GRADUATE ASSEMBLY OPERATIONAL POLICIES

0. GENERAL
These policies were adopted by the Graduate Assembly (GA) Executive Board and may be repealed or amended by a ⅔ majority of the Executive Board. Grammatical and hyperlinks corrections can be made by the Internal VP. It is the responsibility of all officers and staff receiving a stipend from the GA to follow these policies. The policies herein are meant to supplement the provisions contained in the GA Charter and Bylaws; in case of any conflict, the Charter and Bylaws shall take precedence.

1. HUMAN RESOURCES
1.1. Graduate Assembly Stipend Staff. The Graduate Assembly hires stipend staff and pays 100% of salary. The Executive Board shall approve the posting of each stipend staff position before posting on CalJobs. If a stipend staff is hired and has work-study (W/S) funding, the GA will hire that person through ASUC Student Union (ASUC/SU) to recover some expenses.

1.1.1 Job descriptions. The creation of stipend staff positions, as well as any change to their job description (including hours and pay), requires approval of the Executive Board. However, GA Projects can only be created and dissolved by amending the GA Bylaws, and in accordance with the Bylaws, changes to a Project Coordinator job description require Delegate Assembly approval.

1.1.2 Hiring. According to the GA Bylaws, “the search for as well as the selection, evaluation and termination of a stipend-staff member is at the discretion of the position's immediate supervisor, within the bounds of the Charter and these Bylaws.” The Bylaws include a specific hiring process for Project Coordinators (refer to section 5.4 of the GA Bylaws). They also require that applicants who are UC Berkeley graduate students be prioritized when hiring GA stipend staff (section 2.7.6). Each stipend staff must complete a Stipend Agreement with clear indication of monthly and/or semester pay rate.

1.1.3 Stipend disbursement. The monthly stipend for staff who receive it is budgeted according to the salary schedule in the approved annual budget for the GA. Stipend checks are disbursed at the end of each month; unless otherwise approved by the GA President or IVP. Staff who receive a semester stipend usually receive their stipend in November (for the Fall semester) or April (for the Spring semester), unless otherwise approved by the GA President or IVP.

1.2. Business Office Student Employees. All Business Office student employees are hired through the ASUC/SU. The LEAD Center Coordinator for the GA (herein referred to as the GA Advisor) coordinates the recruitment and interview process for all student employees of the Business Office. The GA posts all Business Office student positions on the W/S job site and prioritize candidates with W/S funding for Business Office positions. The GA Advisor
collects and approves timesheets for Business Office student employees. Students clock in and out on an electronic timesheet called Caltime. The ASUC/SU funds all costs for Business Office staff salaries minus $20,000 which the Graduate Assembly will pay back annually to the ASUC/SU before the close of each fiscal year. At the end of the academic year, the GA Advisor and Internal Vice President will evaluate the Business Office staff and, in consultation with the Executive Board, decide how many positions to open for the following year.

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1.3. Advising Career Staff. Advising Career Staff are employees of the ASUC/SU. The ASUC/SU supports 100% of the GA Advisor’s salary and benefits. When a career staff position is vacated, hiring procedures should follow the processes outlined by the ASUC Student Union Board for all career staff hiring.

1.4. Affirmative Action and Non-Discrimination. “The Graduate Assembly, in compliance with all applicable federal and state law, does not discriminate on the basis of race, gender, religion, color, ethnicity, age, marital status, political persuasion, country of origin, ancestry, citizenship, sexual orientation, pregnancy, medical condition, or disability, and shall act affirmatively to ensure that the Graduate Assembly, in its actions, appointments, and personnel, reflects the diversity and heterogeneity of the graduate student population at UC Berkeley.” (section 6.1 of the GA Bylaws).

2. PHYSICAL RESOURCES
2.1. Building Access
2.1.1 Building access to Anthony Hall. GA officers and staff can obtain card key access to Anthony Hall by completing an access request form. Executive officers, project coordinators, and career staff are given 24 hours, 7 days/week access. Other officers and staff are given access from 8am to 5pm, Monday to Friday, unless otherwise approved by the GA President or IVP. All officers and staff who have card key access must also obtain their personal code to deactivate the building alarm.
2.1.2 Reservations. Student groups and individual graduate students can reserve Anthony Hall meeting spaces and patio if a GA officer, project coordinator, or staff co-hosts. Exceptions to this policy can be made by the IVP. or with Executive Board approval. All reservations must be sent to the IVP, or his/her designee, for approval.

2.1.3 Key to Old Art Museum. Some large GA equipment, i.e. tables, chairs, etc., are kept in the Old Art Museum, the brick building adjacent to Anthony Hall. As this space is shared with UCPD, the key is kept with UCPD and the GA Front Desk can request access from UCPD.

2.2. Computer Accounts & Document Archive. The Anthony Hall desktop computers are setup as a network. Officers and staff can sign on any computer using their CalNet account.

2.2.1 Berkeley Box (berkeley.app.box.com) is a content management and collaboration tool provided and maintained by the University of California Berkeley. The GA folder on the site is maintained by the Executive Assistant. Box is accessed through an individual’s CalNet ID and Passphrase. To access the Graduate Assembly’s Box site, specifically, an individual must be invited by a site manager. Currently, the Box is utilized solely as a document library.

2.3. Equipment Checkout. Two separate, but similar equipment checkout processes exist: In-house equipment checkout: Only GA officers, project coordinators and Business Office Staff may checkout equipment designated for in-house use. Graduate student equipment checkout: Individual graduate students and graduate student groups may checkout equipment from the ASUC/SU Event Services.

3. MEETINGS AND EVENTS
3.1. Reserving Venues. This section provides information on the types of venues frequently used for GA meetings and events. A list of indoor venues available on campus and their capacity can be found on the UC Berkeley website.

3.1.1 Anthony Hall room reservations. Anthony Hall is free to use. Space in Anthony Hall, including the patio, can be reserved by a form available on the GA website and submitted to the IVP.

3.1.2 Loading permits for Anthony Hall. The GA has a limited number of loading permits to use for special events (e.g. to load/unload materials in front of Anthony Hall). Please ask the front desk in advance of your event to reserve a permit.

3.1.3 Anna Head Alumnae Hall. Anna Head Alumnae Hall was renovated with funds provided by the GA and ASUC. GA officers, staff, and project coordinators as well as graduate student groups may reserve Anna Head by contacting ASUC/SU Event Services. For GA internal
events, the GA Executive Officers, have bumping rights to Anna Head; meaning the GA can bump non-ASUC/GA internal events if notice is given at least two weeks prior to the event date.

3.1.4 Campus classroom reservations. Campus classrooms can be reserved online via the Registrar website (http://registrar.berkeley.edu/current_students/studentgrps.html). They are free for all student groups and therefore in high demand. Also, while it is possible to express a specific venue preference in the “Comments” field of the online form, the system may assign a different venue as long as its capacity meets the event's needs.

3.1.5 Student group registration. For the purpose of campus reservations, the GA is registered with the LEAD Center. All GA space reservations must be made with that group.

3.1.6 ASUC Student Union room reservations. Meeting rooms in Hearst Gymnasium can be reserved through the ASUC.

3.1.7 Room Reservation Fund: The GA has established a fund to help cover costs associated with use of other campus spaces that have a rental cost during the renovation of MLK and Eshleman Hall. These fee-based spaces include but are not limited to the I-House, Alumni House, Faculty Club, and the Women’s Faculty Club. For GA internal groups and officers, the IVP can approve use of the Room Reservation Fund. For graduate student groups wishing to use this fund, requests must be made to the Funding Chair who will review the request and make a recommendation to the Executive Board for approval.

3.1.8 Accessibility requirement. All GA events must be accessible to people with disabilities. An e-mail contact should be made available for each event to allow people to request reasonable accommodation for disabilities.

3.2. Event Permits. ASUC Event Services has a chart with important questions to ask for events (http://eventservices.berkeley.edu/index.php?option=com_content&view=article&id=127&Itemid=163). Below are some of the most commonly requested permits for GA events.

3.2.1 Alcohol permits. For any event with alcohol, a permit must be requested with UCPD (http://police.berkeley.edu/documents/fillables/AlcoholPermitRequest.pdf). The alcohol permit requires the signature of a GA Advisor, LEAD Center Director or Assistant Director. The permit may also need the signature of the building coordinator where the event will be held, signed by the building coordinator after consultation with the president. Additionally, if the event has an entrance fee or donations will be solicited, a one-day permit from the ABC is required (application available at http://www.abc.ca.gov/forms/PDFSpce.html). Alternatively, if the event is catered by a vendor with an ABC license covering the event, the GA needs a copy of their permit and their liability insurance information.
3.2.2 Food permits. Food permits can be obtained from EH&S, but are usually not needed when the event is catered.

3.2.3 Fundraising permit. A fundraising permit is needed for any event with an entrance fee.

3.3 Alcohol purchasing. Due to University restrictions on the use of student fees, a very limited number of funding sources are available to reimburse alcohol purchases. Therefore, the GA Executive Board shall closely monitor and control expenditures involving alcohol.

To request the use of funds eligible for alcohol purchases, GA Officers and Project Coordinators shall submit a request to the Executive Board for approval at least 2 weeks prior to the alcohol purchase or date of the event, whichever comes first. Information presented to the Executive Board should include dollar amount requested, number of expected guests, date and location of event, and the status of obtaining an alcohol permit (if applicable). Several recurring events, which are similar in nature, may be approved at once at the discretion of the Executive Board. A new request for multiple recurring events will be required for each semester.

Reimbursements for alcohol expenditures should be submitted to the GA Business Office and processed separately from normal requests. As a general guideline, alcohol requests should be limited to approximately $4/person (The Executive Board may approve a higher amount in special circumstances).

3.4. Risk Management. Information on risk management for campus events can be obtained from the LEAD Center website at http://lead.berkeley.edu/orgs/risk-management.

3.4.1 Insurance. In order to satisfy requirements of the GA Auto Insurance Policy, any member of the GA who will operate their personal automobile for GA business, at any time, must provide the Business Office with a copy of their driver’s license and proof of automobile insurance.

3.4.1 Volunteers. Especially if your event is going to have many people in attendance, or if you will be serving alcohol, you need people to help with crowd control. Please plan on having volunteers.

3.5. Notice of Planned Events. Any GA officer, chair or project coordinator planning an event should make an attempt to avoid scheduling conflicts with other GA events.

3.6. Promotion of Events. See Section 4 (Communications) for information about promoting events. For events with ticketed admission, the tickets should be released on a known date and time. The ticket release date should be posted on the GA website and listservs with at least 48 hours notice.

4. COMMUNICATIONS
4.1 Primary Spokesperson. The GA President is the main voice of the Graduate Assembly and as such is responsible for matters related to public relations. The President will report to the Executive Board on all public communications made as GA spokesperson.

4.2 Press and Media Requests. All requests from press or media sources should be directed to the President. The President can choose to redirect any requests to other officers or staff but the President will remain the main press contact. Officers and staff who receive a request for quotes, comments, etc. should direct them back to the President.

4.2.1 Op-Eds. GA officers and staff wishing to write an op-ed on any matter should first contact the President. Additionally, a draft of all op-eds should be sent to the President for review before being submitted.

4.2.2 Exceptions to the above communication policies. The EWOCC Director may directly create promotional media and speak to the press on behalf of EWOCC without first communicating with the President. If any substantial issues arise around EWOCC, the President and Campus Affairs VP should be immediately informed.

4.3 Project Websites and Postings. All project websites must link back to the main GA website and this link must be easy to find on the project homepage. Additionally, all postings, clothing, fliers, and other promotional materials created by and for the projects (including EWOCC) should mention GA sponsorship, should include the GA logo, and when possible mention the GA’s contact info and/or webpage.

4.4 Meetings Notice and Posting. The GA Bylaws (4.12) require that committee and workgroup chairs give at least one week notice of any meeting. Chairs should add a new meeting to their committee/workgroup page on the GA website, and post the meeting agenda. Meeting information should also be sent by e-mail to all committee/workgroup members. Following the meeting, the chair should post minutes (including a list of attendees and all decisions taken at the meeting) on the same website page. All committee/workgroups meetings should also be posted on the GA events calendar (see below).

4.5 Events Calendar. All GA meetings and events should be posted on the GA web calendar. To do so, an event must be created on http://events.berkeley.edu, specifying “Graduate Assembly” as the primary sponsor. The event will be moderated and appear on the GA calendar within a day or two.

4.6 GA Website and Electronic Newsletter. The GA sends a monthly newsletter to all graduate students, with the exception of the summer months. Announcements for these newsletters should be sent to the GA President. The President will solicit newsletter material for GA officers, staff, and project coordinators about two weeks prior to the newsletter date. News items to be
posted on the GA front page, should be sent by e-mail to tech@ga.berkeley.edu; adding an image to illustrate the announcement is recommended. The Internal VP and the Tech Director will be the primary points of contact for general inquiries stemming from the GA website, and may redirect questions to other officers or staff.

4.7 Delegate Assembly Announcements. Members of the campus community can comment in the General Announcements at the beginning of the Delegate Assembly if time permits and if approved by the IVP before the Delegate Assembly begins. Agenda items for the Delegate Assembly meeting should be sent to the Internal VP (internal@ga.berkeley.edu) at least one week before the meeting. Any supporting materials should be emailed to the IVP and Executive Assistant (if electronic), or delivered to Anthony Hall at least two days before the Delegate Assembly. The IVP can also send time-sensitive announcements to the delegates’ email list between meetings.

4.8 Social Media. Access to the Graduate Assembly Facebook, Twitter, Google+, LinkedIn, and other social media accounts will be given to all GA officers and stipend staff, as needed. The GA Marketing and Social Media Manager is responsible for maintaining GA social media accounts as well as editing or removing inappropriate posts on GA pages. Any member of the GA may submit requests to the Marketing and Social Media Manager for posting to social media accounts. Postings on the GA social media accounts must be related to GA-led or GA-sponsored events and initiatives. The Executive Board may remove any content posted on GA accounts at its discretion.

4.9 Surveys. Qualtrics accounts can be requested through the University.

5. REPORTING AND ATTENDANCE
5.1 Regular Reports. Officers, Graduate Council representatives, committee and workgroup chairs are required by the GA Bylaws (3.7) to submit a report at each Delegate Assembly meeting. Written reports should be sent to the Internal VP (internal@ga.berkeley.edu) and the Executive Assistant (execassist@ga.berkeley.edu) before the Thursday preceding each Delegate Assembly meeting. The report should include brief updates on the main activities of the officer, representative, committee or workgroup during the month, as well as any issue that should be brought to the attention of the delegates. Copies of agendas and minutes should be included for archival purposes. Committee chairs should attach to their report any resolution analyses performed by the committee that month. The President, Vice Presidents and Vice President of Finance are scheduled to present brief oral reports at each Assembly meeting. Other officers, chairs or representatives should notify the IVP if they intend to present an oral report. Project coordinators are required by the GA Bylaws (5.3.1) to report to the Delegate Assembly once a semester. The format for this report is "a one-page review of his/her project, with emphasis on the stated purposes, goals, and objectives of the project and on proposals, suggestions, and ideas for the future of the project." This report should be sent to the Campus
Affairs VP at a time specified by him/her. Project coordinators are also encouraged to submit monthly written reports to the Assembly, as outlined above.

5.2 Transition Reports. All officers, chairs or project coordinators who are not continuing in the same position must submit a transition report at the end of their term. This also applies to those vacating their position before the end of their term. The report should include information on ongoing projects, information on university and external contacts, and all other information (files, databases) that would be useful to their successor.

5.3 Executive Board Meeting Attendance. Executive Board officers are required to attend all meetings of the Board. The President can excuse an officer based on a request made in advance of the meeting. The President can also approve electronic (via phone, skype, google hangout, etc.) attendance on an as needed basis, though this is not encouraged in lieu of in person attendance. In the unlikely situation that the President is not available or is out of town, the IVP can chair the Executive Board meeting. When necessary, a member of the Executive Board may request an electronic vote of the Executive Board. The result of this vote must be immediately shared in writing (email is acceptable) to the entire Executive Board, the Executive Assistant, and the GA Advisor. However, if possible, voting should take place during regularly scheduled Executive Board meetings.

6. FINANCE

6.1. Budget Process. As outlined in the Bylaws, each GA officer and project coordinator, as well as the GA Advisor, must submit no later than March 1 a proposed budget for the following academic year. Budget proposals are submitted to the Vice President of Finance for review by the Budget Committee. Any proposed changes to the officer or project coordinator's job description should be included with that budget. The Budget Committee will submit a draft budget by the April meeting of the Delegate Assembly. The Budget Committee will also receive feedback from delegates and officers-elect. The Vice President of Finance, with input from the President, will present a final version for approval at the April Delegate Assembly meeting.

6.2 Budget Amendments. To transfer funds between line items in their budget, officers or project coordinators should make a request to the Vice President of Finance. The Budget Committee can approve transfers under a thousand dollars ($1,000), while larger transfers require Delegate Assembly approval. Funds under “Discretionary” may be used for any non-stipend expenditure. Officers or project coordinators who require additional funding during the year can request funds from the general contingency budget line. This is done through a budget amendment resolution submitted to the Delegate Assembly. During summer months and other times when the Delegate Assembly is not in session, the Executive Board may act on behalf of the Delegate Assembly on urgent budget amendments as permitted in the GA Bylaws.
6.3 Carryforwards. At the end of the year, all unused funds are de-allocated and returned to the GA reserve, with the exception of external income (i.e. from sources other than student fees) which is carried forward to the new year's budget. The Executive Board may authorize carryforwards of non-income line items.

6.4 Approval of Expenditures. Expenditures for non-Executive Officers over five hundred dollars ($500), including PSAs which throughout the summer total $500 or more, with the exception of regular stipends or other regular expenditures, must be pre-approved by the Vice President of Finance or, in the absence of the Vice President of Finance, by the President. This approval must be received before money is spent or promised to any parties. Approval of expenditure requests can be made online or emailed to the vice president of finance. GA officers, project directors, and staff may be asked to provide supporting information about costs to verify prices. This can include expense estimates for substitute goods/services or estimates from competitors. When ordering food and beverages for meetings or events, GA officers and staff should attempt to meet the same expenditure limits imposed to student groups (currently $8 per UCB student in attendance and $1 per other attendee). Any decision made by the Vice President of Finance or President under this section must be put on the record at the next Executive Board meeting.

6.5 Purchasing. All officers and project coordinators can submit purchasing and reimbursement requests via CalLink. Reimbursement requests must follow LEAD Center guidelines for reimbursements unless otherwise approved by the Executive Board.

6.6 Signing Authority
6.6.1 Bank account. The President has signing authority for checks drawn from the GA bank account.

6.6.2 Contracts. Only the President can sign contracts or agreements on behalf of the GA, following a directed action from the Executive Board or Delegate Assembly. If the President is unavailable, the IVP may sign on behalf of the GA following approval from the remaining voting members of the Executive Board.

6.6.3 Exceptions. Personal Service Agreements (PSA), which can be approved by the officer or staff from whose budget line the PSA is drawn (section 6.3 above still applies).

6.7 Financial Reporting. The Vice President of Finance should report to the Delegate Assembly on the current status of the GA's budget and investments at least twice per semester.

6.8 All Funds. The GA budget presented to the Executive Board and Delegate Assembly must include information on all funds held in GA bank accounts (including but not limited to liquid reserves, commercial revenue, external income, fundraising revenue, and investment
revenue), as well as any carryforwards and transfer to/from reserves. The policies in this section apply to all funds held in GA bank and investment accounts, independent of the revenue source. This does not preclude additional restrictions on the use of funds associated with specific revenue sources.

7. Use of Anthony Hall
7.1 General Use. Anthony Hall is a Graduate Assembly space dedicated to serving graduate students. Graduate Assembly officers and Business Office staff have first priority in the use and reservation of Anthony Hall rooms. Any UC Berkeley students (undergraduates, graduates, visiting scholars, post-doc, affiliates, VSPA, etc.) are permitted to use the space including, but not limited to: conference rooms, lounge, patio, restrooms, and other equipment such as microwave, fridge, etc. Any other individuals seeking to use Anthony Hall space will be limited.

7.2 Access to Anthony Hall. Anthony Hall will be open during standard business hours, Monday-Friday, 9am-5pm. Business Office staff will serve as the primary staff on site to help visitors and students seeking assistance. Those seeking to enter and use Anthony Hall must provide a valid UCB Student ID card to Business Office staff prior to admission. Additionally, Anthony Hall users not affiliated with the GA must sign-in at the frontdesk.

7.3 After-Hour Access. Only Graduate Assembly staff (executive officers, project directors, and officers) and Business Office staff will have after business-hour access to Anthony Hall. In order to access and use Anthony Hall, a GA officer/staff must accompany and sponsor those seeking use and must be present during the duration of the visit/event.

7.4 Security Access. Graduate Assembly staff (executive officers, project directors, and officers) and Business Office staff must have security clearance to use Anthony Hall after hours. To gain clearance, a UCPD Card Key System application must be completed and submitted to the Internal Vice President, who will review and approve request. Applications will be sent to UCPD for processing and official clearance will be provided by UCPD. Once approved, your UCB Student ID card will act as a keycard for entrance and a personalized alarm system code will be provided. Each code must be kept confidential and must not be shared with others. All security access rights expire on July 1 of each year so you must submit a new form to the Internal Vice President to renew your access.

7.5 Reservation of Anthony Hall. Individuals, student organizations, or outside entities seeking to use Anthony Hall during (or after with GA staff sponsor) business hours, are required to fill out a Meeting Room/Patio Rental Reservation Request Form available on the GA website which is under Resources. Though, Graduate Assembly officers and Business Office staff have first priority in the use and reservation of Anthony Hall rooms. Forms must be completed and submitted to the Internal Vice President via email internal@ga.berkeley.edu at least one week before intended use of space. Set-up, clean-up, and other special requests must also be
indicated in the forms (ie: room set-up, chairs, tables, projector, AV equipment, etc). The IVP will review and approve requests.

Approved by the Executive Board on August 28, 2014.
Addition of Section 7 Approved by the Executive Board on November 24, 2014.