

## GRADUATE ASSEMBLY OPERATIONAL POLICIES

### 0. GENERAL

These policies are adopted by the Graduate Assembly (GA) Executive Board and may be repealed or amended by a two-thirds majority of the Executive Board. Grammatical and hyperlink 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 job card of each stipend staff position before posting to the GA website and other outlets. If a stipend staff is hired and has work-study (W/S) funding, the GA will hire that person through the ASUC Student Union (ASUC/SU) to recover some expenses.

1.1.1. Job descriptions. The creation of stipend staff positions, as well as any changes to their job descriptions (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 Project Director (PD) job descriptions that substantively alter qualifications or tasks 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 PDs (§ 5.4). They also require that applicants who are UC Berkeley graduate students be prioritized when hiring GA stipend staff (§ 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 total stipend 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 Internal Vice President (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 Coordinator) 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 prioritizes candidates with W/S funding for Business Office positions. The GA Coordinator collects and approves timesheets for Business Office student employees. Students clock in and out using [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 Coordinator and IVP will evaluate the Business Office staff and, in consultation with the Executive Board, decide how many positions to open for the following year.

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

1.4. Affirmative Action and Non-Discrimination. See § 6.1. of the Bylaws.

## 2. PHYSICAL RESOURCES

2.1. Building Access. The GA maintains two spaces on campus, Anthony Hall and 444 Eshleman Hall.

2.1.1. Access to Anthony Hall. GA officers, PDs, and staff can obtain cardkey access to Anthony Hall by completing the access request form available from the IVP. Executive officers, PDs, and career staff are given 24-hour, 7-days-per-week access. Other officers and staff are given access from 8am to 5pm, Monday through Friday, unless otherwise approved by the IVP. All officers and staff who have cardkey access must also obtain their personal code to deactivate the building alarm by emailing the ASUC/SU Facilities Maintenance and Operations contact (currently [Geoff Bingaman](#)).

2.1.2. Access to 444 Eshleman Hall. 444 Eshleman Hall is open to all graduate students from 9am to 5pm, Monday through Friday. GA officers and staff can obtain cardkey access to Eshleman Hall by completing an access request form. Executive officers, PDs, and career staff may be given 24-hour, 7-days-per-week access. Other officers and staff are given access from 8am to 5pm, Monday through Friday, unless otherwise approved by the IVP.

2.1.3. Reservations. Graduate student groups and individual graduate students can reserve the conference room at 444 Eshleman Hall during regular business hours, and the Anthony Hall meeting spaces and patio if a GA officer, PD, 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 their designee, for approval. Reservations for officer or PD meetings and events shall take precedence over other event reservations if

a conflict should arise, though every effort should be made to accommodate all parties by making use of both Eshleman Hall and Anthony Hall event spaces.

2.1.4. Key to Old Art Museum. Some large GA equipment, e.g., 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 Business Office staff can request access from UCPD.

2.2. Computer Accounts & Document Archive. The GA's 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](http://berkeley.app.box.com)). Berkeley Box 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 GA's Box is utilized solely as a document library.

2.2.2. bDrive ([bdrive.berkeley.edu](http://bdrive.berkeley.edu)). bDrive is another content management and collaboration tool provided and maintained by the University of California, Berkeley. Each officer and PD may maintain a separate bDrive for their office. Ownership should be transferred at the end of each year to the incoming officer or PD.

2.3. Equipment Checkout. Two separate, but similar, equipment checkout processes exist.

2.3.1. In-house equipment checkout. Only GA officers, PDs, and Business Office staff may checkout equipment designated for in-house use.

2.3.2. Graduate student equipment checkout. Individual graduate students and graduate student groups may checkout equipment from 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 for graduate students. Space in Anthony Hall, including the patio, can be reserved using the form available on the GA website in the section "[Graduate Assembly Space Reservations](#)." Reservations are submitted electronically and are approved by the IVP or their designee. Reservations in Anthony Hall require an officer, PD, or staff co-sponsor.

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 PDs, 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” at 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.

3.1.3. Campus classroom reservations. Campus classrooms can be reserved online via the [Classroom Scheduling & Management website](#). 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.

3.1.4. Student group registration. For the purpose of campus reservations, each GA office and project is registered with the LEAD Center. GA space reservations may be made through those groups.

3.1.5. ASUC Student Union room reservations. Other meeting rooms in Eshleman Hall, including the ASUC/GA Senate Chamber, and Hearst Gymnasium can be reserved through the ASUC by contacting [adminoffice@asuc.org](mailto:adminoffice@asuc.org). Room reservations in MLK, including Pauley Ballroom, can be made by contacting ASUC/SU Event Services at [asucevents@berkeley.edu](mailto:asucevents@berkeley.edu).

3.1.6. Catering requirement. Events that take place in MLK and Eshleman Hall, including Pauley Ballroom, the ASUC/GA Senate Chamber, and 444 Eshleman Hall, and that will serve food or alcohol are required to use Chartwells catering through Event Services, unless the total amount spent on food and alcohol is less than \$250. This restriction does not apply to events that take place in Anthony Hall or Anna Head Alumnae Hall.

3.1.7. Accessibility requirement. All GA events must be accessible to people with disabilities. An email 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 [Quick Guide to Campus Permits](#) chart with important questions to ask for events. 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 from UCPD ([Alcohol Permit Request \[pdf\]](#)). The alcohol permit requires the signature of the GA Coordinator or a 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. Additionally, if the event has an entrance fee or donations will be

solicited, a one-day permit from the ABC is required (application available [here](#)). 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 closely monitors and controls expenditures involving alcohol. To request the use of funds eligible for alcohol purchases, GA officers and PDs must submit a request to the IVP for approval by the Executive Board at least two (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 that 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, self-pour alcohol requests should be limited to approximately \$4 per graduate student; catered events or events at bars should be limited to approximately \$8 per graduate student. The Executive Board may approve a higher amount in special circumstances.

3.3.1. Alcohol storage. Alcohol purchased for a self-pour event should be stored in specific lockers at 444 Eshleman Hall, as determined by the GA Coordinator. Because of potential liability issues, locker combinations may be requested from the GA Coordinator by officers, PDs, stipend staff, and career staff only, and should not be given to Business Office staff or non-GA graduate or undergraduate students.

3.3.2. Alcohol remainders. Any unopened alcohol remaining after a self-pour event should be immediately returned to the lockers at 444 Eshleman Hall. Remainder amounts should be reported to the IVP, who shall maintain inventory of available alcohol. Remainders are not officer, project, or event-specific and will be reallocated to the next officer, PD, or staff member in need of alcohol for an event, with such allocations deducted from the amount of alcohol funds requested.

3.4. Risk Management. Information on risk management for campus events can be obtained from the LEAD Center website [here](#) [pdf].

3.4.1. Insurance. The GA does not carry an automobile insurance policy. GA employees should not use their personal vehicles while conducting GA business, including purchasing items for events, since personal automobile insurance may not provide coverage in case of an accident. Rental cars or [ZipCar](#) should be used for any transportation needs.

3.4.2. Event Staff and Volunteers. The Business Office provides a limited amount of support for events in the form of our undergraduate assistants. However, if events are large in scale, or involve self-pour alcohol, recruitment of additional volunteers is strongly encouraged.

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

3.6. Promotion of Events. See § 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 sent to relevant listservs with at least 48 hours notice.

#### 4. COMMUNICATIONS

4.1. Primary Spokesperson. Subject to the restrictions of GA Bylaw § 2.3.11.1, 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. Op-Eds that may be perceived as a policy of the GA (subject to a ruling by the Rules Committee) should be vetted through the standard resolution process, ultimately subject to a vote by the Delegate Assembly.

4.2.2. Exceptions to the above communication policies. The Empowering Women of Color Conference (EWOCC) coordinator 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 Vice President (CAVP) 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 EWOC) should mention GA sponsorship, should include the GA logo, and when possible mention the GA's contact info and/or web page.

4.4. Meetings Notice and Posting. § 4.12 of the GA Bylaws requires 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 email 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 at <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, with the exception of the summer months. Announcements for these newsletters should be sent to the GA President or Marketing Director. The President will solicit newsletter material from GA officers, staff, and PDs two weeks prior to the newsletter date. News items to be posted on the GA front page should be sent by email to [tech@ga.berkeley.edu](mailto:tech@ga.berkeley.edu). The IVP or 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 Public Comment at the beginning of Delegate Assembly meetings. Agenda items for the Delegate Assembly meeting should be sent to the IVP ([internal@ga.berkeley.edu](mailto:internal@ga.berkeley.edu)) at least one week before the meeting. Any supporting materials should be emailed to the IVP and Executive Assistant ([execassist@ga.berkeley.edu](mailto:execassist@ga.berkeley.edu)), or delivered to the Business Office at least two days before the Delegate Assembly meeting. 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 GA officers and stipend staff as needed. The GA Marketing Director 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 Director 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. The Delegate Assembly and the Executive Board, at their discretion, may construct, approve, and distribute surveys to GA Delegates and/or the broader graduate student population. Surveys originating outside either the Delegate Assembly or the Executive Board must obtain approval from one of these two bodies before they may be shared with all Delegates or all graduate students. The Graduate Assembly is not to be listed as the co-sponsor of a survey without documented approval by either the Delegate Assembly or the Executive Board. This policy shall not be construed to impede internal data collection necessary for the functioning of the Graduate Assembly (e.g. Delegate feedback forms, etc.), surveys of particular sub-groups (e.g. Project-specific surveys), or surveys otherwise mandated by GA governing documents.

## 5. REPORTING AND ATTENDANCE

5.1. Regular Reports. Officers, Graduate Council representatives, internal committee chairs, 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 IVP ([internal@ga.berkeley.edu](mailto:internal@ga.berkeley.edu)) and the Executive Assistant ([execassist@ga.berkeley.edu](mailto: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. Internal committee chairs should attach to their report any resolution analyses performed by the committee that month. The President and Vice Presidents 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. PDs 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 CAVP at a time specified by them. PDs are also encouraged to submit monthly written reports to the Delegate Assembly, as outlined above.

5.2. Transition Reports. All officers, chairs, or PDs 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 Meetings. Executive Board officers are required to attend all meetings of the Board or attend electronically as per bylaw 4.15.1.7. In the event that the President is not available or is out of town, the CAVP shall chair the Executive Board meeting. The only circumstances under which the Executive Board may take votes using e-mail or another electronic method are (1) when the board has, at a scheduled or properly called meeting, adopted a motion to hold such an electronic vote, and (2) in time sensitive situations where an electronic vote prior to the subsequent regular board meeting is crucial for the operation and/or



mission of the Graduate Assembly. In the first case, both the wording of the motion to be voted on and the timing of the vote must be included in the board's minutes before the vote takes place. If any electronic vote occurs, the Executive Board must ratify its decision at its next meeting and enter the decision into its minutes. Before ratification of a decision, the Rules Officer shall determine whether or not such a motion has carried by the electronic vote. This policy does not change the requirements for quorum or the majorities required for passage of a motion.

## 6. FINANCE

6.1. Budget Process. As outlined in the Bylaws, each GA officer and PD, as well as the GA Coordinator, must submit no later than March 1 a proposed budget for the following academic year. Budget proposals are submitted to the VPoF for review by the Budget Committee. Any proposed changes to the officer or PD'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 VPoF, with input from the Executive Board, 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 PDs should make a request to the VPoF. 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. Funds under "Fundraising" are not considered "Discretionary." These funds may be used for stipend expenditures after majority approval by the Executive Board. Officers or PDs 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 over five hundred dollars (\$500), including PSAs, with the exception of regular stipends or other regular expenditures approved through the budget process, must be pre-approved by the VPoF or, in the absence of the VPoF, by the President. The VPoF must receive approval from the President and the President must receive approval from the VPoF. This approval must be received before money is spent or promised to any parties. Expenditure requests shall be made in writing via email to the VPoF; approval shall similarly be given in writing via email. GA officers, PDs, 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 on student groups (currently \$8 per UC Berkeley graduate student in attendance and \$1 per other attendee). Any decision made by the VPoF or President under this section must be put on the record at the next Executive Board meeting.

6.5. Purchasing. All officers and PDs 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) can be approved by the officer or PD from whose budget line the PSA is drawn, subject to the restrictions outlined in § 6.4. above.

6.7. Financial Reporting. The VPoF shall 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. COMMITTEE APPOINTMENTS

7.1. General Authority. Per the GA Bylaws (2.4.11.3), the CAVP shall have the general authority to appoint graduate students to academic and campus administrative committees, and maintain a publically accessible roster of committee appointments. Certain committees, ASUC entities, and additional ASUC/SU Board representatives shall be appointed by the President.

7.2 Failure to nominate. Should nominations described in the duties of a position in the bylaws, or otherwise delegated fail to be made in a timely fashion, in line with Section 2.4.5 of the Bylaws, the duty to make nominations shall fall to the Executive Board. This section shall not require triggering of the vacancy process described in §2.4.5 to be available to the Executive Board to rectify a failure to make nominations.

7.2. Confirmation. Certain appointments deemed to be especially significant to the general interests of the Delegate Assembly shall require confirmation by a simple majority of Delegates, whose consent shall not be unreasonably withheld. All confirmations not set forth otherwise in the Charter, Bylaws, or this document shall fall to the Executive Board.

7.3. Significant Appointments. A list of significant appointments shall be maintained by the CAVP, to be reviewed, updated, and confirmed annually by the Executive Board. Graduate students appointed to significant committees shall submit a brief written report on positions taken on behalf of the GA at the end of each semester.

*Approved by the Executive Board on August 4, 2016*