

## CHARTER

This is the Charter of the Graduate Assembly as revised effective October 24, 2011.

### 1. General

- 1.1. The Graduate Assembly of the Associated Students of the University of California (ASUC), Berkeley, is constituted under the authority of Article V of the Constitution of the ASUC.
- 1.2. The Graduate Assembly's mission is to serve the interests of all graduate and professional students at the University of California at Berkeley, and to advocate on their behalf.
- 1.3. The purpose of the Graduate Assembly is to speak for the ASUC on matters of concern to graduate students, and to otherwise further those interests which are common to graduate students, including those in the Schools of Law and Business.
- 1.4. The members of the Graduate Assembly are the following: Delegates, Alternate Delegates, Officers and Elected Representatives.
- 1.5. Ex-officio non-voting members of the Graduate Assembly are the following: Appointed Representatives who are not also Delegates and those graduate students who are ASUC Senators.

### 2. Delegates and Alternate Delegates

#### 2.1. Delegates

- 2.1.1. Each department, school, or college within the Graduate Division shall be entitled in the Graduate Assembly to one (1) Delegate for each one hundred (100) graduate students or fraction thereof enrolled within, except that within those schools, colleges, or departments which are functionally subdivided into two or more semi-autonomous academic units or divisions, each unit or division shall be entitled to Delegates in accordance with the above rule. Determination of subdivisions shall be made by the Assembly Affairs Vice President (AAVP) and the Rules Committee. Delegates shall be chosen in one of the following ways:
  - 2.1.1.1. Selected by graduate students in their unit participating in a publicized meeting or responding to a mail ballot.
  - 2.1.1.2. Selected by the representative student body of their unit.
  - 2.1.1.3. Appointed by their department, school, or college with the concurrence of the representative student body of their unit, if any.



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- 2.1.2. Students in other graduate degree programs, such as interdisciplinary groups and individual Ph.D. programs, are entitled to Delegates as determined by the AAVP and the Rules Committee, subject to the approval of the Assembly.
    - 2.1.3. The Delegate Assembly shall be the final judge of each Delegate's right to be seated.
  - 2.2. Alternate Delegates
    - 2.2.1. Each department, school, college, or other graduate program may choose sufficient Alternate Delegates to permit its full representation at all Graduate Assembly meetings. The number of Alternate Delegates from one department, school, or college, however, shall not exceed the number of Delegates allowed by section 2.1.1.
    - 2.2.2. Alternate Delegates from departments, schools, or colleges within the Graduate Division shall be selected in one of the ways specified in paragraph 2.1.1. The AAVP and the Rules Committee shall determine selection procedures for Alternate Delegates from other graduate programs. While Alternate Delegates should attend as many meetings as possible, no unit shall be entitled to cast more votes than its number of Delegates allowed by section 2.1.1.
3. Officers and Elected Representatives
  - 3.1. The Graduate Assembly shall annually elect a President, an External Affairs Vice President, an Assembly Affairs Vice President, a Campus Affairs Vice President, and a Treasurer (see section 5.5). Election shall be by a majority of Delegates voting at a scheduled and publicized meeting of the Assembly.
  - 3.2. The Graduate Assembly may elect other Officers and Representatives as provided in its By-Laws.
  - 3.3. Any Officer or Elected Representative of the Graduate Assembly may be recalled by a two-thirds (2/3) vote of the Delegates present and voting at a scheduled and publicized meeting. At least one (1) week's notice must be given for this meeting, and its publicized agenda must include the recall as an item of business. Election of a replacement shall be the first order of business at the next meeting.
  - 3.4. Committees and Subcommittees
    - 3.4.1. The Graduate Assembly shall establish committees as needed, except that there shall be Budget and Funding Committees as specified in section 5.4.
    - 3.4.2. Committee meetings shall be open in the same manner as specified in Section 6.5.



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4. Staff
  - 4.1. The Graduate Assembly shall establish staff positions and hire staff as needed.
5. Funding and Budgets
  - 5.1. The Graduate Assembly shall have the responsibility for funding its operations, subject to the provisions of Sections 5.2 through 5.12 of this Charter.
  - 5.2. The Graduate Assembly shall receive funding from the ASUC as specified in the most recent Memorandum Of Understanding between the ASUC and the Graduate Assembly.
  - 5.3. The Graduate Assembly shall have the authority to seek non-ASUC funds as it desires, so long as such action does not conflict with the goals of the entire student body as expressed by the ASUC Constitution and does not in any way endanger the tax-exempt status of the ASUC. Any non-ASUC funds received by the Graduate Assembly must be deposited in the Assembly's ASUC account and are subject to all applicable regulations for the expenditure of ASUC funds.
  - 5.4. The Graduate Assembly shall establish a Funding Committee and a Budget Committee, each consisting of at least five (5) and not more than eleven (11) Delegates.
    - 5.4.1. The Funding Committee is responsible for preparing recommendations to the Delegate Assembly on the allocation of Graduate Student Group funding. The Committee will also be responsible for formulating policies for the allocation of such funding, subject to the approval of the Delegate Assembly.
    - 5.4.2. The Budget Committee is responsible for preparing annual recommendations to the Assembly on the allocation of Assembly funds. The Funding Committee shall also be responsible for formulating policies for the allocation of Assembly funds, subject to the approval of the Delegate Assembly.
  - 5.5. The Graduate Assembly shall elect a Treasurer and a Funding Officer.
    - 5.5.1. The Treasurer is responsible for:
      - 5.5.1.1. overseeing the expenditure of Assembly funds;
      - 5.5.1.2. assisting the Budget Committee in exercising its responsibilities; and
      - 5.5.1.3. other financial matters delegated by the Assembly.
    - 5.5.2. The Funding Officer is responsible for:
      - 5.5.2.1. overseeing the allocation of Graduate Student Group funding;
      - 5.5.2.2. assisting the Funding Committee in exercising its responsibilities; and
      - 5.5.2.3. other financial matters delegated by the Assembly.



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- 5.6. The annual budget of the Graduate Assembly shall be approved by at least two-thirds (2/3) vote of the Assembly, with one (1) week prior notice being given to all members before budgetary questions can be voted on.
  - 5.7. The Graduate Assembly shall have the authority to fire, hire, and supervise its staff, in accordance with ASUC and Graduate Assembly personnel policies and procedures.
  - 5.8. The Graduate Assembly may, if it so desires, create a budget surplus. Any funds remaining in the Graduate Assembly accounts at the end of the fiscal year shall be automatically carried over for use by the Graduate Assembly in the following year.
  - 5.9. The Executive Director of the ASUC Auxiliary is responsible for ensuring that Graduate Assembly expenditures:
    - 5.9.1. are in accordance with appropriate and applicable University and ASUC regulations;
    - 5.9.2. do not violate local, state, federal laws; and
    - 5.9.3. do not endanger the tax-exempt status of the ASUC.
  - 5.10. The Graduate Assembly shall have the authority to create programs in its budget to provide funding to Graduate Student Groups.
6. Assembly Meetings
- 6.1. The Graduate Assembly shall have regular meetings once a month during the months of September through May, except January, and shall also have special meetings at such other times as the Assembly shall deem necessary or by call of the President.
  - 6.2. Upon the receipt of the written petition of at least fifteen (15) Delegates, the President must call a meeting of the Assembly to be held within seven (7) days of the time of the presentation of petition.
  - 6.3. At least one (1) week notice shall be given of any Assembly meeting.
  - 6.4. A quorum of the Graduate Assembly for the purpose of doing business shall consist of twenty-five (25) percent of the voting members, being the Delegates or their Alternates, plus one (1) voting member.
  - 6.5. All meetings of the Graduate Assembly shall be open to all members of the University community, except that a two-thirds (2/3) vote of the Delegates present and voting may close a meeting.



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- 6.6. The Graduate Assembly may allow persons who are not members the privilege of the floor as occasion may warrant.
  - 6.7. All meeting announcements and agendas, and all motions and resolutions passed by the Graduate Assembly shall be forwarded to the Chair of the ASUC Senate according to Article V, Section 1 of the ASUC Constitution.
  - 6.8. Robert's Rules of Order, newly revised, shall be parliamentary authority in all meetings of the Graduate Assembly.
7. Standing Policies
- 7.1. The Standing Policies of the Graduate Assembly are statements of position for the Graduate Assembly. They represent the ideology of the organization and give direction to officers, staff, representatives, and delegates in representing the Graduate Assembly.
  - 7.2. Any official position or Standing Policy requires a two-thirds (2/3) vote of the Delegates present and voting at an Assembly meeting for adoption.
8. Changes to the Charter and By-Laws
- 8.1. This Charter may be amended by mail or e-mail ballot by a two-thirds (2/3) or greater vote of the Delegates responding, providing that the total affirmative vote constitutes no less than a majority of the current Delegates.
  - 8.2. The Graduate Assembly may adopt such By-Laws as it deems necessary and proper, commensurate with this Charter and with the Constitution of the ASUC. Such By-Laws shall be adopted by either:
    - 8.2.1. A majority of the Delegates, voting by mail ballot.
    - 8.2.2. Two-thirds (2/3) vote of the Delegates present and voting at an Assembly meeting.
9. Definition of voting percentages
- 9.1 In the Charter and Bylaws, whenever a fraction of the relevant number of delegates is required, the minimum number of delegates satisfying this requirement is that percent of the relevant number of delegates, rounded down, plus one.

