



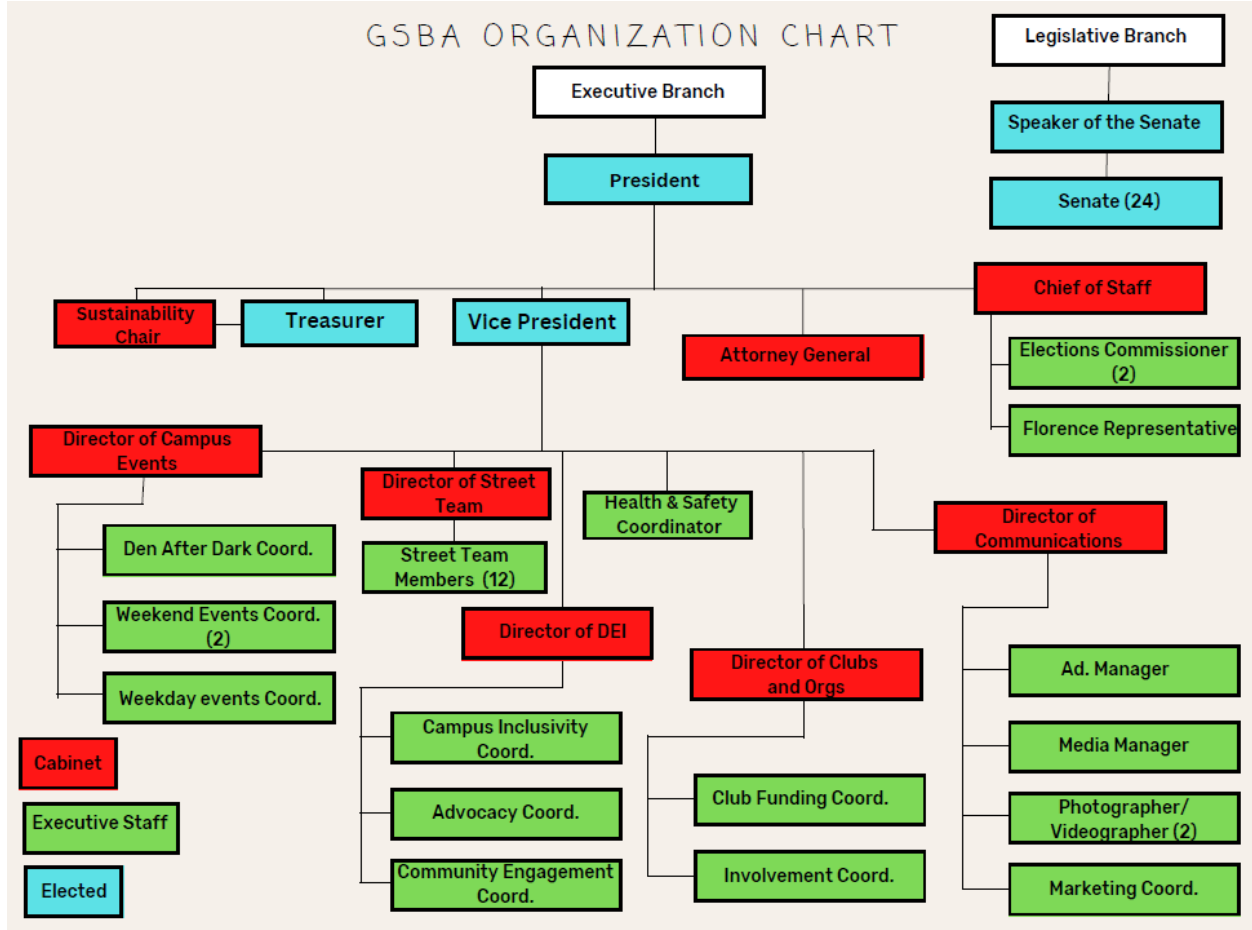
By-laws of the Gonzaga Student Body Association

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GSBA Organization Chart



Article I: GSBA Cabinet

Section 1: The GSBA President shall preside over all meetings of the Cabinet as designated in the Constitution.

Section 2: The composition of the GSBA Cabinet is outlined in Article V of the GSBA Constitution.

Section 3: The members of the GSBA Cabinet shall advise the GSBA President in decisions about the operation of the Executive Branch and GSBA as a whole.

Section 4: The Cabinet shall meet at least once every week but may be cancelled as deemed necessary by the President.

Section 5: All meetings of the Cabinet shall be open to all GSBA members unless the Cabinet unanimously agrees to an executive session in order to handle personnel matters in accord with Article II of the Constitution.

Section 6: Special meetings of the Cabinet can be called by the President, or at the demand of any five (5) other members of the Cabinet.

Section 7: Cabinet members shall be required to attend all meetings of the GSBA Cabinet; absences must have prior approval from the President.

Section 8: Cabinet members shall attend those meetings and serve on such committees as the President deems necessary. The President or President's designee will deliver a weekly update of Executive Staff activities to the GSBA Senate, also, each Cabinet member is required to attend at least one (1) Senate meeting a semester.

Section 9: Cabinet officers leaving their positions have the responsibility to train all the new incoming officers prior to the Spring Inauguration. Each officer will be required to create transition materials (as determined by the Chief of Staff) as well as provide opportunities for job shadowing before leaving their office.

Section 10: All appointments to Cabinet positions shall follow the guidelines dictated in the Appointment and Accountability section of these By-laws.

Article II: Student Body President

Section 1: The Student Body President (hereafter, "the President") shall serve as the chief executive officer of the Gonzaga Student Body Association. In essence, the President shall lead and oversee the Executive Branch.

Section 2: Prior to filing for office the GSBA Presidential candidate must complete one (1) semester of one of the following:

- A. Member of the GSBA Executive Branch
- B. Member of the GSBA Senate

Section 3: The President and Vice President shall be elected on a ticket and shall campaign together. The President shall assign responsibilities to the Vice President, Treasurer, and Speaker of the Senate in order to ensure the strong operation of the Executive Branch in addition to these By-laws as necessary.

Section 4: The President shall coordinate the spring inauguration and the transition of the newly elected and appointed officers.

Section 5: The President shall be responsible for organizing the appointment process for GSBA Executive Cabinet and Staff positions. These appointment procedures must follow the guidelines set forth in the Appointment and Accountability section of these By-laws.

Section 6: The President shall work 14-18 hours per week, and an additional 160 hours over the summer.

Section 7: The President shall serve on the GSBA Cabinet as outlined in the Constitution and previous By-laws.

Section 8: The President shall serve as the chief spokesperson for the GSBA. The President shall maintain communication between the GSBA and the University Faculty, Staff, Administration, the Trustees, the Regents, other student governments, and other organizations.

Section 9: The President shall serve on the University Trustee's Student Life committee.

Section 10: The President shall meet once a month with the President of the University.

Section 11: The President shall meet once a month with the University Associate Provost of Student Development.

Section 12: The President shall meet at least twice per month with the GSBA Advisor.

Section 13: The President shall nominate members of the GSBA to serve on University committees and on the President's Council. The President's Council shall be composed of all those students who have been appointed to represent the student body by the President. The President's nominees shall be ratified by the Senate. The President's Council shall meet on a regular basis determined by the President. The President's Council shall include GSBA members serving on the following University committees:

- 1) Academic Council (4)
 - a) At least one (1) member of academic council must be from the Senate Academic Committee.
- 2) Finance Committee (shall consist of the Club Funding Coordinator and the Treasurer (2)
- 3) Security Council (3) (at least one (1) senator from the Senate Committee on Health and Safety).
- 4) Publications Board (3)
 - a) One (1) member is to be the GSBA Director of Communications
 - b) The Publications Board members are to be selected prior to the end of Spring semester in which the President is elected.
- 5) Athletic Council (4)
- 6) Green Fund Committee
 - a) Two (2) GSBA Senators
- 7) Mission Committee
- 8) Diversity Committee

- 9) Other committees, councils, and boards created by the President in concert with the administration of the University.

Section 14: The President shall remain on campus during the summer and shall be given adequate compensation. If the President cannot remain on campus, the GSBA Vice-President will remain in the place of the President during the summer semester.

Section 15: The President shall support the University Vision, Mission, and Student Handbook, as well as implement the University Mission Statement as the marketing tool at each First-Year Orientation in conjunction with GUIDE Core and First Year Experience.

Section 16: The President shall coordinate with New Family and Student Programs to organize tabling and coordinate outreach at the New Student Orientations in partnership with the Chief of Staff and Director of Street Team.

Section 17: The President will serve as a General Body member within JSGA, meaning that they can vote on statements and amendments to the Constitution. The President is expected to participate in the National Jesuit Student Leadership Conference (NJSLC), the Winter Summit, and participate in regional calls at least once a semester and as often as determined by the Regional Chair and members. If the President is unable to attend any meetings in person, they are required to communicate this to the JSGA Co-Chairs and provide a proxy to attend the meetings in their place.

Section 18: The President shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Article III: Student Body Vice President

Section 1: The Student Body Vice President (hereafter “Vice President”) shall work 12-16 hours per week, an additional 160 hours over the summer, and shall be responsible for recognizing, organizing, and presenting all GSBA members’ concerns to the Executive Branch.

Section 2: The Vice President shall be responsible for creating programs as necessary to address student issues and concerns.

Section 3: The Vice President shall serve as the primary liaison for academic affairs. The Vice President shall serve on the University’s Academic Council and an associated subcommittee. As such, the Vice President shall act as chair for the Senate Academic Committee and attend weekly meetings.

Section 4: The Vice President shall be placed in charge of Cabinet Directors. As such, the Vice President shall meet every other week with each of the Cabinet Directors and the Attorney General to discuss upcoming projects, relay concerns and evaluate job performance.

Section 5: The Vice President shall henceforth supervise the Health & Safety Coordinator and meet with them every other week to provide necessary updates and direction.

Section 6: The Vice President shall be fully aware of what services various departments in the University can provide for GSBA.

Section 7: The Vice President shall organize the voting for GSBA awards including the GSBA Service and Loyalty Award and the Appreciation Award at the end of the academic year.

Section 8: The Vice President shall meet bi-weekly with the Kennel Club Vice President to discuss upcoming projects, concerns, and collaboration efforts between the Kennel Club and GSBA.

Section 9: The Vice President shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Section 10: The Vice President shall coordinate with New Family and Student Programs to organize tabling and coordinate outreach at the New Student Orientations in partnership with the Chief of Staff and Director of Street Team

Section 11: The Vice President shall also execute any other duties that the President deems necessary.

Article IV: Speaker of the Senate

Section 1: The Speaker of the Senate (hereafter “the Speaker”) shall present the views of the Senate to the administration and the Executive Branch of GSBA. The Speaker shall also present the views of the Administration and the Executive Branch to Senate. The Speaker shall work 11-15 hours per week and an additional 75 hours during the summer.

Section 2: Prior to filing for office of the GSBA Speaker of the Senate, the candidate must complete one (1) academic year of Senate experience

Section 3: The Speaker shall oversee the activities of the Senate and Senate meetings. The Speaker shall also serve and support Senators in both finding and carrying out initiatives. To do so, the Speaker should facilitate communication between Senators and any relevant or necessary University contacts.

Section 4: The Speaker shall appoint Senators to and coordinate the Senate committees and the Speaker of the Senate or the Senate Pro-Tempore will meet at least once per month with the committee chairpersons.

Section 5: The Speaker shall prepare and publish Senate agendas for the current week and Senate minutes from the previous week one (1) day prior to the meeting. At the current meeting, the Senate shall approve the previous week’s minutes.

Section 6: The Speaker shall sponsor student issue forums to address concerns that arise on campus as needed.

Section 7: The Speaker shall organize one (1) State of the University address with the President of the University and the President of the Student Body per semester.

Section 8: The Speaker shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to the Vice President for aggregation.

Section 9: The Speaker shall also execute any other duties that the President deems necessary.

Article V: Student Body Treasurer

Section 1: The Student Body Treasurer (hereafter the Treasurer) shall ultimately be responsible for all GSBA financial matters. The Treasurer shall hold 10-12 office hours per week.

Section 2: The Treasurer shall keep current records of the financial transactions made under GSBA budgets.

Section 3: The Treasurer shall prepare monthly GSBA financial statements and submit them to the Cabinet and the Dean of Students.

Section 4: The Treasurer shall close the fiscal year books after the last academic day of the year.

Section 5: The Treasurer and Club Funding Coordinator shall be responsible for faithfully executing the budget and ensuring the security of GSBA funds.

Section 6: The Treasurer shall be the GSBA office purchasing agent, signing all GSBA financial documents with an additional signature to come from the President, Director of Student Activities, Student Activities secretary, or the secretary for the Student Development Vice President. Items purchased under the “General Clubs” or “Sports Clubs” lines may be signed off on by either the Treasurer or the Club Funding Coordinator with an additional signature from one (1) of the aforementioned parties.

Section 7: The Treasurer must meet with the Club Funding Coordinator once per month, or as needed, to discuss expenditures.

Section 8: The Treasurer must meet with the Vice President once a month regarding expenditures.

Section 9: The Treasurer shall work in coordination with the Director of Sustainability to oversee the budget of the Green Fund.

Section 10: The Treasurer will gather updates for GSBA for upcoming financial expenditures and forecast for coming events.

Section 11: The Treasurer shall gather and maintain all financial forms and ensure that records for the previous 7 years are available.

Section 12: The Treasurer shall report to the Senate the financial status of GSBA not less than once per month.

Section 13: The Treasurer shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to the Vice President for aggregation.

Section 14: The Treasurer shall also execute any other duties that the President deems necessary.

Article VI: Director of Communications

Section 1: The Director of Communications shall be directly responsible to the Vice President, and work as a member of the Cabinet to promote the GSBA organization to both the Gonzaga and greater Spokane communities. The Director of Communications shall work 8-12 hours per week and an additional 10 hours over the summer.

Section 2: The Director of Communications shall serve as the correspondent between GSBA and University Relations, University publications, and outside news sources.

Section 3: The Director of Communications shall create and distribute press releases and advisories.

Section 4: The Director of Communications shall serve on the University's Student Media Board.

Section 5: The Director of Communications shall publicize GSBA events and serve as a public relations consultant for internal GSBA staff.

Section 6: The Director of Communications shall maintain the GSBA archives of public relations materials.

Section 7: The Director of Communications shall direct weekly meetings with the Graphic Design Manager, Media Manager, and Photographer/Videographer.

Section 8: The Director of Communications shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Section 9: The Director of Communications shall also execute any other duties that the Vice President deems necessary.

Article VII: Director of Clubs & Organizations

Section 1: The Director of Clubs & Organizations shall report to the Vice President and shall work as a member of the Cabinet to promote the growth and development of GSBA clubs and organizations in both the Gonzaga and greater Spokane communities. The Director of Clubs & Organizations shall work closely with the Center for Student Involvement to ensure appropriate oversight of GSBA organizations. The Director of Clubs & Organizations shall work 8-12 hours per week and an additional 15 hours over the summer.

Section 2: The Director of Clubs & Organizations shall act as a liaison between the GSBA and all Gonzaga University clubs and organizations.

Section 3: Other duties of the Director of Clubs & Organizations, in conjunction with the Center of Student Involvement and Leadership shall include but are not limited to:

- A. Update and maintain the Club Manual.
- B. Submit updates to the Media Manager for updates to the GSBA club's website. Managing the GSBA page on Zagactivities.

C. Responsible for updating and maintaining the club database and files with accurate information from all GSBA sponsored clubs and organizations.

Section 4: The Director of Clubs & Organizations shall ensure that all Gonzaga University clubs and organizations submit their recognition renewal no later than April 1st of each year in order to be a recognized Gonzaga University club or organization during the following academic year.

Section 5: The Director of Clubs & Organizations shall guide emerging clubs through the club recognition process.

Section 6: The Director of Clubs & Organizations shall oversee the Club Funding Coordinator and Involvement Coordinator and will be responsible for supervising the work done by these people.

Section 7: The Director of Clubs & Organizations shall act as chair of the Senate Student Development Committee and attend weekly meetings. They shall ensure minutes are recorded for every Student Development Committee meeting. They shall further ensure that BeHeard Survey results are properly archived and accessible.

Section 8: The Director of Clubs & Organizations shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Section 9: The Director of Clubs & Organizations shall chair the Club President's Council (CPC).

A. The Director of Clubs & Organizations shall plan and preside over at least two (2) CPC meetings each semester. These meetings shall include Club Officer Training in the Fall, a CPC within a month of starting school, a CPC meeting at the beginning of the Spring semester, and a club transition meeting towards the end of the school year.

Section 10: The Director of Clubs & Organizations shall also execute any other duties that the Vice President deems necessary.

Article VIII: Involvement Coordinator

Section 1: The Involvement Coordinator shall maintain 8-10 office hours per week.

Section 2: The Involvement Coordinator shall coordinate an on-campus club/community fair once a semester.

Section 3: The Involvement Coordinator shall partner with OHP to coordinate drug and alcohol education classes for all sports clubs.

Section 4: The Involvement Coordinator shall provide information to club leaders through a newsletter at least once per month.

Section 5: The Involvement Coordinator shall coordinate a community event focused on highlighting recreational athletics once a year.

Section 6: The Involvement Coordinator shall chair the Club President's Council (CPC).

a. The Involvement Coordinator shall plan and preside over at least two (2) CPC meetings each semester. These meetings shall include Club Officer Training in the Fall, a CPC within a month of starting school, a CPC meeting at the beginning of the Spring semester, and a club transition meeting towards the end of the school year.

Section 7: The Involvement Coordinator shall coordinate with the Center for Global Engagement (CGE) to foster and include opportunities for more involvement in the CGE newsletter.

Section 8: The Involvement Coordinator shall send an Alumni Newsletter to GSBA Alumni at least once a semester.

Section 9: The Involvement Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 10: The Involvement Coordinator shall also execute any other duties that the Vice President or Director of Clubs & Organizations deem necessary.

Article IX: Club Funding Coordinator

Section 1: The Club Funding Coordinator shall report to the Director of Clubs & Organizations and be responsible for the maintenance of all GSBA finances and financial records with regards to the allocation of club funds. The Club Funding Coordinator shall work 10-12 hours per week.

Section 2: The Club Funding Coordinator shall refer to Article VII of the Constitution for information about GSBA Finances.

Section 3: The Club Funding Coordinator shall oversee the budget for club funding and work with the Senate Finance Committee regarding the allotment of funding to club sports and general clubs. The Club Funding Coordinator shall be responsible for faithfully executing the dispensation of allotted funds to GSBA clubs and ensuring the security of GSBA funds.

Section 4: The Club Funding Coordinator shall maintain an accurate record of all transactions involving GSBA funding by all GSBA-sponsored clubs and organizations.

Section 5: The Club Funding Coordinator shall work with the Center for Student Involvement and professional staff to educate organizations about all steps of the GSBA financial process, including the process to acquire funds, the collection of allocated funds, the proper spending of allocated funds, and managing the budget of GSBA club funding.

Section 6: The Club Funding Coordinator shall be responsible for the allocations of funds contingent on approval from the Senate Finance Committee as governed by the Club Funding Guidelines. Club Funding Guidelines must be determined in conjunction with the Senate Finance Committee prior to the first Senate meeting of the Academic Year. The Club Funding Guidelines must be shared with the full Senate during this meeting.

Section 7: The Club Funding Coordinator must meet with the Treasurer twice per semester (once at the beginning of the semester and once at the end of the semester), or as needed to discuss expenditures.

Section 8: The Club Funding Coordinator is responsible for the management of the club funding account (990009).

Section 9: The Club Funding Coordinator shall be responsible for making the allocation request process accessible and appropriate for all GSBA clubs and organizations.

Section 10: The Club Funding Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation.

Section 11: The Club Funding Coordinator shall continue to assist clubs with fundraising matters outside of GSBA's typical club funding procedures once all club funding from the account (990009) is exhausted.

Section 12: The Club Funding Coordinator shall also execute any other duties that the Director of Clubs & Organizations deems necessary.

Article X: Director of Campus Events

Section 1: The Director of Campus Events shall work 9-11 hours per week, and an additional 20 hours over the summer.

Section 2: The Director of Campus Events shall be directly responsible to the Vice President and shall serve as a member of the Cabinet and attend weekly Cabinet meetings. They shall be responsible for organizing, developing and sponsoring events that challenge, foster growth, and create dialogue within the Gonzaga community.

Section 3: The Director of Campus Events shall be responsible for coordinating student programming within the framework of the Mission Statement of GSBA and Gonzaga University.

Section 4: The Director of Campus Events shall direct weekly meetings with Weekday Events, Weekend Events, Den After Dark, and Concert coordinators.

Section 5: The Director of Campus Events shall oversee and coordinate all activities for Weekday Events, Weekend Events, Den After Dark, and Concert coordinators.

Section 6: The Director of Campus Events shall organize and coordinate National Association for Campus Activities (NACA) reservations for the Executive Staff.

Section 7: The Director of Campus Events shall organize weekly meetings with individual coordinators and the assigned GSBA Advisor.

Section 8: The Director of Campus Events shall work with the Director of Communications to organize advertisements and publicity for campus events through the Communications office.

Section 9: The Director of Campus Events shall oversee the GSBA Street Team's projects and meetings.

Section 10: The Director of Campus Events shall plan, organize, and coordinate events as the Cabinet deems necessary.

Section 11: The Director of Campus Events shall be in charge in the coordination and execution of the Fall Festival.

Section 12: The Director of Campus Events shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Section 13: The Director of Campus Events shall also execute any duties that the Vice President deems necessary.

Article XI: Attorney General

Section 1: The Attorney General shall sit on Cabinet, work 6-10 hours per week, and report directly to the GSBA Advisor.

Section 2: The Attorney General shall be responsible for ensuring the fair and just implementation of the Constitution and By-laws as well as any changes or amendments that are deemed necessary.

Section 3: The Attorney General shall notify parties of their rights in Judicial proceedings.

Section 4: The Attorney General shall investigate possible violations of the student body Constitution, By-laws, and governing documents of GSBA. Based on individual investigations, the Attorney General shall recommend that no further investigation is necessary, or the Attorney General shall pursue an appropriate remedy through the Director of Clubs & Organizations, Elections Commissioners, or the Senate Governance Committee.

Section 5: The Attorney General shall enforce the club and organization rules and regulations. The Attorney General shall regularly consult with the Center for Student Involvement to investigate disputes between clubs and organizations.

Section 6: The Attorney General shall maintain the student body Constitution and By-laws of GSBA. The Attorney General shall act as Chair for the Governance Committee and attend weekly meetings. The Attorney General shall be trained and knowledgeable of the Constitution and By-laws.

Section 7: The Attorney General shall work with the Chief of Staff and Media Manager to collaborate on the creation and posting of minutes of all GSBA council meetings, and the Attorney General shall stay up to date on activities in each branch.

Section 8: The Attorney General shall hold the Elections Commissioners responsible to the Elections Code. The Attorney General and the Governance Committee shall have the authority to remove either Commissioner from their position for not carrying out the responsibilities enumerated in the Election Code.

Section 9: The Attorney General shall facilitate training for GSBA officers on the governing documents of the Association and administer an exam following the training. Officers must complete the exam with 80% of the responses correct, and the exam shall be re-administered until passed.

Section 10: The Attorney General will attend and transcribe the minutes for all weekly Senate meetings as a Non-voting Member to advise on Robert's Rules of Order and ensure that all meetings run in accordance with the Constitution and By-laws.

Section 11: The Attorney General will work as Ex-officio to the Policy Coordinating and Advisory Committee (PCAC) to review policies which could result in potential student-based repercussions and refer such policies to be reviewed by other members of GSBA and serve as a liaison between Senate and the committee.

Section 12: The Attorney General shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Section 13: The Attorney General shall also execute any other duties that the GSBA Advisor deems necessary which do not present a conflict of interest to the nature of the position.

Article XII: Chief of Staff

Section 1: The Chief of Staff shall work 11-15 hours per week, and an additional 125 hours over the summer.

Section 2: The Chief of Staff shall be directly responsible to the President to manage the GSBA offices, to organize all retreats including all GSBA Fall retreat, mid-year retreat, and Spring transition at the direction of the President and the GSBA Advisor.

Section 3: The Chief of Staff shall serve as the primary administrative support to the GSBA office and provide for the needs of the Executive Branch.

Section 4: The Chief of Staff shall directly oversee the Director of Sustainability, Health & Safety Coordinator, and the Director of Street Team to facilitate support in their positions and shall hold weekly meetings with this team.

Section 5: The Chief of Staff shall enforce all staff office hours.

Section 6: The Chief of Staff shall oversee the acquisition of all GSBA office supplies.

Section 7: The Chief of Staff shall oversee and coordinate trainings of members added to GSBA (in any capacity) throughout the year.

Section 8: The Chief of Staff shall schedule and keep the master attendance record for all Cabinet meetings.

Section 9: The Chief of Staff shall coordinate the application process for any new and vacant GSBA positions and spring appointments.

Section 10: The Chief of Staff shall serve as a liaison for the Elections Commissioners to the Executive Branch and supervise the planning of the Fall, Spring, and any Special Elections as necessary.

Section 11: The Chief of Staff shall place all work orders to be done in the GSBA offices.

Section 12: The Chief of Staff shall handle the onboarding of all new GSBA members, including job specific training, mid-year hiring of the Elections Commissioner, Florence Representative, or other miscellaneous vacancies, application forms, etc. in coordination with GSBA Advisor.

Section 13: The Chief of Staff shall meet once a year with every GSBA staff member to develop a sense of community, and check-in on their goal setting and goal progress.

Section 14: The Chief of Staff shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Section 15: The Chief of Staff shall aggregate and store all team meeting minutes in the GSBA Microsoft Teams channel to be accessed by all relevant staff members.

Section 16: The Chief of Staff shall be the main coordinator of inter-office communication, creating a weekly calendar of all University and GSBA events to be sent out once a week to all GSBA members.

Section 17: The Chief of Staff shall coordinate GSBA social activities.

Section 18: The Chief of Staff shall serve as a member of the Cabinet to support the work of all GSBA officers. The Chief of Staff shall attend and maintain minutes for Cabinet and President's Council meetings and shall attend Senate meetings, as necessary providing support and assistance when necessary to all members.

Section 19: The Chief of Staff shall also execute any other duties that the President deems necessary.

Article XIII: Graphic Design Manager

Section 1: The GSBA Graphic Design Manager shall directly report to the Director of Communications and coordinate with GSBA as a whole to promote GSBA activities and events to both Gonzaga and the greater Spokane communities. The Graphic Design Manager shall work 8-12 hours per week, and an additional 15 hours over the summer.

Section 2: General duties include, but are not limited to the following:

- A. Design professional materials for all GSBA activities and events.
- B. Attend Events Staff meetings as needed.
- C. Determine GSBA graphic requirements through a style guide that is to be updated monthly.
- D. Manage video content for social media and create and follow a quota for posted content.
- E. Illustrate designs by creating rough drafts for art arrangement, including font size, color, images, typography, logos, and layout. All designs must be submitted for approval to the Director of Communications.

Section 3: The Graphic Design Manager shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 4: The Graphic Design Manager shall also execute any other duties that the Director of Communications deem necessary.

Article XIV: Media Manager

Section 1: The Media Manager shall maintain the Gonzaga University GSBA webpage throughout the academic year. This shall include uploading all pertinent documents and applications which will become available, posting photos, building chat boards, linking club information, management of the online anonymous commenting platform, and publicizing meeting times and contact information. The Media Manager shall work 6-10 hours per week.

Section 2: The Media Manager shall update the Gonzaga University's GSBA webpage on a weekly basis with information regarding upcoming events, activities, meetings, and announcements.

A. The Media Manager shall post all minutes recorded for, and not limited to Executive Council, Cabinet, Senate, committee meetings, etc. no later than five (5) academic days after the meeting takes place. Any time minutes are recorded for a GSBA meeting they shall be made available to the public through the Gonzaga University GSBA webpage.

B. The Media Manager shall post all financial appropriations no later than five (5) academic days after the appropriations takes place by action of the Finance Committee on Finance, Senate, and President.

C. The President's rationale for approval or veto of the appropriation shall also be posted to the website no later than five (5) days after the decision has been made.

Section 4: The Media Manager shall facilitate the purchase of necessary software.

Section 5: The Media Manager shall troubleshoot technical problems.

Section 6: The Media Manager shall place all documents and applications on the GSBA network.

Section 7: The Media Manager shall train staff about use of the GSBA network, web, and other office machinery.

Section 8: The Media Manager shall serve as the representative to the Technology Advisor Committee and Technology, Optimization Committee, and any other committees pertinent to the position.

Section 9: The Media Manager shall also coordinate posts and updates of the GSBA social media network as necessary.

Section 10: The Media Manager shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation.

Section 11: The Media Manager shall also execute any other duties that the Director of Communications deem necessary.

Article XV: Photographer/Videographer

Section 1: The Photographer/Videographer (Two (2) positions) shall work 2.5-4.5 hours per week.

Section 2: The Photographer/Videographer will be hired through a competitive selection process with preference given to an individual with experience or who specializes in photo and video, such as an amateur or professional photographer; as a hobby, for GUTV or the Bulletin.

Section 3: The Photographer/Videographer will coordinate with other Communications Members such as the Media Manager, Graphic Design Manager, Director of Campus Events, or any others while scheduling events to determine which should be captured and to determine how to best make the media available.

Section 5: The Photographer/Videographer will work with all GSBA members to promote a strong social media presence, to develop materials for future advertisements or publications, and develop overall communication within GSBA.

Section 6: The Photographer/Videographer will perform any additional duties as deemed necessary by the President or the Director of Communications, including but not limited to, overflow work on behalf of other members of the Communications Department, such as design responsibilities.

Section 9: The Photographer/Videographer shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation.

Section 7: The Photographer/Videographer shall also execute any other duties that the Director of Communications deems necessary.

Article XVI: Marketing Coordinator

Section 1: The Marketing Coordinator shall directly report to the Director of Communications and coordinate with GSBA as a whole to market GSBA activities and events creatively to both Gonzaga and the greater Spokane communities. The Marketing Coordinator shall work 6-9 hours per week.

Section 2: The Marketing Coordinator shall send out weekly emails to the student body list serves that showcase upcoming GSBA events, activities, meetings, and announcements to encourage student body engagement.

Section 3: The Marketing Coordinator shall be the point of contact for GSBA related questions and inquiries from weekly emails.

Section 4: The Marketing Coordinator shall communicate with different campus partners for events to collaborate on how to best market events in both spheres and be the point of contact to advertise events to the student body.

Section 5: The Marketing Coordinator will stock and maintain the GSBA paint room. They will also be the contact person to make Bulldog Board requests and find a prescheduled time to allow painters access to the paint room.

Section 6: The Marketing Coordinator will regularly update the Bulldog Board policy with policies that make using the Bulldog Board and the paint room more effective.

Section 7: The Marketing Coordinator will perform any additional duties as deemed necessary by the President or the Director of Communications, including but not limited to, overflow work on behalf of other members of the Communications Department, such as design responsibilities.

Section 8: The Marketing Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 9: The Marketing Coordinator shall prepare and distribute all professionally printed materials from GSBA (these may include weekly advertisements, informational brochures, etc.).

Article XVII: GSBA Florence Representative

Section 1: The Florence Representative member shall serve as an unpaid representative of the GSBA Executive Branch. They shall be enrolled and attend the Gonzaga-in-Florence program for, at minimum, one (1) semester. However, preference will be given to candidates who are enrolled for the yearlong program. The Florence Representative shall report to the GSBA Chief of Staff and meet on a monthly basis.

Section 2: The Florence Representative must introduce themselves to the Gonzaga-in-Florence Student Development Coordinators at the beginning of each given semester prior to planning student programs. The Florence Representative, in conjunction with the Gonzaga-in-Florence Student Development Coordinators, shall determine the appropriate number of working hours per week upon the beginning of the semester.

Section 3: The Florence Representative shall be hired through a competitive appointment process completed by the President, Vice President, and Chief of Staff during the semester prior to their term.

Section 4: The Florence Representative shall assist in GSBA elections so that all Gonzaga students enrolled in the Gonzaga in Florence program have the opportunity to participate in GSBA elections.

Section 5: The Florence Representative shall represent GSBA in Florence in any way or matter. The Florence Representative shall ensure direct communication between the two (2) campuses. The Florence Representative shall make an effort to inform GSBA about any ongoing events in regard to the Gonzaga-in-Florence program and vice versa.

Section 6: The Florence Representative should meet regularly with the Gonzaga-in-Florence Student Development Coordinators and the Pensione Representatives in order to inform Gonzaga-in-Florence's students of their position and services.

Section 7: The Florence Representative can utilize their allocated budget for student activities and programming activities.

Section 8: The Florence Representative shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 9: The Florence Representative shall also execute any other duties that the Chief of Staff and Gonzaga-in-Florence Student Development Coordinators deem necessary.

Article XVIII: Director of Diversity, Equity, and Inclusion

Section 1: The Director of Diversity, Equity, and Inclusion shall sit on Cabinet and maintain 8-12 office hours per week and an additional 20 hours over the summer.

Section 2: The Director of Diversity, Equity, and Inclusion shall support the Advocacy Coordinator and Campus Inclusivity Coordinator in planning and facilitating events that acknowledge diversity on campus as it includes, but is not limited to, background, nationality, religious affiliation, sexual orientation, ethnicity, political beliefs, and values. The Director of Diversity, Equity, and Inclusion shall serve as consultant to the President on matters that involve diversity.

Section 3: The Director of Diversity, Equity, and Inclusion shall chair weekly meetings with the Advocacy Coordinator and Campus Inclusivity Coordinator.

Section 4: The Director of Diversity, Equity, and Inclusion shall conduct meetings with the various organizations and groups on campus that promote diversity, including, but not limited to:

1. Centers such as: Unity Multicultural Education Center and Center for Community Engagement at least once a month.
2. Administrative organizations such as: IMPACT, Campus Climate Committee, and Council on Diversity, Equity, and Inclusion as needed.
3. Cultural, social justice, language, religious and political clubs at least once a month.
4. GSBA Senate at least once a month.
5. International Senator twice a month.

Section 5: The Director of Diversity, Equity, and Inclusion shall collaborate with the individuals/groups that organize Diversity Week.

Section 6: The Director of Diversity, Equity, and Inclusion will be the point person for student-neighborhood relations.

Section 7: The Director of Diversity, Equity, and Inclusion shall supervise the Campus Inclusivity Coordinator and Advocacy Coordinator to create events that engage both the Spokane Community and Gonzaga University Students.

Section 8: The Director of Diversity, Equity, and Inclusion shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Section 9: The Director of Diversity, Equity, and Inclusion shall also execute any other duties that the Vice President deems necessary.

Article XIX: Campus Inclusivity Coordinator (CIC)

Section 1: The CIC shall work 7-9 hours per week.

Section 2: CIC shall plan, organize, and coordinate entertaining events that promote multicultural awareness and broaden the perspectives of Gonzaga's student body.

Section 3: The CIC shall provide events that acknowledge diversity as it includes, but is not limited to, background, nationality, religious affiliation, sexual orientation, ethnicity, political beliefs, and values.

Section 4: The CIC shall communicate with the Director of Diversity, Equity, and Inclusion as necessary in order to provide suitable programming for the student body.

Section 5: The CIC shall coordinate at least one (1) event per month.

Section 6: The CIC shall work with the Director of Communications and the Graphic Design Manager to develop publicity campaigns for events.

Section 7: The CIC shall attend weekly meetings chaired by the Director of Diversity, Equity, and Inclusion.

Section 8: The CIC shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 9: The CIC shall also execute any other duties that the Director of Diversity, Equity, and Inclusion deems necessary.

Article XX: Advocacy Coordinator

Section 1: The Advocacy Coordinator shall work 7-9 hours per week.

Section 2: The Advocacy Coordinator shall plan, organize, and coordinate programs that promote positive activism that recognizes Gonzaga's diversity of interests.

Section 3: The Advocacy Coordinator shall provide opportunities for activist-like events such as rallies, marches, and guest speakers, to occur on Gonzaga's campus which will allow for greater civic engagement among the student body.

Section 4: The Advocacy Coordinator shall communicate with the Director of Diversity, Equity, and Inclusion as necessary to provide suitable programming for the student body.

Section 5: The Advocacy Coordinator shall coordinate at least one (1) event per month.

Section 6: The Advocacy Coordinator shall work with the Director of Communications and the Graphic Design Manager to develop publicity campaigns for events.

Section 7: The Advocacy Coordinator shall attend weekly meetings chaired by the Director of Diversity, Equity, and Inclusion.

Section 8: The Advocacy Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 9: The Advocacy Coordinator shall also execute any other duties that the Director of Diversity, Equity, and Inclusion deems necessary.

Article XXI: Community Engagement Coordinator

Section 1: The Community Engagement Coordinator shall work 7-9 hours per week and an additional 8-10 summer hours to plan the Logan Block Party in conjunction with the Center for Community Engagement, and for the biannual Food Pantry Meetings.

Section 2: The Community Engagement Coordinator shall communicate with the Director of Diversity, Equity, and Inclusion as necessary to provide suitable programming for the student body.

Section 3: The Community Engagement Coordinator shall attend weekly meetings chaired by the Director of Diversity, Equity, and Inclusion & the Director of Clubs and Organizations as they see fit.

Section 4: The Community Engagement Coordinator shall work with CCE in regard to the Logan Block Party.

Section 5: The Community Engagement Coordinator shall partner with the GSBA Clubs and Organizations team in order to help clubs fulfill their community service hours.

Section 6: The Community Engagement Coordinator shall attend the bi-semester Club President Presidents Council meetings and serve as a liaison between clubs, the Center for Community Engagement, and outside organizations to connect clubs more easily with service opportunities.

Section 7: The Community Engagement Coordinator shall continue partnership with CCE and students interested about combating food insecurity.

Section 8: The Community Engagement Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 9: The Community Engagement Coordinator shall sit on the Logan Neighborhood Council and on any other University committees or boards pertaining to community engagement as needed.

Article XXII: Health & Safety Coordinator

Section 1: The Health & Safety Coordinator shall work 8-10 hours per week.

Section 2: The Health & Safety Coordinator shall act as chair of the Senate Health & Safety Committee and attend weekly meetings. They shall ensure minutes are recorded for every Health & Safety Committee meeting.

Section 3: The Health & Safety Coordinator is expected to attend meetings every other week with the Vice President to obtain guidance and assistance with relevant events and campaigns.

Section 4: The Health & Safety Coordinator shall coordinate meetings at least three (3) times a semester with the Dean of Wellbeing + Flourishing to check in with the various offices on campus.

Section 5: The Health & Safety Coordinator shall coordinate meetings with various organizations and groups on campus that promote health and safety including but not limited to: Center for Cura Personalis, Office of Health Promotion, Health and Counseling Services, Title IX, Disability Resources, Education, & Access Management, and Campus Security and Public Safety. The Health & Safety Coordinator shall meet with the Resolution Center for Student Conduct and Conflict once per semester. The content of these meetings shall be shared with the Senate Health & Safety Committee.

Section 6: The Health & Safety Coordinator shall host at least one (1) educational or discussion-based event per semester, such as trainings and workshops, in collaboration with other campus departments and partners.

Section 7: The Health & Safety Coordinator shall partner with and support events by the respective offices that they correspond with.

Section 8: The Health & Safety Coordinator shall sit on any boards/committees pertaining to health and safety as needed.

Section 9: The Health & Safety Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 10: The Health & Safety Coordinator shall also execute any other duties that the Vice President deems necessary.

Article XXIII: Director of Sustainability

Section 1: The Director of Sustainability shall serve on Cabinet and work 8-10 hours per week and an additional 10 hours over the summer.

Section 2: The Director of Sustainability shall preside over the Green Fund Council.

Section 3: The Director of Sustainability shall oversee the budget for the Green Fund in collaboration with the Treasurer and work with the Green Fund Council regarding the allotment of funding to sustainable projects around campus. The Director of Sustainability shall be responsible for faithfully executing the dispensation of allotted funds and ensuring the security of funds.

Section 4: The Director of Sustainability shall maintain an accurate record of all transactions involving the Green Fund.

Section 5: The Director of Sustainability is responsible for creating the Green Fund Council via an application and interview process. The selected students will administer the operations of the Green Fund the following year. Selected students will serve rolling, one-year terms.

Section 6: The Director of Sustainability will meet with sustainability-related student clubs, organizations, and University departments as said individual sees fit.

Section 7: The Director of Sustainability shall meet with currently funded projects on a monthly basis to ensure that the project is being carried out and is successful.

Section 8: The Director of Sustainability shall meet with the University Director of Sustainability as they see fit, no less than five (5) times per academic year to discuss the Green Fund and matters regarding GSBA and the Office of Sustainability.

Section 9: The Director of Sustainability shall implement continuous sustainable programming and events to educate and engage the Gonzaga Student Body.

Section 10: The Director of Sustainability shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.

Section 11: The Director of Sustainability shall also execute any other duties that the Vice President deems necessary.

Article XXIV: Green Fund Council

Section 1: Green Fund will be entirely a student-governed organization, overseen by the Gonzaga Student Body Association, using available student resources and student leadership to benefit the entirety of the student body.

Section 2: The Green Fund Council (GFC) shall be responsible for determining what projects receive Green Fund grants and be responsible for overseeing the projects. Upon reviewing submitted materials and hearing project presentations, all Council Members except Gonzaga University's Director of Sustainability will vote to approve funding. A majority vote of 6 is required to fund a project. GFC will consist of the following students, student populations, and non-voting advisor:

- A. GSBA Director of Sustainability, who serves as the Council Chair.
- B. Three (3) GSBA Senators.
- C. Three (3) Undergraduate students.
 - a. Ideally, these students should represent diverse backgrounds and fields of study.
- D. One (1) post-baccalaureate student.
 - a. A post baccalaureate student is defined as a student enrolled in graduate courses in the School of Law, School of Business, School of Leadership Studies, School of Health Sciences, or School of Education at Gonzaga University.
- E. A representative from a University recognized environmental/sustainable student organization, such as the Gonzaga Environmental Organization (GEO).
- F. A representative from the Residence Hall Association, ideally, the Director of Sustainability.
- G. The GSBA Treasurer.

- H. Gonzaga University's Director of Sustainability, who will serve as a non-voting advisor to the GFC.
 - a. The Director of Sustainability will act as a liaison to the University Administration.

Section 3: GFC requires that members attend at least two meetings to retain their membership. If a member misses more than two meetings, they will be removed from the council. To be eligible to vote on projects, members must be present at the meeting where said project was proposed. Votes must be submitted no later than twenty-four (24) hours after the conclusion of the proposal meeting to be counted.

Section 4: GFC meetings shall be held according to decorum guidelines set forth in Article XXXIII of the GSBA Bylaws.

Section 5: GSBA Green Fund will support student-initiated sustainability projects in the Gonzaga Community. Students who wish to access these funds must present a proposal to the Green Fund Council, addressing the following:

- A. The project's overall goal(s) and how these goals align with Gonzaga's commitment to care for the planet.
- B. The problem being solved or addressed by the project.
- C. The environmental benefits to the Gonzaga Community following project completion.
- D. The desired amount of funding.
- E. Participating members of the project.
- F. Estimated timeline for completion.
- G. Tentative line-item budget.
- H. Plans for project implementation.
- I. Letter of support from Gonzaga faculty or staff.

Section 6: In evaluating proposals, and determining where to allot funds, the GFC will consider:

- J. The proposed project's impact on long-term environmental stewardship and sustainability for the Gonzaga Community.
- K. Student involvement in the execution of the project.
- L. Feasibility and likelihood of success.
- M. Funds available.
- N. The ability of the project to inspire a culture of stewardship of the environment, following the guidelines of the Gonzaga Mission Statement.

Section 7: Funding for the GSBA Green Fund comes from the Sustainability Fee. Half of the fee is set aside for student led projects.

Section 8: Any funds not allocated in a given year shall remain in the Green Fund account for future use.

Section 9: Purchases for projects funded via Green Fund shall be made by the CSI Business Manager only.

- A. Individuals who make purchases for a Green Fund Project without prior approval from the Business Manager or the GSBA Director of Sustainability are ineligible to be reimbursed.
- B. Funds from the GSBA Green Fund account are not to be used or reallocated for purposes other than those described in this document.
- C. The GSBA Green Fund shall continue to operate in any given school year as long as sufficient funds are available.
- D. Funds from the GSBA Green Fund account may not be used for any purpose that violates Gonzaga policies and procedures.
- E. Funds from the GSBA Green Fund may be used for compensation or travel only with specific approval from the Green Fund Council.
- F. Any property, whether physical or intellectual, generated through the use of the GSBA Green Fund funding shall become the property of Gonzaga University.
- G. All materials and equipment purchased with GSBA Green Fund funding shall become the property of Gonzaga University and must be provided to the University upon completion of the project.
- H. All transactions and records of the GSBA Green Fund must be submitted to the Green Fund Council and kept on file by the GSBA Director of Sustainability and GSBA Treasurer.

Article XXV: Campus Events Staff

Section 1: The following positions make up the GSBA Campus Staff: Director of Campus Events, Weekend Events Coordinators, Weekday Events Coordinator, the Den After Dark Coordinator, and the Senior Week Coordinator.

Section 2: Campus Events Staff shall be responsible for organizing, developing and sponsoring events that challenge, foster growth, and create dialogue within the Gonzaga community.

Section 3: Campus Events Staff shall be responsible for planning student programming within the framework of the Mission Statement of GSBA, the Mission Statement of Gonzaga University, and the Events Policy of Gonzaga University.

Section 4: Campus Events Staff shall research possible co-sponsorships with various clubs and organizations on campus that align with goals outlined in sections 3-4.

Section 5: Weekday Events, Weekend Events, the Den After Dark Coordinator, and the Senior Week Coordinator shall attend all campus events staff-sponsored events and weekly Campus Events Staff meetings unless excused by the Director of Campus Events.

Section 6: The Den After Dark Coordinator shall perform at a Den After Dark concert no more than twice per semester.

Article XXVI: Weekend Events Coordinators

Section 1: The two (2) Weekend Events Coordinators shall work 8-10 hours per week.

Section 2: The Weekend Events Coordinators shall plan, organize, and coordinate a variety of events on weekends at little to no monetary cost for students.

Section 3: Each Weekend Events Coordinators shall coordinate at least one (1) event per month, between the two of them.

Section 4: The Weekend Events Coordinators shall work with the Communications Department to develop publicity campaigns for events.

Section 5: The Weekend Events Coordinators shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 6: Each Weekend Events Coordinators shall plan, organize, and coordinate events together as the Director deems necessary.

Article XXVII: Weekday Events Coordinator

Section 1: The Weekday Events Coordinator shall plan, organize, and coordinate a variety of asynchronous, in-person, or Grab-and-Go events on the weekdays at little to no monetary cost for students. The Weekday Events Coordinator shall work 8-10 hours per week.

Section 2: The Weekday Events Coordinator shall coordinate at least two (2) events per month.

Section 3: The Weekday Events Coordinator shall collaborate and coordinate with other campus partners to promote relationships with GSBA and provide educational opportunities regarding personal and professional development.

Section 4: The Weekday Events Coordinators shall work with the Communications Departments to develop publicity campaigns for events.

Section 5: The Weekday Events Coordinator shall work in collaboration with the Elections Commissioners to create an event during the election season to increase voter turnout.

Section 6: The Weekday Events Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 7: The Weekday Events Coordinator shall plan, organize, and coordinate events as the Director deems necessary.

Article XXVIII: Den After Dark Coordinator

Section 1: The Den After Dark Coordinator shall work 8-10 hours per week and an additional 15 hours over the summer.

Section 2: The Den After Dark Coordinator shall plan, organize, and coordinate regular entertainment for students in an intimate setting.

Section 3: The Den After Dark Coordinator shall coordinate the weekly Den After Dark performances.

Section 4: The Den After Dark Coordinator shall work with the Communications Department to develop publicity campaigns for events.

Section 5: The Den After Dark Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 6: The Den After Dark Coordinator shall plan, organize, and coordinate events, as the Director of Campus Events deems necessary.

Article XXIX: Concert Coordinator

Section 1: The Concert Coordinator shall work a total of 280-340 hours not to exceed 20 hours a week, if necessary, these hours may be used over the summer.

Section 2: The Concert Coordinator shall attend weekly meetings with the campus events team and the GSBA advisor.

Section 3: The Concert Coordinator shall plan and execute one (1) annual concert.

Section 4: The Concert Coordinator shall work with the Director of Communications on all marketing duties for the concert.

Section 5: The Concert Coordinator shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation

Section 6: The Concert Coordinator shall plan, organize, and coordinate events as the Director deems necessary.

Article XXX: Senior Week Coordinator

Section 1: There will be two (2) Senior Week Coordinators:

- A. The year-round Senior Week Coordinator will be hired during the Fall Semester for the full academic year and must be either a Junior or Senior.
- B. The Spring Senior Week Coordinator will be hired for the Spring Semester and must be over the age of twenty-one (21) years or older by mid-April.

Section 2: The Senior Week Coordinators shall work 4-6 hours per week, and work 15 hours during Senior Week.

Section 3: The Senior Week Coordinator shall be a junior that is over twenty one years old by the week of Senior Week.

Section 4: The Senior Week Coordinator shall spend the fall semester creating a Senior Week planning committee and a group of seniors to provide input.

Section 5: The Senior Week Coordinator shall plan, organize, and attend the events of Senior Week during the spring semester.

Section 6: The Senior Week Coordinator shall plan, organize, and coordinate events as the Director deems necessary.

Article XXXI: Street Team

Section 1: Street Team will be comprised of twelve (12) Street Team Members and one (1) Director of Street Team. Street Team Members will be directly responsible to the Director of Street Team, who will be directly responsible to the Chief of Staff.

Section 2: All positions will be appointed via a competitive application and will be considered a part of the Executive Branch of GSBA. Priority for Street Team Member positions will be given to first-year freshmen, transfer students, and international students. Priority for the Director of Street Team position will be given to those with GSBA experience.

Section 3: Street Team Members

- A. Street Team Members will serve in a volunteer capacity for 2-3 hours per week, including but not limited to meetings, event planning, and logistic work.
- B. Street Team Members will be appointed in collaboration with predetermined areas of need based on dialogue between GSBA departments and the Director of Street Team. Street Team members will be appointed to specific areas of GSBA based on needs identified by the Executive Branch.
- C. Roles and responsibilities of Street Team Members will be given based on predetermined needs by GSBA Departments set forth by collaboration with the Director of Street Team and leadership of each GSBA department requesting street team representation.
- D. The Street Team Member will complete one weekly office hour to collaborate and communicate with the Executive Staff.
- E. The Street Team Member shall write a weekly write-up for what they accomplished at the end of every week. These write-ups shall be sent to their supervisor for aggregation.
- F. Street Team Members will meet once per week with the Director of Street Team to give updates and discuss current projects.

Section 4: Director of Street Team

- A. The Director of Street Team shall work in a paid capacity of 6-9 hours per week and an additional 5 hours during summer.
- B. The Director of Street Team shall schedule and preside over weekly Street Team meetings, open to all members of GSBA.
- C. The Director of Street Team shall collaborate with Directors and Leadership of each GSBA department to identify needs, roles, and responsibilities for street team members.
- D. The Director of Street Team shall hold bi-weekly meetings with the Chief of Staff.
- E. The Director of Street Team will coordinate GSBA volunteer lists for events and other projects.

- F. The Director of Street Team shall be a member of cabinet.
- G. The Director of Street Team shall collect weekly write-ups from what each member of their team accomplished at the end of the week. These write-ups shall be aggregated and delivered to the GSBA Advisor. They shall include their own weekly work in these aggregated write-ups as well.
- H. The Director of Street Team shall also be responsible for ensuring roles and responsibilities given to Street Team members reflect the values, mission, and goals of the GSBA Mission Statement and/or GSBA Elected Administration Goals.

Article XXXII: Senate

Section 1: The Senate shall meet weekly in a public place as determined by the Speaker. The Speaker shall determine the time and location prior to the first meeting of the year.

Section 2: Each session of the Senate shall include a business portion to address legislation and an open forum to address student concerns and issues. The business portion shall be run in accordance with Robert's Rules of Order with the exception of the guidelines provided in these By-laws.

Section 3: The Agenda for the meeting shall be available at the time of the meeting and will have the following format:

- A. Roll Call of all Voting Members
- B. Reports - GSBA Executives and University Appointees
- C. Introduction of Bills, Appropriations, and Resolutions to be presented and sent to the appropriate committee one (1) week prior to the Senate session at which the legislation is to be considered for a final time.
- D. Debate and Voting on Old and New Business
- E. New Issues – Discussion
- F. Committee Reports / Progress of Legislation

Section 4: Meetings shall last one (1) hour, or any member of the Senate may propose to extend the meeting, requiring a majority vote of the Senate to be enacted.

Section 5: Voting members shall hereafter be referred to as Senators. Members shall be defined as voting and Non-voting Members of the Senate.

Article XXXIII: Officers of the Senate

Section 1: Neither the Speaker Pro Tempore nor the Speaker shall participate in debate while presiding.

Section 2: The Speaker shall take the chair at precisely the time specified in the official agenda, immediately call the members to order, and, if a quorum is present, proceed with business. No Member, with the exception of a written petition signed by two thirds (2/3) of the voting members of Senate, shall call the Senate to order unless that member has been given written

authorization signed by the Speaker or the President presented to the Senate at least one (1) day before the scheduled session.

Section 3: The Speaker, in consultation with the Attorney General shall have full authority to maintain order and decorum at all times. This includes the power to expel any Member or spectator for a period of time to be determined by the Speaker and the power to censor a Member or spectator for the remaining duration of debate if said Member consistently violates the rules of decorum. In order to suspend this rule, a two-thirds (2/3) majority of the assembled Senate shall be necessary.

Section 4: The Speaker shall vote in the case of a tie: in which case they may either vote to break the tie in the affirmative or allow the tie to stand in which case the vote shall fail. The Speaker may assign the reasons for their vote. The Speaker Pro Tempore shall vote as any other Member while presiding.

Section 5: The Parliamentarian of the Senate shall be the Attorney General and shall advise the Speaker in the interpretation of the rules and procedures. The Parliamentarian shall at no time participate in any Senate debate or discussion unless called upon by the Speaker for parliamentary procedure advice. The Parliamentarian shall be present at all sessions of the Senate. If the Parliamentarian must be absent, an assistant Parliamentarian shall be appointed by the Speaker. The Parliamentarian shall not sit on any Senate committees, unless to offer parliamentary assistance during committee meetings.

Section 6: In the event of the absence of the Speaker and the Speaker Pro Tempore during a scheduled session, the session shall be run by a designee of the Speaker or the President's choosing. The name of the designee must be submitted in writing to the Senate at least one (1) day before the scheduled meeting, otherwise the Senate may elect a designee of their choice from among the voting members of the Senate to preside over the meeting.

Article XXXIV: Order, Decorum, and Recognition

Section 1: When the Senate is called to order, every Member present shall take their seat and act with decorum. If a Member present on the floor should be called to order while speaking, they shall cease from speaking and respect the Speaker. The violating Member may not participate until consent of the Senate is granted. This motion shall be determined without debate.

Section 2: If a Senator desires to speak, they shall remain seated and raise their hand, and shall not proceed until they are recognized. Non-voting Members of the Senate shall not speak unless time is yielded to them by a Senator during consideration or debate of legislation. No member shall interrupt another member in debate without consent. Members shall avoid disrespect to the Senate, other branches, and all personalities; observe decency of speech and manner; and confine themselves to the question under consideration. Members shall be granted three (3) minutes per speech.

Section 3: A majority of the total number of Senators shall constitute quorum. Any Senator may raise a point of order to question the presence of a quorum at which time the Speaker shall determine whether a quorum is present. If it is determined that a quorum is not present, the Senate session shall stand in recess until a quorum is present or the Senate is adjourned.

Article XXXV: Bills, Resolutions, Appropriations, Amendments, and Ratifications

Section 1: Any Senator may introduce legislation; hereafter referred to as measures.

A. During the first reading, the Speaker shall direct the Senator introducing the measure to read the measure number, name(s) of sponsor(s), the title of the measure, and the action called for.

B. The Speaker shall recommend, subject to approval of the Senate, referral to the appropriate committee for second reading.

C. During final (third) reading, measures reported out of committee shall be submitted to the Attorney General. Any Member shall have the right to see the committee report. When a resolution is presented to the Senate for consideration, the Speaker shall direct the Senator introducing the bill to read all information they deem necessary.

D. Measures may be moved directly to final reading (foregoing consideration in the committee) upon a two-thirds (2/3) majority vote of the Senate.

Section 2: Senators shall move to amend any measure by submitting the amendment, neatly written out or spoken aloud to the Attorney General. An amendment may be laid upon the table without prejudice to the measure itself.

Section 3: Non-relevant amendments shall not be in order at any time.

Article XXXVI: Debate and Voting

Section 1: The author or chief Senate sponsor of a measure pending before the Senate shall be granted five (5) minutes to introduce the measure.

Section 2: Following the opening remarks, the Speaker shall allow questions directed to the sponsor. A Senator wishing to ask questions must be recognized by the Speaker. The sponsor may, at their discretion, yield to a member wishing to ask a question. The three (3) minute time limit is in effect.

Section 3: During debate, any Senator shall have the opportunity to recognize any non-Senator present. This would include any other GSBA officials, club presidents, student body members, etc. who wish to speak on a particular topic. This may be exercised in the form of a question, asking for additional information, or yielding time for speeches.

Section 4: A call for question shall be in order at any time following the opening remarks; a call for question shall require unanimous consent for passage. Previous question shall also be in order at any time following opening remarks; a call for previous question shall require a two-thirds (2/3) majority vote for passage.

Section 5: Directly following the ordering of the question, the author or sponsor shall be granted one (1) minute for the purpose of closing remarks. Following closing remarks, a roll call vote shall be taken unless a Senator calls for passage by unanimous consent.

Section 6: No Senator shall vote on the final passage of any legislation, question, or motion unless they are in the chamber when the final question is put before the body, and once voting has begun no Senator may speak unless it is to ask or respond to a question regarding the taking of the vote.

Section 7: Senators abstaining from voting shall not be counted when determining the number of votes needed for passage of the legislation.

Section 8: All final votes on Senate legislation will be recorded by the Attorney General, listing for each senator their name, class, and how they voted on legislation, or whether they were absent. The Attorney General will then place this vote data, along with a summary of the legislation voted upon, into the public forum via Zagactivities and, in concert with the Media Manager, the University GSBA webpage. The Attorney General shall do this no later than 24 hours after a Senate vote.

Article XXXVII: Senate Committees

Section 1: The Senate committees shall be the following: Governance Committee, Finance Committee, Academics Committee, Student Development Committee, and Health & Safety Committee.

Section 2: The Committees shall meet weekly as determined by the Chair.

Section 3: A liaison shall be elected by each Committee who will be responsible for reporting at Senate meetings.

Section 4: Each Committee shall work in cooperation with the Speaker on any issue they deem necessary for that Committee.

Section 5: All student concerns intended for these Committees shall be presented at Senate meetings.

A. After discussion of the issue, the Speaker of the Senate shall suggest as to where to send the concern.

B. This is voted on via a hand vote to move to committee. This needs a simple majority to be moved to the relevant committee.

C. The Committee then has two (2) weeks to respond to the Senate on the matter as well as notifying the student of progress in writing.

Section 6: Each Committee shall also take on matters relevant to their jurisdiction as deemed fit by a majority of the committee.

Section 7: Each Committee shall provide a weekly report at the Senate meetings.

Section 8: The Committee members are to be determined by the Speaker of the Senate in conjunction with the Senators.

Section 9: On issues of vast importance or unusual controversy, Committees may refer any question to the Senate.

- A. Each Committee may within themselves determine if a question is of vast importance or unusual controversy.
- B. If a Committee does choose to refer a question to the Senate, the Senate shall have the ultimate say on the question's resolution. Immediately following the meeting in which the Senate reaches a resolution, the Attorney General shall transmit the outcome of the question to the referring Committee's Chair to add to that Committee's minutes.
- C. Committees may not reconsider the Senate's resolution unless permitted by the Senate to do so.

Section 10: GSBA Senate Governance Committee

- A. This committee shall consist of up to five (5) members. These individuals may also sit on any other task forces or special committees the Senate chooses to create. One (1) of these members shall be appointed as liaison between the Governance Committee and the Senate. This person shall be appointed by the Committee Chair.
- B. This committee shall have the ability to hold judicial hearings for the following purposes:
 - i. To provide the student body with an objective board to make decisions with regard to Constitutional issues that may arise.
 - ii. To provide clubs and organizations that are involved in incidents with a process for settling disputes.
 - iii. Impeachment of elected GSBA Officials.
- C. The Governance Committee shall hold the ultimate authority to interpret, assign meaning to, and define the terms of the By-laws and Election Code.
- D. The Governance Committee, in consultation with the Speaker and the Attorney General, shall have the authority to fix minor grammatical errors within the Constitution.
- E. This Committee shall be responsible for reviewing any proposed changes to the GSBA Constitution, By-laws, or Elections Code. When updating or reviewing a position's By-laws, the relevant party should be involved in the discussion, review, and approval of the By-laws.
- F. This Committee shall be chaired by the Attorney General who shall not vote. The Committee Chair shall report to the Governance Committee and attend weekly meetings.
- G. The Chair shall take minutes for the Governance Committee and shall report attendance to the Speaker. The liaison shall give committee reports to the Senate.

Section 11: Academics Committee

- A. This committee shall consist of the six (6) Senators. Two (2) Senators from the College of Arts and Sciences, one (1) Senator from the College of Nursing, one (1) Senator from the College of Education, one (1) Senator from the College of Business, and one (1) Senator from the College of Engineering. One (1) of these members shall be appointed as liaison between the Academics Committee and the Senate. This person shall be appointed by the Committee Chair.

B. This Committee shall be responsible for all matters pertaining to academic affairs in the University.

C. These individuals may also sit on any other task forces or special committees the Senate chooses to create.

D. The members of the Academics Committee shall meet with their respective Deans once a semester to discuss the state of current academic affairs and formulate opportunities for collaboration between the student representative and their respective academic constituency.

E. This Committee shall be chaired by the Vice President who shall not vote. The Vice President shall report to the Academics Committee and attend weekly meetings.

F. The members of the Academics Committee shall each conduct at least one school or college-wide survey that covers each undergraduate student's experience within the classroom.

G. The Chair shall take minutes for the Academics Committee and shall report attendance to the Speaker. The liaison shall give committee reports to the Senate.

Section 12: Student Development Committee

A. This Committee shall consist of up to five (5) members. These individuals may also sit on any other task forces or special committees the Senate chooses to create. One (1) of these members shall be appointed as liaison between the Student Development Committee and the Senate. This person shall be appointed by the Committee Chair.

B. This Committee shall facilitate BeHeard tabling to accurately represent student opinions. This Committee shall accurately present the results of each BeHeard survey to the Senate Body. This Committee shall work with other Committees to gather student opinions for GSBA.

C. This Committee shall be responsible for all matters pertaining to student life and affairs.

D. This Committee shall be chaired by the Director of Clubs and Organizations who shall not vote. The Director of Clubs and Organizations shall report to the Student Development Committee and attend weekly meetings.

E. The Chair shall take minutes for the Student Development Committee and shall report attendance to the Speaker. The liaison shall give committee reports to the Senate.

Section 13: Finance Committee

A. The Committee shall consist of up to five (5) members. These individuals may also sit on any other task forces or special committees the Senate chooses to create.

B. The Committee shall be composed of students reflecting various constituencies in order to effectively review club funding requests.

C. The Committee, in conjunction with the Club Funding Coordinator, shall have the authority to create and regularly edit their systematic process for club funding requests

(henceforth referred to as the “Club Funding Guidelines”). These guidelines must be finalized by the first Senate meeting of the Academic Year. The Club Funding Guidelines must be shared with the full Senate during this meeting.

D. The Committee shall be chaired by the Club Funding Coordinator who shall not vote. The Club Funding Coordinator shall report to the Finance Committee and attend regular meetings. In the event of a tie vote, the measure will move automatically to the full Senate for consideration.

E. The Club Funding Coordinator shall ensure minutes are recorded for every Finance Committee meeting. This duty may be delegated to any member of the Committee or a staff member. Minutes should include the following:

- i. Attendance
- ii. Motions Considered
- iii. Voting Results
- iv. Discussion Items

F. The Finance Committee may realign any club, organization, or executive budget with a majority vote, provided that notification has been made prior to the change and the President approves. Any realignment above one half of one percent (.05%) must be approved by a majority vote of the Senate and then the President.

G. The Finance Committee can approve club funding bills that are less than one half of one percent (.05%) of the GSBA Budget. The Finance Committee must submit any club funding requests that are more than one half of one percent (.05%) of the GSBA budget for approval by the whole Senate. The Club Funding Coordinator must submit a report to the President and the Senate on behalf of the Finance Committee when funding is approved. This report should include the following:

- i. The Finance Committee majority and dissenting opinions on all motions being considered.
- ii. The reasons why any motions are not being considered, either temporarily or permanently.
- iii. Any other information the majority of the Finance Committee members deem relevant.

H. The Finance Committee must approve all club funding actions before the Club Funding Coordinator may act on their behalf.

I. The Club Funding Coordinator shall confirm the approved club funding request to the respective club following the passage of the bill.

- A. This Committee shall consist of up to five (5) members, and these individuals may also sit on any other task forces or special committees the Senate chooses to create. One (1) of these members shall be appointed as liaison between the Health, Safety, and Sustainability Committee and the Senate. This person shall be appointed by the Committee Chairs.
- B. The Committee shall assist the Health & Safety Coordinator and the Director of Sustainability with their events as needed.
- C. The Committee shall have the authority to meet with any Gonzaga administrators to relay the concern and opinions of the GSBA Senate and student body.
- D. This Committee shall be responsible for all matters pertaining to the health, safety, and fundamental wellbeing of Gonzaga students with an emphasis on drugs, alcohol, Title IX, mental health, and applicable resources. This Committee shall also be responsible for all matters pertaining to sustainability.
- E. Two members of the Health, Safety, and Sustainability Committee must serve on the Green Fund Council.
- F. This Committee shall be chaired by the Health and Safety Coordinator and the Director of Sustainability, who shall not vote. The Health & Safety Coordinator and Director of Sustainability shall report to the Health, Safety, and Sustainability Committee and attend weekly meetings.
- G. The Chairs shall take minutes for the Health, Safety, and Sustainability Committee and shall report attendance to the Speaker. The liaison shall give committee reports to the Senate.

Article XXXVIII: Requirements for Voting Senators

Section 1: The position of Transfer/Veteran/Returning Adult Students + First-Generation (TVRAS + First-Gen) must fulfill the following requirements and/or commitments:

- A. Must be filled by a TVRAS + First-Gen student, i.e., a transfer student, a veteran student, a returning adult student aged 25 or older, or a first-generation student.

Section 2: The position of International Senator must fulfill the following requirements and/or commitments:

- A. Must be filled by an international student, i.e., a student who is a citizen of a foreign country.
- B. The International Senator will be a permanent member of the Intercultural Student Union (ISU) and maintain meetings twice a month with an officer of the club.
- C. The International Senator will maintain meetings with the GSBA Director of Diversity, Equity, and Inclusion twice a month.

Section 3: The positions of On-Campus Senator and Off-Campus Senator must fulfill the following requirements and/or commitments:

A. The position of On-Campus Senator must be filled by a student residing in on-campus housing, i.e., a residence hall.

B. The position of Off-Campus Senator must be filled by a student residing within the following parameters as defined by the Logan Neighborhood Council Bylaws: Division Street, from the Spokane River north to Euclid Avenue, and Euclid Avenue from Division Street East to Napa Street and Napa Street, from Euclid Avenue south to Illinois Street, and Illinois Street, from Napa Street east to Crestline Street, and Crestline Street, from Illinois Avenue south to the Spokane River.

C. Each of the two (2) On-Campus Senators must attend at least one (1) Gonzaga Residence Hall Association meeting per month.

D. Each of the two (2) Off-Campus Senators must attend the Logan Neighborhood Council monthly meetings.

Section 4: The positions of Class Senator must be filled by individuals of the graduating class year, i.e., a student who entered with the Freshman Class shall be considered for the Freshman Senator position.

Section 5: The position of Academic Senator must fulfill the following requirements and/or commitments:

A. Each of the six (6) senators from the respective Gonzaga Colleges must be members of the constituency they represent, i.e., enrolled within the particular represented College at the time grades are checked and verified through the Student Development Office.

1. For elections, only those pursuing a major in their respective college will be considered for the position. If the position is opened up in the application process, those seeking a major or minor will be considered.

B. Each college-specific Senator shall attend a student advisory board/council meeting per their respective college when applicable and report relevant points of discussion to Senate.

C. Each of the six (6) Academic Senators must sit on the Academics Committee.

Article XXXIX: Appointment and Accountability

Section 1: In accord with the GSBA Constitution, all GSBA members have the right to be considered for student government offices. Student government positions shall be elected or appointed in the means described within the Constitution and these By-laws. All appointments shall be made through a competitive application, interview, and hiring process which is publicly announced to the student body.

Section 2: GSBA shall provide an equal opportunity for all members to participate in student government. GSBA shall not discriminate against individuals being considered for appointment based on race, ethnicity, gender, creed, disability, sexual orientation, or faith tradition. GSBA shall seek and appoint candidates based on the individual candidate's merit, experience, knowledge, skills, and abilities for a particular appointed office.

Section 3: The GSBA selection and appointment process for Cabinet Directors, Executive Staff, Elections Commission, Senate, and University committee members shall be a process that protects the integrity of individual privacy in the employment process.

Section 4: All nominations shall be subject to the advice and consent of the Senate. All appointments shall be ratified publicly by two-thirds (2/3) majority vote of the Senate prior to the appointees taking office.

Section 5: All GSBA elected and hired members must read, sign, and abide by the GSBA contract which is coordinated through the Chief of Staff.

Section 6: All GSBA members shall faithfully execute all laws pertaining to their respective offices. Failure to adhere to the stipulated GSBA Constitution and By-laws merits termination.

Section 7: In order for any meeting within the GSBA government to be considered official a quorum of voting members must be present. Minutes must be recorded at all meetings and must be available for viewing by any member of the GSBA.

Section 8: All GSBA branches shall participate in at least one (1) service project per year.

Section 9: Student Body and Cabinet Officers

A. All members of the Cabinet shall go through an evaluation process two (2) times a year (semester break, and end of the year) through the GSBA Advisor.

B. All Cabinet members shall maintain specific, updated transition materials for the duties and requirements of their position as well as the committees they serve. These materials must be updated by the Spring Inauguration and will be passed down to new elected members/appointments.

C. All Cabinet members should be present at all Cabinet meetings, and all functions deemed necessary by the President or Chief of Staff. Absence must be approved prior to the date of the meeting by the President or the Chief of Staff. Cabinet members are required to attend at least one (1) Senate meeting a semester and are encouraged to stay involved with the legislative branch.

Section 10: Executive Staff

A. All members of the Executive Staff shall go through an evaluation process three (3) times a year (prior to applying, semester break, and end of the year) through the GSBA Advisor.

B. The President upon the advice of the Cabinet shall have the authority to reprimand, suspend without pay, and/or terminate any member of the Executive Staff.

C. All Executive Staff members shall maintain specific, updated transition materials for the duties and requirements of their offices prior to the Spring Inauguration. These materials must be passed down to new staff members.

D. All Executive Staff members shall be present at all functions deemed necessary by the President or Chief of Staff. Absences must be approved prior to the date of the meeting by the Chief of Staff.

Section 11: Student Senators

- A. All members of the Student Senate shall go through an evaluation process twice a year (Prior to election, and Semester Break) through the Dean of Students Office.
- B. All members may accumulate up to three (3) total absences a year without a proxy before they are in jeopardy of losing their seat. After 3 absences it is at the discretion of the Speaker whether the seat is forfeited. All absences must be approved by the Speaker of the Senate and recorded by the Attorney General.
- C. All Members are required to serve on one (1) of the five (5) Student Senate committees. They are allowed to accumulate up to three (3) excused absences from committee meetings prior to giving up their seat within the Forum. The chair of the particular committee must approve all absences.

Article XXXX: Election Code

Articles XXXXI-XXXVI are stored separately in the online version.

Article XXXXVII Ratification and Amendments

Ratification of these By-laws including the Election Code shall become effective upon a two-thirds (2/3) majority vote of the Senate and upon the approval and signature of the President. Any amendments to the By-laws including the Election Code shall become effective upon a majority vote of the Student Senate and upon approval and signature of the President.

Article XXXXVIII: Interpretation

The Constitution of the Student Body of Gonzaga University supersedes the GSBA By-laws and Election Code in regard to content, procedure, and policy. All clarifications and interpretations shall be directed to the Attorney General and the Senate Governance Committee or subordinate judicial body, per these By-laws.