C. 3.

### **Section B. President**

1. The duties of the President shall be to: Act as the official representative and spokesperson of the Association.
2. Serve as liaison between the Association and University Administrators.
3. Serve as a liaison to the Davis community.
4. Correspond with the Chancellor, Vice Chancellors, and Deans concerning the activities and interests of the Association.
5. Represent the Association on the Graduate Council of the Academic Senate.
6. Represent the Association on the Administrative Committee of the Graduate Council.
7. Maintain communication with Student Governments and graduate student organizations on Campus.

8. Convene and chair as necessary the Hiring and Screening Committee and the President's Advisory Committee.
9. Oversee the responsibilities of the Sacramento Services Coordinator.

### **Section C. Internal Vice President**

The duties of the Internal Vice President shall be to:

1. Prepare the agenda and conduct meetings of the Assembly and the Executive Council.
2. Supervise the routine operations of the Association services.
3. Assist the President in serving as liaison between the Association and Administrators of the University.
4. Represent the Association on the Graduate Council of the Academic Senate.
5. Actively solicit and nominate graduate students for campus and System-wide committees on which graduate students are invited to serve.
6. Make temporary appointments to committees seeking graduate student representation if the General Assembly will not meet prior to the committee meeting.
7. Appoint Association members to joint student government committees to resolve issues of mutual concern.
8. Assist graduate students with any grievances and be aware of the agencies or individuals in the campus community who can assist students with problems and to appoint an ombuds, if necessary, to help in this role.
9. Oversee recognition of excellence, service, and achievement of students, staff, faculty, or administration who work diligently to advance the status of graduate students throughout UC Davis, in particular by chairing the Award for Excellence in Service to Graduate Students Committee.
10. Assist the Office of Graduate Studies in coordinating the Graduate Ally Coalition, including recruitment, training, and coordinating support.
11. Convene and chair as necessary the Internal Vice President's Advisory Committee.

### **Section D. External Vice President**

The duties of the External Vice President shall be to:

1. Serve as the Assembly's delegate to and ensure active standing in organizations for which the Assembly maintains membership.
2. Bring graduate-professional student concerns to local and national legislative bodies.
3. Assist the President in maintaining relations with student organizations.
4. Communicate regularly with the UC President and System-wide administrators of the University.

5. Attend, when requested by the Assembly, the meeting of the Regents and when necessary, prepare testimony for the meetings on issues important to the Association.
6. Attend, when requested by the Assembly, conferences related to higher education policy and meetings of the University of California Graduate and Professional Student Coalition.
7. Review with the Executive Council and Assembly the items presented and discussed at the aforementioned meetings.
8. Chair the External Affairs Committee.
9. Oversee the responsibilities of the Legislative Affairs Director.

### **Section E. Treasurer**

The duties of the Treasurer shall be to:

1. Calculate Association membership and allotment of Assembly Representatives prior to the first Assembly meeting and facilitate and assist in the registration of Representatives and alternates.
2. Prepare the current year's budget for presentation at the first Assembly Meeting.
3. Prepare a preliminary budget for the following year to guide the Treasurer-elect, to be presented at the May meeting.
4. Maintain a summary of the financial activities of the Association, to be presented at the request of the Assembly.
5. Represent the Association in financial dealings with the University and other campus organizations.
6. Represent the Association on the Council on Student Affairs and Fees and appoint a designated alternate.
7. Supervise, review, and update the administration of the Association funds according to the By-Laws and procedures established by the Association and in conjunction with the Accounting Office.
8. Hear all grievances that may arise in the administration of the funds and to make recommendations to the Executive Council concerning their adjudication.
9. Prepare a proposal to adjust the GSA Fee according to the Consumer Price Index (CPI), to be presented annually to the Assembly and the Council on Student Affairs and Fees.
10. Convene and chair as necessary the Travel Awards Committee and the Treasurer's Advisory Committee.

### **Section F. Secretary**

The duties of the Secretary shall be to:

1. Keep minutes and record attendance of the Assembly and Executive Council.

2. Distribute the minutes of Assembly meetings to the Representatives prior to the following Assembly meeting.
3. Make public and readily available all minutes, agendas, and announcements in a regular and timely manner.
4. Convene and chair as necessary the By-Laws Committee and the Secretary's Advisory Committee.
5. Serve as custodian and publisher of all Assembly documents.
6. Represent the Association on the Walker Hall Space Coordinating Committee.

### **Section G. Public Relations Organizing Director**

The duties of the Public Relations Organizing Director shall be to:

1. Organize efforts and events to facilitate graduate student advocacy, engagement, organization, and activism. Where such campaigns involve organizations outside the campus, work with the External Vice President to coordinate efforts.
2. Coordinate and conduct academic, volunteer, and social events and forums.
3. Help maintain the GSA social media presence and outreach, working with the Secretary where appropriate.
4. Promote student wellness and advocate for student wellbeing.
5. Maintain contact with the Davis branch of the UC Student-Workers Union, UAW Local 2865.
6. Chair the Public Organizing and Events Committee.

### **Section H. Other Officer Duties**

1. Officers shall serve as members of the Executive Council.
2. Members of the Executive Council shall attend Assembly meetings.
3. An officer should attend each of the following committees/organizations: the Cal Aggie Alumni Association Board of Directors, Executive Committee of the Academic Senate, Committee on Planning and Budget of the Academic Senate, and SHIP committee. Any requests for Executive Council representation from newly formed committees or outside organizations should be divided as the Executive Council sees fit.
4. The President and the Treasurer shall have discretion to disburse Association funds in amounts no larger than one hundred dollars at one time, nor larger than two hundred dollars per academic quarter without further consultation with the Executive Council or the Assembly, provided that the expenditures are made in accordance with the guidelines of the Association annual budget. Any expenditure made in accordance with this provision of the By-Law shall be reported to the Executive Council.
5. Officers shall oversee the responsibilities of the IGPS and Coffee-Bagel-Donut Day Coordinators.



6. Members of the Executive Council will provide direction to office staff.
7. The Executive Council may, by a majority vote, add items to the Assembly agenda and determine priority of the agenda items.

## **Section I. Hiring and Terminating**

The hiring and terminating decisions of the Association are the responsibility of the Executive Council.

The screening and interviewing of applicants shall be handled by a Hiring and Screening Committee, composed of the Association President and two other Assembly members appointed by the Executive Council. This committee shall recommend a candidate to the Executive Council after reviewing applications and interviewing the most qualified applicants. The Executive Council shall evaluate the recommendation and make the final decision on whom the Association shall hire. The initiation of the termination process of an employee of the Association shall be started by the President only after two-thirds of the Executive Council agrees to such action. Before such action is taken, the employee shall be given written notice of the impending initiation of the termination process.

## **Article IV. Committees**

### **Section A.**

The Association shall actively seek to staff committees from among the entire graduate student body by making specific information about each committee available and by providing a forum that will facilitate recruitment. Acceptable committees include recognized Association, Campus, or System-wide committees, as approved by the Executive Council. Committee members should report all relevant issues discussed to the Assembly.

### **Section B.**

1. The Standing Committees of the Assembly shall be: President's Advisory, Hiring and Screening, Internal Vice President's Advisory, External Affairs, Treasurer's Advisory, Secretary's Advisory, Public Organizing and Events, IGPS, Award for Excellence in Service to Graduate Students, By-Laws, Elections, Travel Awards, and Sacramento Campus Services.
2. The members of each committee shall assist the committee chair in performing the committee's duties.
3. The size of each committee shall be determined by the Executive Council, based on the needs of the committee chair, unless specified in these By-Laws.
4. Other internal committees may be appointed by the Internal Vice President or by a majority vote of the Assembly.

## **Article V. Assistant Officers**

### **Section A. Appointment, Term of Office, and Conditions of Termination**

1. Appointments shall be made by a majority vote of the Executive Council.

2. Appointments with an associated stipend must be confirmed by a majority vote of the Assembly.
3. All appointments shall last no longer than one year, and shall end no later than June 30th.
4. Appointees are required to maintain their enrolled status or an approved “Planned Education Leave” (PELP) to continue in a paid position.
5. Appointments may be terminated by a majority vote of the Executive Council with confirmation by the Assembly if, upon review, appointee(s) is/are not performing their designated duties in a timely manner. The termination notification is to be coordinated with and prepared by the Office of the Vice Chancellor of Student Affairs.

### **Section B. IGPS Coordinator**

The IGPS Coordinator will be paid a “by-agreement” fixed monthly rate (the amount to be determined by the Assembly-approved budget line item for any given year) for nine months (October through June) for his/her services.

The duties of the IGPS Coordinator shall be to:

1. Organize, plan, and lead the annual Interdisciplinary Graduate and Professional Student Symposium (IGPS).
2. Form and chair volunteer committees to assist with the planning and execution of IGPS.
3. Provide regular updates to the Executive Council on the progress of IGPS planning and any concerns regarding the success of the event.
4. Provide adequate notice if IGPS will not occur.

In the event that IGPS does not occur and the IGPS Coordinator has provided adequate notice thereof, the position will be voluntarily vacated effective the last day of the month in which notice was provided to the Executive Council.

### **Section C. Coffee-Bagel-Donut Day (CBDD) Coordinators**

The CBDD Coordinators will be paid a “by-agreement” fixed monthly rate (the amount to be determined by the Assembly-approved budget line item for any given year) for nine months (October through June) for his/her services.

The duties of the CBDD Coordinators shall be to:

1. Coordinate the activities related to the Association Coffee-Bagel-Donut Day including obtaining necessary supplies and coordinating any on campus departments that are involved in the event.
2. Work directly with the Public Relations Organizing Director to plan and host Association events.
3. Serve as a member of the Public Organizing and Events Committee.

## **Section D. Legislative Affairs Director**

The Legislative Affairs Director will be paid a “by-agreement” fixed monthly rate (the amount to be determined by the Assembly-approved budget line item for any given year) for nine months (October through June) for his/her services.

The duties of the Legislative Assistant shall be to:

1. Work directly with the External Vice President, advocating for graduate student concerns.
2. Serve as a co-chair of the External Affairs Committee.
3. Chair the GSA-ASUCD Joint Housing Task Force.
4. Attend the City Student Advisory Group meetings.
5. Serve on committees with or in lieu of the External Vice President.
6. As requested, plan and organize campus events related to the advocacy priorities of the External Affairs Committee.

## **Section E. Sacramento Services Coordinator**

The Sacramento Services Coordinator will be paid a “by-agreement” fixed monthly rate (the amount to be determined by the Assembly-approved budget line item for any given year) for nine months (October through June) for his/her services.

The duties of the Sacramento Services Coordinator shall be to:

1. Serve as a liaison between the Association and students working on the Sacramento Campus.
2. Organize Association social events in Sacramento, including a monthly Coffee-Bagel-Donut Day.
3. Coordinate other Sacramento-based Association activities.
4. Chair the Sacramento Campus Services Committee.
5. Report to the Executive Council and Assembly on issues of concern to Sacramento-based graduate and professional students.

## **Section F. Bodega Marine Laboratory Graduate Student Campus Representative (BMLGR)**

The BMLGR will be an unpaid member of the Executive Council. The BMLGR will be appointed according to the conditions outlined in the Bodega Marine Science Association (BMSA) by-laws Section 1.13 found [here](#).

The duties of the Bodega Marine Laboratory Graduate Student Campus Representative shall be to:

1. Serve as a liaison between the Association and graduate students working at the Bodega Marine Laboratory
  - a. The graduate students represented by the position are also represented by graduate group representative on the Davis campus. However, the BMLGR represents graduate student issues as it pertains to life as a student actively working at the Bodega Marine Laboratory; they will not represent issues general to an individual's graduate group.
2. Report to the Executive Council and Assembly on issues of concern to Bodega Bay-based graduate and professional students.
3. Report to BMSA on proceedings from the Association's General Assembly and Executive Council meetings.

### **Section G. Graduate Student Pantry Director**

The Graduate Student Pantry Director will be paid a "by-agreement" fixed monthly rate (the amount to be determined by the Assembly-approved budget line item for any given year) for twelve months (July through June) for his/her services.

The duties of the Pantry Director shall be to:

1. Coordinate the activities related to the Association including obtaining necessary supplies and coordinating any on campus departments that are involved in the event.
2. Report updates to the Executive Council and the funding body on the status of the Pantry.
3. Organize additional events and programming in direct support of graduate student basic needs.

## **Article VI. Department Fund**

The Department Fund is established to promote cultural and professional activities for all students within graduate degree programs and to encourage participation in the Assembly.

### **Section A. Budget Allocation**

1. The annual Department Fund budget shall be at least enough to fund the year's full distribution to each graduate degree program.
2. Association membership and Total Association membership shall be derived from the same enrollment figures used to allot representatives as outlined in the Association Constitution, Article IV, Section B.1.

### **Section B. Distribution**

1. One third of the annual Department Fund budget shall be distributed each academic quarter.

2. The students within a graduate degree program will become eligible for a distribution from the fund for a given quarter if the program has properly registered representatives with the Association, and has sent one of those representatives to at least one Assembly meeting.
3. Representatives must register with the Association each year after the Treasurer calculates the number of seats allotted each graduate program in the assembly.
4. Changes in official representation for the purposes of Department Fund distributions must conform to registration procedures established in the Association Constitution, Article IV, Section B.
5. Department Fund distributions shall occur automatically at the end of each quarter. There shall be no additional application process beyond that described in these By-Laws.
6. Department Fund distributions shall consist of two components: 1) An Attendance Award and 2) A "Remainder" award.
7. Attendance awards for each "rep-attendance" shall be at least the California minimum hourly wage A "rep-attendance" is defined as a single, registered representative attending a single Assembly meeting. The number of Assembly meetings per quarter counting towards Department Funds shall not exceed the minimum number of Assembly meetings per quarter dictated in these By-laws.
8. "Remainder" awards in each quarter shall be the product of each qualifying group's Association members and a dollar amount set by the Treasurer such that the entire quarter's Department Fund is distributed. To qualify for the remainder fund, departments need to have representation at 50% of possible attendances of regular meetings, not to include additional meetings beyond three per quarter (ie. A department with 3 representatives will need to have 5 attendances at the 3 Assembly meetings to qualify).

### **Section C. Audits**

All expenditures from Department Fund distributions must conform to University policy governing the use of University funds, U.C. Davis Policy and Procedure Manual, Section 330. Receipts for purchases using Department Fund distributions must be retained by the graduate student group for five years and are subject to audit by the Treasurer's Advisory Committee as necessary to investigate cases of alleged misappropriation. Department Fund purchase receipts may be stored in the Association office in a manner to be set by the Association Treasurer.

### **Section D. Misuse**

Cases of alleged misappropriation of allocated funds must be submitted in writing to the Treasurer's Advisory Committee. The Committee may, after consulting with all parties involved, recommend to the Assembly that the organization be suspended from Fund participation for no longer than one year. All final decisions concerning the suspension of an organization are left to the discretion of the Assembly.

## **Article VII. Special Projects and Awards**

## **Section A. Special Projects**

Special Projects shall be funded on a rolling basis, in order to assist graduate student-initiated projects and other events of significant interest or value to graduate students across campus. Applications shall be submitted no less than six weeks in advance of the event date. The Executive Council shall first review all applications for accuracy and return any incomplete submissions for further revision. The Executive Council, by a majority vote, shall provide recommendations to the Assembly. The Treasurer shall report the remaining sum in the Special Projects Fund to the Assembly alongside the application. The General Assembly shall have final voting authority over the allocation of these funds. If the project is of program concern, the applicant shall pursue matching funds from his or her department and/or provide a letter of support from the Graduate Advisor. In no case may an Association grant exceed one thousand dollars.

## **Section B. Special Projects**

Student Activism shall be funded on a rolling basis. The funds are available to assist graduate students holding events that campaign for social and or political movements. Applications shall be submitted no less than six weeks in advance of the event date. The Executive Council shall first review all applications for accuracy and return any incomplete submissions for further revision. The Executive Council, by a majority vote, shall provide recommendations to the Assembly. The Public Relations Organizing director shall report the remaining sum in the Student Activism Fund to the Assembly alongside the application. The General Assembly shall have final voting authority over the allocation of these funds. In no case may an Association grant exceed five hundred dollars.

## **Section C. Travel Awards**

Association Travel Awards shall be granted biannually, in order to assist Association members with travel, lodging, registration fees, and other expenses associated with presenting at professional development meetings or academic conferences.

1. The applicant must be a current member of the Association. Recipients of concurrent grants from the Office of Graduate Studies are ineligible for Association Travel Awards.
2. Travel Award recipients shall be selected by the Travel Awards Committee of the Association, and the awards shall be administered by the Association office coordinator.
3. The Travel Awards Committee shall consist of the Treasurer and at least four other graduate students. The Travel Awards Committee should include at least one representative from each of the primary discipline areas of the University.

## **Section D. Award for Excellence in Service to Graduate Students**

The Award for Excellence in Service to Graduate Students shall be presented annually to one or two members of the UC Davis staff, faculty, or administration. The Award will include a **certificate** and a gift, approximately \$250.00 in value, to be chosen by the Internal Vice President in consultation with the recipient's nominator.

1. Graduate Students may make nominations for the Award by submitting a completed nomination form and supporting documents to the Association Office by the deadline. The deadline will be early in March and will be set each year by the Internal Vice President.
2. The nomination form will be made available online and/or in hard copy by January of every year. The Internal Vice President will form a selection committee of five graduate students to include at least one representative from each of the primary discipline areas of the University.
3. The selection committee shall use the following criteria to select award recipients:
  - a. Promotes and supports both graduate students' academic achievement and personal wellbeing.
  - b. Provides support that reaches a broad audience and has a significant impact on individual students.
  - c. Contributes in ways that are above and beyond the scope and duties of the nominee.
  - d. Has not already received the award in the past three years.
4. The Internal Vice President will present the name(s) of the recommended award recipients to the Assembly. The Assembly shall confirm the selection by a majority vote.
5. The award will be presented in April or May.