

**By-Laws Of The
Graduate Student Government
Of Princeton University**

ARTICLE I: ASSEMBLY

1. **Size.** The Assembly of the GSG shall consist of a number of Representatives equal to the number of departments and recognized programs.
2. **Apportionment.** Apportionment of seats in the Assembly shall take place by January 1 and shall take effect at the regular meeting during the month of February.
3. **Recognized Programs.** The following academic programs are recognized as separate Academic Units: Applied and Computational Mathematics, Atmospheric and Oceanic Sciences, History of Science, Neuroscience, Plasma Physics, Population Research, and Quantitative and Computational Biology.
4. **Organizations sending Delegates to the Assembly.** Every recognized graduate residential complex shall have the right to send one non-voting Housing Delegate to the Assembly. These include (but are not limited to): the Graduate College, Lakeside Apartments, Lawrence Apartments, and Off-Campus Housing. The GSG will additionally send out a call for voting Delegates from special interest groups before the first Assembly meeting of each academic year, sent to groups including (but not limited to) the Black Graduate Caucus, the Latino Graduate Student Association, the Association of Chinese Students and Scholars, and the Women's Center. Any special interest group that did not receive an invitation from the GSG but wishes to have a Special Delegate may request such a position, and such a position can be created by a majority vote of the Assembly. Any Special Delegate position that is absent for 3 consecutive GSG Assembly meetings will be dissolved automatically, but can be re-created at the request of that student organization and a majority vote of the Assembly.
 - 4.1. A permanent list of all past Special Interest delegates is to be kept by the Vice President for future reference by the Assembly.
5. **Conferral of Councilor Status.** Councilor status shall be conferred on graduate student representatives to the Council of the Princeton University Community.
6. **Elections.**
 - 6.1. Elections for Representatives from each Academic Unit shall take place in each academic year after the apportionment of seats and before the regular February meeting, unless an Academic Unit determines that it wishes to hold its elections at another time. The procedures of elections for each Academic Unit shall be determined by the graduate student members of that Academic Unit but in no

case shall persons banned by the Assembly from sitting in the Assembly be elected. The Vice President shall notify the Graduate Student Body of the upcoming elections after the apportionment of seats. Academic Units choosing a different time for elections must notify the Vice President of the time of their annual elections. If an Academic Unit loses a seat during reapportionment but has chosen to conduct its elections at a different time, the Representatives from that Academic Unit shall select one of their members to relinquish his or her seat; that member shall become a non-voting Delegate for the duration of his or her term. If an Academic Unit holding its elections at a different time gains a seat during reapportionment, that Academic Unit shall be notified by the Vice President that it shall send more Representatives whose terms shall expire at the same time as the other Representatives sent by that Academic Unit.

ARTICLE II: PROCEDURES OF THE ASSEMBLY

1. **Announcement and Agenda.** An announcement of and a general agenda for each meeting shall be publicly posted at least two days before the meeting.
2. **Proxies.** Proxies must be submitted in writing, such as by e-mail, to the Vice President, or, in his or her absence, the President, or they shall not be valid.
3. **Votes Between Meetings.** The Executive Committee may call For a vote of the Assembly between regular Assembly meetings to decide matters it deems to time-sensitive.

ARTICLE III: OFFICERS

1. **Term Limits.** There shall be no term limits placed on any Offices.
2. **Additional Officer & Chair Duties.** The following Officers shall have the following additional duties:
 - 2.1. **President.** Ordinarily, the President shall serve as an ex officio member of the Council of the Princeton University Community, as specified in Clause 1 of Article V of these By-Laws.
 - 2.2. **Vice President.** The Vice President shall maintain a mailing list of all members of the Assembly, and all graduate students who are appointed to external committees by the Assembly or the Graduate School. Ordinarily, the Vice President shall serve as an ex officio member of the Council of the Princeton University Community, as specified in Clause 1 of Article V of these By-Laws.
 - 2.3. **Communications Director.** The Communications Director shall draft such correspondence as the Assembly may require. The Communications Director shall compose and distribute such newsletters as the Assembly may require. The Communications Director shall keep an organized record of official

correspondence, and coordinate its archival with the Secretary. The Communications Director shall inform the rest of the Executive of matters discussed by the Undergraduate Student Government.

- 2.4. **Secretary.** The Secretary shall review GSG financial records annually, reporting his or her findings to the Executive Committee. The Secretary shall be responsible for arranging refreshments at meetings of the Assembly.
 - 2.5. **Treasurer.** The Treasurer shall be the Chair of the GSG Events Board, ex-officio.
 - 2.6. **Special Events Chair.** The Special Events Officer shall be a member of the Social Committee, ex-officio.
 - 2.7. **Facilities Chair.** The Facilities Chair shall be a member of the University Student Life Committee.
3. **Guiding Principles for Election.**
- 3.1. **Nominations.** Any member of the Graduate Student Body may nominate any member of the Graduate Student Body for any Office up for election. No seconds are required.
 - 3.2. **Qualifications for Candidacy.**
 - 3.2.1. Only members of the Graduate Student Body are eligible to be nominated for or to be a candidate for an Office. No person shall be eligible to be nominated for or to be a candidate for an Office if they would not be qualified to hold said Office for any other reason specified in the GSG By-Laws or Constitution.
 - 3.2.2. In the case of Balloting by the Graduate Student Body as described in Clause 5, the Election Committee as defined in Clause 5.1 shall determine whether or not a nominee/candidate is qualified on these grounds. In the case of Balloting by the Assembly as described in Clause 6, the Vice President shall determine whether or not a nominee/candidate is qualified on these grounds. The above parties may consult any University offices as needed to determine nominee/candidate qualifications.
 - 3.2.3. No person or committee shall be allowed to disqualify a nominee/candidate for any other reason.
 - 3.3. **Prohibition on Multiple Candidacies.** If more than one Executive Office is to appear on the same ballot, no one may be simultaneously a candidate for more than one such Office.
 - 3.4. **Accession to Office.** Except in the case of vacancies discussed in Clause 7, newly elected Officers shall take office upon adjournment of the meeting at which their election was held or certified, for a term of office of one year. Should an Office not be filled, the incumbent Officer, if there is one, and while qualified and willing, shall hold Office for the beginning of the new term, that is, until a newly elected Officer takes Office or the Assembly decides to vacate the Office.

- 3.4.1. Should a sitting Executive Officer be elected to different Executive Office, he or she shall be deemed to vacate their current Office upon accession to their newly elected Office.
4. **Annual Officer Elections.** Every year, all Executive Offices will be filled anew by a popular election by the Graduate Student Body, using the procedures detailed in Clause 5 and Clause 6 of this Article. In addition, the following deadlines shall apply to their respective items in Clause 5: (1) the Election Committee shall be created before the end of December; (2) the Election Plan shall be approved by the Assembly before the end of January; (3) the outcomes of this balloting shall be certified by the Assembly before the end of March.
5. **Balloting by the Graduate Student Body.** The following procedures and schedule shall be in force for popular elections.
 - 5.1. **Election Committee.** The Assembly shall appoint an Election Committee, charged with holding a free, fair, and well-publicized election in accordance with these By-Laws and the Election Plan.
 - 5.1.1. No one shall serve on the committee who is not a member of the Graduate Student Body or who has accepted or intends to accept a nomination for an Office up for popular election. Should a member of the committee accept such a nomination, or nominate himself or herself, his or her membership in the committee shall be immediately and irrevocably rescinded.
 - 5.1.2. Until the certification of the election, the committee shall have at least five members (including the chair) at all times. Each committee member shall be approved by the Assembly by a simple majority vote. The Assembly may also add and remove members at any time, but not a chair serving ex officio, by a simple majority. Should the number of members fall below five, the committee chair shall be empowered to appoint enough qualified persons to bring the membership up to five, those persons to serve until the Assembly fills the vacancies or the committee is dissolved. In the event that the Assembly fails to appoint five members, the committee shall still be formed and the election process shall proceed. However, the committee chair shall recruit additional members by publicizing the open seats to the Graduate Student Body.
 - 5.1.3. Until the certification of the election, the Vice President shall serve ex officio as chair of the committee, except if not qualified for membership in the committee, not willing to serve, or suspended as Vice President. Should such an exception occur upon creation of the committee, then the Assembly shall appoint a committee chair. Should the position of committee chair fall vacant afterward, be it due to the occurrence of such an exception or to any other reason, then the Executive Committee shall

appoint a committee chair to serve until the Assembly appoints a new committee chair or the committee is dissolved.

- 5.1.4. After the certification of the election, the newly elected Vice-President, if there is one, shall not replace the then-current committee chair. Rather, and until the committee is dissolved, the committee membership, as well as the chair, shall not change except due to resignation or a decision of the Assembly.
- 5.2. **Election Plan.** The Election Committee shall prepare an Election Plan satisfying the requirements of these By-Laws and including a detailed schedule, a description of how the election is to be executed, and a specification of the method of receipt of nominations. The committee shall submit the plan to the Assembly, in writing, for discussion, at least a week in advance of a meeting of the Assembly. The Assembly may amend the plan, and the Assembly should approve a final plan. However, if no plan is approved by the Assembly by the end of the meeting, the plan submitted by the committee, including any Assembly approved amendments, shall be considered approved by the consent of the Assembly and shall have such force as if it were approved by the Assembly. The approved plan shall be made available for public view by the committee within 72 hours after it was approved. The Election Committee shall not change the approved Election Plan without the approval of the Assembly and shall follow the approved Election Plan; in particular, deadlines specified in the plan may not be moved without the prior approval of the Assembly by a simple majority vote, such a vote to be held either at a meeting of the Assembly or over e-mail. The Graduate Student Body shall be notified of any such extension, and the new deadline must be at least 24 hours after such notification.
- 5.3. **Communication.** The Election Committee shall have the authority to communicate to the Graduate Student Body any information related to the election, by any reasonable means including electronic mass mailing. Each communication must be approved, both in the nature of its distribution and the exact wording, by a two-thirds majority of the committee. Under extraordinary circumstances, the Assembly or the Executive Committee can lower this majority to a simple majority, such change to expire after the committee is dissolved.
 - 5.3.1. The Election Committee shall maintain an archive of their internal electronic communications. At any time after balloting has closed, the Election Committee must permit any member of the Assembly to read said archive in full, should a member make such a request. At any time after balloting has closed, any interested member of the Assembly must also be given access to read any emails sent to or from any official Election Committee account.
- 5.4. **Nominations.** Nominations shall be submitted to the Election Committee. The deadline for nominations shall be no less than two weeks after the Election Plan is made public. Within 48 hours after the nomination deadline, the committee shall inform each nominee of all Offices for which he or she was nominated, and

for each of those Offices, whether they deem him or her qualified as described in Paragraph (b) of Clause 3 and the identities of the other nominees. A two-thirds majority of the committee shall be needed to deem a nominee not qualified per Paragraph (b) of Clause 3 of this Article, in which case they shall advise the nominee of the fact and of the date when the Assembly will consider the case.

- 5.5. **Declaration of Candidacy and Candidate Statements.** A nominee may accept a nomination for an Office by informing the Election Committee of his or her acceptance, and may submit a candidate statement to the Election Committee, whereupon he or she shall become a candidate for that Office.
 - 5.5.1. Nominees may not accept nominations conditionally. They may only instruct the Election Committee of (a) the Office for which the candidate is accepting a nomination, and (b) the candidate's statement.
 - 5.5.2. The deadline for acceptance of nominations and for submission of candidate statements shall be the same for all nominees and shall be no earlier than one week after all nominees were informed by the Election Committee of their nominations. Candidates may submit revised candidate statements up to that same deadline. After this deadline, no candidacies or revised statements shall be accepted.
 - 5.5.3. Should a candidate submit several statements for the same Office, or statements for multiple offices, it shall be presumed that only the statement submitted last is to be considered, and that the candidate is implicitly declining his or her nomination to all other Offices. Once the deadline for submission of candidate statements has passed, the statements and candidacies thus discarded shall not be reconsidered.
 - 5.5.4. Should a two-thirds majority of the committee consider the content or nature of a candidate statement or portions thereof to be unlawful or against University Policies, they shall advise the candidate of the fact and of the date when the Assembly will consider the case, but that shall not be grounds to void the candidacy. The Election Committee shall be empowered to consult with University Counsel directly or indirectly for guidance in such decisions.
- 5.6. **List of Candidates.** After the deadline for submission of candidate statements, the Election Committee shall report in a meeting of the Assembly on all candidates for each Office and if any candidates were deemed not qualified. A simple majority of Active seats in the Assembly may overrule the committee's decision on candidates' qualifications. The Assembly's sole task in this regard is as a fact finding body. The Assembly may not, under any circumstances, reinstate a candidate who it finds not qualified under Clause 3.2.
 - 5.6.1. On the same occasion, the committee shall report to the Assembly on any candidate statements or portions thereof that the committee deems unlawful or against University Policy in its content or nature and state the nature of the violation. The candidate shall have the right to circulate the statement in the Assembly. Even if discussing the case in closed session,

the proceedings shall be recorded in the minutes but the statement shall not be quoted therein. A simple majority of the Assembly shall be needed to uphold the committee's opinion that any such statement or portion is unlawful or against University Policy, unless a quorum is not present, in which case the committee's decision shall stand provisionally.

- 5.6.2. The list of qualified candidates at the end of the meeting shall be final and shall have the same force as if approved by the Assembly. No more candidacies may be added to that list.
- 5.7. **Posting of Candidate Statements.** The list of candidates and the relevant candidate statements (with the portions deemed unlawful or against University Policy excised) shall be made available to the members of the Graduate Student Body by the Election Committee after the final list of candidates is approved and no less than two weeks before the opening of the polls.
- 5.8. **Withdrawals.** After the list of candidates is approved by the Assembly, withdrawals submitted to the Election Committee by the candidate shall take effect if not cancelled by the candidate within 24 hours from the time the candidate initiated contact with the Election Committee to report their withdrawal (e.g., time and date that an email was sent). If that period expires after the opening of the polls or after the committee deems it infeasible to change the ballot, then the request for withdrawal shall be ignored. All withdrawals are final.
- 5.9. **Universal Suffrage and Secrecy of the Ballots.** All members of the Graduate Student Body shall be eligible to vote. The Election Committee is empowered to consult with any University Offices it deems appropriate to verify voter eligibility.
 - 5.9.1. A two-thirds majority of the Election Committee shall have the authority to reject voter eligibility. No one shall be denied the right to vote on grounds other than not being a member of the Graduate Student Body. When reporting the outcomes of the election, the committee shall also report how many persons disputed the committee's decision on their eligibility.
 - 5.9.2. The secrecy of the ballots shall be scrupulously respected. Only the committee chair may have or grant access to any individually identifiable information, and only insofar and to as few people (who must be held in confidence and may not divulge that information any further) as absolutely necessary for the performance of duty.
- 5.10. **Quorum.** For each Office on the ballot, quorum shall be met if the number of voters is at least 10% of the number of enrolled graduate students (e.g. as reported by the Graduate School or the Office of the Registrar), either at the start of the semester at which the election takes place or at the start of the academic year, whichever the Election Committee finds easier to determine.
- 5.11. **Ballot.** For each Office with at least one candidate, the ballot will list all candidates as well as the option "None of the above". Write-in votes shall not be allowed. Offices for which there are no candidates shall not appear on the ballot. For each Office on the ballot, each voter may either abstain, choose exactly one candidate, or choose "None of the above". For each Office, should the voter

choose more than one option or submit a write-in vote, that vote shall not be counted.

- 5.12. **Void Elections.** For each Office, if there are no candidates, if quorum is not met, or if irregularities preclude the determination of a winner, then the election for that Office shall be void.
- 5.13. **Disqualification from Office.** For each Office for which the election was not void, any candidate receiving fewer votes than "None of the Above" (excluding abstentions and discarded ballots) shall be disqualified from holding that Office until the next Annual Officer Elections.
- 5.14. **Determination of the Winner.** For each Office for which the election was not void, the winner shall be the candidate with the highest number of votes, among those who were not disqualified. Should there be no such candidates, then there shall be no winner, and shall be treated as a vacancy.
 - 5.14.1. If two or more candidates tie for the greatest number of votes, then the Assembly shall certify the tie as described in **Tiebreakers for Eliminated Candidates** of this Clause. The tie shall then be resolved at the same meeting at which the election is certified via Balloting by the Assembly as described in **Balloting by the Assembly**, and only those candidates tied for the lead shall be candidates for the Assembly run-off.
- 5.15. **Certification.** The Assembly shall certify the outcome of the election following a report by the Election Committee.
 - 5.15.1. The Election Committee shall report on the outcomes of the election for each Office on the ballot, including vote counts, and what, if any, discrepancies arose; whether quorum was met, and, if not, how this was determined; whether they deem any race of the election void and why; the identity of the winner or whether there was a tie; whether any candidates were disqualified from holding the Office in question and why; and whether any potential voter was not permitted to vote and why.
 - 5.15.2. The outcomes of the election, as reported by the Election Committee, shall be certified by the Assembly. The Assembly may, by a simple majority vote, reserve the right to choose to certify each race separately. The Assembly may, by a simple majority vote, reinstate the results of a race deemed to be void by the committee. The Assembly may, by a two-thirds vote, void an election deemed valid by the committee, but only if the Assembly holds both (1) that the election was not conducted in a fair manner or that there were irregularities in the balloting and (2) that the extent of the unfairness or irregularity was such that the outcome of the election was affected or is in doubt.
 - 5.15.3. All votes related to the certification shall be voice votes, unless an objection is heard by the chair or unless such a vote or an election was held by secret ballot on the same day, in which case a secret ballot shall be held. The Assembly shall not hold such votes in closed session. All

candidates shall have the right to be present during such votes, and, if applicable, to observe the counting of ballots for such votes.

- 5.15.4. The outcomes as certified by the Assembly, including any non-void vote counts and any Assembly votes to break ties, shall be made public within one week of the certification and recorded in the minutes.
 - 5.16. **Balloting by the Assembly.** The Assembly shall conduct a ballot in accordance to Clause 6 of this Article for each Office for which the election was void or there was no winner or winners. Such balloting shall be held no later than the regular meeting after the certification of such outcome.
 - 5.17. **Dissolution of the Election Committee.** The Election Committee shall be dissolved at the end of the second regular Assembly meeting after the certification of the election upon delivering a final report with recommendations on the election, or on the date scheduled in the Election Plan, whichever comes first.
6. **Balloting by the Assembly.** Balloting by the Assembly shall be held according to the following procedures.
 - 6.1. **Communication.** The Executive Committee shall be responsible for publicizing the election to the Graduate Student Body at least three weeks in advance of the balloting.
 - 6.2. **Nominations and Candidacies.** There is no deadline for nominations. Nominations shall be accepted prior to and at the meeting for which the vote is scheduled. If a nomination is submitted at least three days in advance of the meeting for which the balloting is scheduled, the Vice President, or, in his or her absence, the President, shall inform the nominee of the nomination and the election procedures, no later than two days before the meeting.
 - 6.3. **Presiding Officer and Election Proctors.** No candidate shall preside over the election. The Vice President shall normally preside over elections as specified by the Constitution (V.3.4). If he or she is disqualified from being the presiding officer, the highest available officer as listed in V.1 of the Constitution shall preside. If no one may preside under that Clause who is not a candidate, then the Assembly shall appoint an eligible Presiding Officer.
 - 6.3.1. The Assembly shall appoint three Election Proctors to count ballots, one of whom shall be the Presiding Officer mentioned above. No one shall be a proctor who is not a member of the Graduate Student Body or who has declared or intends to declare a candidacy in the election.
 - 6.4. **Candidate Statements.** Candidates or their proxies shall be given an opportunity to speak to the Assembly, or communicate in any other manner deemed appropriate by the presiding officer, before the vote.
 - 6.5. **Openness of the Proceedings.** A secret ballot shall be held, and the Election Proctors shall be responsible for counting ballots. The Assembly shall not elect Officers in closed session. All candidates shall have the right to observe the

election and the counting of ballots. The vote counts as well as the results of the election shall be announced and recorded in the minutes.

- 6.6. **Balloting.** All candidacies must be declared before the balloting starts. Elections will be decided using the "Instant Runoff" method. For each Office, each member of the Assembly may either (a) choose "None of the Above", or (b) order the candidates by their preference. Electors must be informed that they need not rank all candidates, and that only those candidates the elector wants in Office should be ranked.
- 6.7. **Determination of the Winner.** After all ballots have been collected, the following procedure shall be used to determine the winner. The Election Proctors shall first tally the percentage of all ballots cast that chose "None of the Above". For each candidate, the Proctors will determine the fraction of ALL ballots (including those cast for "None of the Above") that include the candidate at any preference level; this quantity shall be called the candidates "Approval Fraction". Any candidate whose Approval Fraction is less than the fraction of "None of the Above" ballots will be eliminated from contention from Office. If no candidate remains, then there shall be no winner. If only one candidate remains, that candidate is declared the winner. If two or more candidates remain, the following iterative process will determine the winner:
 - 6.7.1. For each ballot, one vote shall be awarded to the most preferred candidate that remains in contention, with the highest preference determined by that ballot. The number of votes for each candidate shall be tallied accordingly. Throughout this paragraph (6.g), any reference to the number of "votes" for a candidate refers to this number tallied.
 - 6.7.2. If at this point any candidate has received more than 50% of votes (EXCLUDING ballots cast for "None of the Above" and ballots that do not contain any remaining candidates) that candidate shall be declared the winner.
 - 6.7.3. If only two candidates remain and each has exactly 50% of the vote, the tie will be broken in the following order:
 - 6.7.3.1. the candidate with the greater number of '1' votes (i.e., original first preference votes prior to the elimination of any candidates) shall be the winner;
 - 6.7.3.2. the candidate with the higher Approval Fraction shall be the winner;
 - 6.7.3.3. decision by the President; if President is unavailable, tie is broken by highest remaining Officer in Clause 1 of Article V of the Constitution. Under no circumstances shall either person remaining in the tie be empowered to break the tie;
 - 6.7.3.4. by lots.
 - 6.7.4. If three or more candidates remain, but no candidate has received more than 50% of the vote, the candidate who receives the lowest number of votes is eliminated from contention, and the process returns to step (i) of

this Paragraph. If two or more candidates tie for the lowest number of votes, the eliminated candidate shall be chosen via the tiebreakers outlined in 6.8. Exactly one candidate shall be eliminated in each iteration of this process.

- 6.8. **Tiebreakers for Eliminated Candidates.** If two or more candidates tie per for the lowest number of votes in an IRV iteration, the tie shall be broken by the following sequence. If two or more candidates remain tied for the bottom at any stage of these tiebreakers, all other candidates will pass through to the next IRV iteration, and only the candidates tied for the bottom of that stage will proceed through to the next stage of these tiebreakers.
 - 6.8.1. Candidate with lowest Approval Fraction shall be eliminated.
 - 6.8.2. Candidate with fewest number of '1' votes (i.e., original first preference votes prior to the elimination of any candidates) shall be eliminated.
 - 6.8.3. Candidate to eliminate is chosen by lot.
- 6.9. **Election of Disqualified Candidates.** Within one month of the election of an Officer per this clause, if said Officer is found to be not qualified for Office as per 3.2, he or she shall be immediately suspended and subject to a Judicial Proceeding at the next Assembly meeting.

7. Vacancies and Suspensions

7.1. Definitions.

- 7.1.1. **Vacancies.** A vacancy shall be deemed to occur in an Executive Office when the Officer resigns, is removed by recall procedures, is removed by the Assembly, or otherwise ceases to qualify for that Office. Suspension of an Officer (Paragraph (b) of Clause 6 of Article VIII of the Constitution) causes a vacancy which can be filled by an Interim Officer.
- 7.1.2. **Interim Officers.** Officers elected on a temporary basis for the duration of a suspension shall be termed Interim Officers and shall be equivalent to regular Officers for all purposes other than the duration of their tenure in Office.
- 7.1.3. **Acting Officers.** Individuals appointed by the President or Acting President who occupy a vacant Office until an election fills said Office. The Office is still vacant while an Acting Officer is fulfilling duties for said Office.
- 7.1.4. **Notification of Vacancies.** The Vice President shall promptly notify the Assembly of any vacancy occurring in the interim between Assembly meetings. Should the Office of Vice President fall vacant, the President shall notify the Assembly.

7.2. Vacancies in the Office of President.

- 7.2.1. **Succession to the Office of President.** Should the Office of President become vacant in the interim between Assembly meetings, the first person in the following line of succession who is qualified and willing shall serve as Acting President, without relinquishing his or her Office, upon

notifying the Executive Committee of his or her acceptance of the position. The line of succession shall be as follows, but currently-suspended Officers shall be excluded in any capacity whatsoever: the Officers listed in Clause 1 of Article V of the Constitution; any Acting Officers in the order in which their Offices are listed in said Clause; and all Representatives in decreasing order of current continuous service as a Representative. Should two or more Representatives have an equal length of current continuous service, the tie shall be settled by lot. Additional Officers appointed under Paragraph (f) of Clause 2 of Article V of the Constitution shall not succeed by virtue of their appointment as such, an Assistant's Chair function to preside over meetings of the Assembly (per Paragraph (a) of that Clause) notwithstanding.

- 7.2.2. **Powers of Acting President.** An Acting President appointed under subparagraph (c-i) of this Clause shall be a member of the Executive Committee and shall discharge the powers and duties of the President, with the only exception that he or she shall acquire the President's vote in the Executive Committee only when no elected Officers serve in the Executive Committee. The Acting President shall continue to serve while qualified and until a President is elected or a prior-entitled person qualifies to the position of Acting President (e.g., upon the lifting of suspension of an Officer who is higher in the ordinary line of succession). In no case shall the Acting President have more than one vote on the Executive Committee.
- 7.3. **Vacancies in Other Offices.** Should a vacancy occur in any Executive Office other than the Office of President, then the President shall have the authority to appoint an Acting Officer under Paragraph (f) of Clause 2 of Article V of the Constitution to discharge the duties of that Office while the Office is vacant. Only if no elected Officers serve in the Executive Committee shall such Acting Officers be members of the Executive Committee and have a vote there by virtue of being Acting Officers. In no case, however, shall a person have more than one vote on the Executive Committee. The President shall promptly communicate to the Assembly the appointment of any Acting Officer.
- 7.4. **Filling of Vacancies.** When an Office is vacant, or a vacancy is anticipated, the President shall give the Assembly an opportunity to fill it with a by-election at each regular Assembly meeting, subject to any requirements for advanced advertisement of the election, unless the Assembly has directed otherwise (e.g. to leave the Office vacant). By-elections shall be held under the procedures of Clause 6 of this Article. Officers thus elected shall be considered regular Officers and they shall discharge the full powers and duties of their Offices. If the vacancy did not occur through suspension, the Officer elected to fill the vacancy shall serve for the remainder of the then-current term of Office. If the vacancy occurred through suspension, then the Officer elected to fill the vacancy shall serve as an

Interim Officer for the duration of said suspension. This Paragraph shall not be construed so as to restrict the judicial powers of the Assembly.

- 7.5. **Accession to Office.** Officers elected to fill a vacancy shall take office immediately upon their election. Officers elected to fill a specified anticipated vacancy shall take office immediately upon the occurrence of that vacancy.
8. **Recall Procedures.** Any Executive Officer may be recalled or removed through either Assembly-initiated Judicial Proceedings, or via a petition submitted to the Assembly by the Graduate Student Body.
 - 8.1. **Petition Standards.** For the petition to be valid, each page containing signatures must state that the purpose of the petition is to attempt to remove the Officer(s) from his or her Office, and must also clearly state the name of the Officer(s) in question and the charge against said Officer(s). Each signature must be signed in ink, and must be accompanied by the printed name and department of the signee, as well as the date of the signature. Furthermore, a signature date must be within four months of the meeting at which the petition is to be presented for that signature to be valid. The petition must be submitted for validation at least two weeks before the Assembly meeting at which the petition is to be considered. The Officer subject to recall as well as the person responsible for validating the petition shall have one week to review the petition. The petition must be sent to the Assembly no less than one week prior to the meeting at which the recall is to take place.
 - 8.2. **Validating the Petition.** Responsibility of validating the petition and its signatures per the rules of Paragraph (a) of this Clause shall rest with the first available person who is not threatened with recall, in the following order: Vice President, Officers as listed in order in Clause 1 of Article V of the Constitution, any Acting Officers in the order in which their Offices are listed in said Clause; and all Representatives in decreasing order of current continuous service as a Representative. Should two or more Representatives have an equal length of current continuous service, the tie shall be settled by lot. Signatures shall be considered valid by default. Failure to properly count and validate signatures may be considered grounds for removal from Office and/or Assembly via Judicial Proceedings against the person validating the petition. The Officer(s) in question for recall shall be allowed to view the petition and protest signatures to the person validating the petition. Also, the Assembly may inspect the full petition or a photocopy thereof at any meetings at which the petition is being considered.
 - 8.3. **Recall Decision.** If the petition is deemed valid, the Assembly shall take one of two actions at the next Assembly meeting, depending on the number of valid signatures on the petition.
 - 8.3.1. If at least 10% of the Graduate Student Body has signed the petition, then the Assembly shall hold a separate Judicial Proceeding as outlined in the Constitution and By-Laws. The charges brought against the Officer(s) shall include the charges listed on the petition. If the Officer in question for recall is not removed or suspended by the Judicial Proceeding, the

Officer(s) shall stay in Office and shall not be subject to another recall vote under this subparagraph (8.3.1) for the next four regular Assembly meetings.

- 8.3.2. If at least two-thirds of the Graduate Student Body has signed the petition, then the Officer(s) in question shall be removed from Office immediately. Before a petition against any Officer(s) can be considered under this subparagraph (8.3.2), petitioners (i.e. those organizing the petition drive) must first submit a petition against said Officer(s) for the Assembly's consideration under subparagraph 8.3.1. If petitioners fail to remove the Officer(s) under subparagraph 8.3.1 and intend to use the option under subparagraph 8.3.2 at a later date, they must inform the Executive Committee of their intent at any time after the Assembly's decision at the 8.3.1 Judicial Proceedings. At that time, they must also supply a written statement of the specific charges against said Officers. The Executive Committee shall be responsible for publicly posting a response by the accused Officer(s) to the charges within one week of being informed of petitioner's intent. This may include a statement by the accused on the GSG website and/or a clear link to the minutes at which the 8.3.1 Judicial Proceedings were held. A signature for a 8.3.2 petition will be deemed valid only if it is dated after the Executive Committee has informed petitioners of the location of the accused Officer(s) response, or within one week after petitioners informed the Executive Committee of their intent, whichever comes first. [Legislative intent: Failure of the Executive Committee to post a response within the one week timeframe cannot slow petitioner's progress or invalidate the petition process.] Furthermore, any page including signatures for a 8.3.1 petition must include verbatim the exact written charges submitted to the Executive Committee upon notification of petitioner's intent, and must also inform potential signatories where the Executive Committee has posted the accused Officer(s) response to the petition. [Legislative intent: This option (8.3.1) is intended as a last resort, if the Assembly is acting contrary to a clear majority of the Graduate Student Body. Thus the number of signatures required is intentionally high. Safeguards are added to help prevent misleading petitions from being circulated or false charges from being made.]

ARTICLE IV: THE BUDGET

1. **Timing of the Annual Budget.** The Annual Budget shall be presented by the Treasurer in October.
2. **Limitation on Expenditures Covered by the Budget.** Any expenditure related solely to one item or event that exceeds 5% of the GSG budget for a given year must be brought before the Assembly for separate approval, even if the expenditure is to come from one

of the allocations of the approved Annual Budget. A vote on such items shall be announced at least two days before the presentation of those items to the Assembly.

3. **Notification of Budgetary Requests.** Any request for funding brought to the Assembly must be given to the Treasurer at least one week before the Assembly meeting at which it is to be discussed or it shall not be eligible for consideration. The Assembly may waive this rule by a vote of two-thirds of those present.
4. **The Endowment.** The Assembly shall be empowered to establish and maintain endowments or investment funds for the benefit of the Graduate Student Government and the Graduate Student Body, within the framework of such regulations as Princeton University may establish.
 - 4.1. **Annual Income.** The Annual Income from such an endowment shall constitute part of the annual budget.
 - 4.2. **Investment of Surpluses.** The Treasurer shall announce the amount of the budget that remains unspent to the GSG Assembly two months prior to the end of the fiscal year. The Treasurer shall suggest to the Assembly an investment of one-half of the amount of the continuing surplus from the close of the previous fiscal year in the GSG endowment, and do so upon a majority vote in agreement by the Assembly. The Assembly can change the contribution amount as it sees fit by majority vote.
 - 4.3. **Donations.** Within the framework of regulations established by Princeton University, the GSG and its Officers may solicit and accept donations for specific projects and for the endowment.
5. **GSG Travel and Expense Accounts.** The Treasurer, Social Chair, and Special Events Officer shall hold Princeton Travel and Expense cards. These cards must be applied for by the individual in that position upon their election. That individual is responsible for arranging training and for ensuring only proper use of the card. If possible, all GSG expenses should be paid for using these credit cards. Personal reimbursement should only be used in extenuating circumstances.

ARTICLE V: POSTS WITHIN GSG APPOINTMENT

1. **Council of the Princeton University Community.** The GSG Assembly shall elect such representatives to the Council of the Princeton University Community, as the GSG is empowered to elect.
 - 1.1. Elections for graduate student representatives on the CPUC shall occur at the last regular Assembly meeting before April 30 of each year and be publicized at least one month in advance. The Vice President shall consult the Secretary of the CPUC on the number of graduate representatives required both for the Council and for CPUC sub-committees. Nominations must be made for specific sub-committees on the CPUC; students may be nominated for multiple committees, but may only accept one nomination. Any student nominated for a committee position will automatically be nominated for a position on the CPUC

General Council. Statements of candidacy shall be collected by the Vice President, who shall make public the list of candidates and any one position statement, not exceeding 500 words in length, a candidate wishes to include. Ordinarily, the Vice President shall not be eligible for election to the Executive Committee; however, if no nomination is received for the position, the Vice President shall become eligible for the position. Three days before the meeting of the Assembly, the Vice President shall distribute the list of candidates and position statements to members of the Assembly, and solicit proxy votes from any Representatives unable to attend the meeting. If desired, a Representative may submit a write-in vote; however, if the write-in candidate fails to declare candidacy before or at the meeting, that vote shall be disqualified. A Representative may send a proxy to cast his or her vote.

- 1.2. In no way shall the GSG restrict who may stand for election, or limit the number of terms a graduate student may serve as a member of the Council, providing that only those graduate students who will be enrolled in the Graduate School for the following academic year are eligible to stand for election. [Legislative Intent: The restriction to enrolled graduate students is required by the CPUC Charter.]
- 1.3. Elected graduate representatives to the CPUC shall serve a term of one year or the term requested by the Secretary of the CPUC, to begin at the beginning of the succeeding academic year.
- 1.4. The Assembly shall produce a rank-ordered list of candidates for each specific committee on the CPUC, and for the available councilor positions as the Council empowers the Graduate Student Government to elect, save the number who shall serve ex officio. The number of graduate representatives required for the CPUC committees and general council will be established annually by communication of the Vice President with the Secretary of the CPUC. The President shall conduct the elections with the assistance of the Vice President. The President and Vice President shall serve ex officio as CPUC councilors, with the president serving on the executive committee, unless Assembly votes in objection. In the case that the President was objected to by simple majority vote of the Assembly, the Vice President shall solicit nominations for the vacant position as defined in V.1.5. The Vice President may be nominated for the vacant position should no other candidate come forward. Election shall be by voice vote if and only if
 - 1.4.1. the number of candidates for every position is equal to or less than the number of representatives to be elected, and
 - 1.4.2. No member of the Assembly objects to a voice vote.
 - 1.4.3. Otherwise, election shall be by secret ballot. Voting by secret ballot shall be according to the method of the mean-based range voting. Each Representative shall cast a ballot containing a listing of all candidates for each Committee position and for the general council, with an integer value in the range of 1 and 5 indicating preference for the corresponding candidate for that position (with 5 being the best score). Ballots that do not list all candidates will be disqualified. The mean preference score for each candidate will be used to produce a rank-ordered listing of candidates for each position, with the candidate with the greatest score being given the highest rank. If there is a tie for the same rank, the tied candidates will be assigned the same rank. The rank-ordered list will be

reported to the Assembly, and the lists will be provided to the Secretary of the CPUC who will consider the GSG's preferences when choosing councilors and committee members.

- 1.5. In the event that a candidate that is not the most-preferred by the GSG Assembly is assigned to the Council or Committee positions, the Vice President will request clarifications from the Secretary of the CPUC and will report the reason for the decision to the Assembly.
- 1.6. In the event of a vacancy on any committee position, the Executive Committee shall be empowered to call for candidates for this position from the Graduate Student body, and may choose to present any candidate it deems fit for approval to the position by the Assembly. The Assembly may approve a candidate to a position by a simple majority vote.
- 1.7. Graduate student members of the Council of the Princeton University Community shall attend all meetings of the Council of the Princeton University Community and the GSG Assembly.
- 1.8. The Assembly shall be able to recall graduate student members of the Council of the Princeton University Community by a two-thirds vote of active Assembly seats.

2. **Other Committees.** Members of other external committees shall be appointed by a simple majority of the Assembly. In the event that there is insufficient time to appoint a member to an external committee by this process, the President shall be empowered to appoint members of such committees with the concurrence of the Executive Committee.

ARTICLE VI. JUDICIAL PROCEDURE OF THE ASSEMBLY

1. **Inquisitor.** In the event that the Assembly is conducting a discussion of overriding the ruling of the Executive Committee on a judicial matter, or investigating a member or members of the Executive Committee, the Assembly may, by a two-thirds majority of Active seats, decide to elect a member of the Assembly other than the President to preside as Inquisitor and serve as Acting President. If both the President and Vice President are under investigation, the decision to appoint an Inquisitor shall only require a simple majority. Once the decision is made to appoint an Inquisitor, the election shall be by secret ballot, and the member of the Assembly with the greatest number of votes shall be deemed elected. The Inquisitor shall cast a tie-breaking vote, as the President would normally.

2. **Prosecutor.** If no single person is responsible for bringing charges against the Accused, the Assembly may elect a Prosecutor by the same procedure as they may elect an Inquisitor.

3. **Written Accusation.** All charges of malfeasance or negligence brought against an individual or group of individuals, hereafter the Accused, shall be presented in writing before the Assembly and to the Accused.

4. **Speedy Trial.** The Accused shall have the right to a speedy trial, to take place not more than one month after the original complaint is brought to the attention of the Assembly. Notwithstanding this, the Accused may ask for not more than three days to prepare a defense.
5. **Interim Arrangements.** The Assembly may suspend an Officer for a period of no more than one month leading up to the trial date, pending an investigation. During that time, that Officer may not exercise any duties of his or her Office. The Assembly may not suspend membership in the Assembly. The Executive Committee may, under extraordinary circumstances, vote to suspend an Officer until the time of the next Assembly meeting, by a two-thirds majority.
6. **Provision of Extraordinary Meetings.** The Assembly may exercise its judicial powers either during regular meetings or at Extraordinary Meetings called for this purpose.
7. **Right to Defense.** The Accused shall have the right to speak in his or her defense and the right to choose not to speak in his or her own defense. The Accused shall have the right to question his or her Accuser or Accusers, but he or she shall not be compelled to answer questions.
8. **Testimony.** The Accused shall have the same opportunity for compelling testimony as his or her Accusers. All members of the Assembly and holders of positions of trust within the GSG, with the exception of the Accused, shall be bound by duty to provide relevant testimony if asked. The Assembly may call and question witnesses if it desires. In all cases, the Accuser or person designated as Prosecutor may question the witness first, the Accused second, and the Assembly last. There shall be no reexamination of witnesses without the consent of the Assembly. During the period in which the Assembly has the right to examine witnesses, neither the Accused nor the Prosecutor shall have any right to examine witnesses that they may have by virtue of being members of the Assembly.
9. **Order of Business.** The Assembly may dismiss charges and therefore end judicial proceedings by a simple majority at any time. The Assembly may, by a two-thirds vote, move to close the examination of witnesses or the final debate. In investigations relating to the conduct of an individual, the following order of business shall be observed:
 1. The Accuser or person designated as Prosecutor by the Assembly shall present the accusation.
 2. The Accused shall have the opportunity of entering a plea.
 3. The Accuser or Prosecutor shall make a clear and concise presentation of facts, not to exceed fifteen minutes in length. The Assembly may extend this time limit by a simple majority vote, but a similar extension shall apply to the Accused.
 4. The Accused shall have the opportunity to respond in a reply not to exceed fifteen minutes in length.
 5. The Accuser may call witnesses.
 6. The Accused may call witnesses.

7. The Assembly may call witnesses.
8. The Accused shall have an opportunity to make a final statement, not to exceed five minutes in length.
9. The Assembly may debate the charges subject to the standard rules of parliamentary procedure.

10. **Removal of Officers.** If any Officer is removed by the Assembly, the Office shall immediately be considered vacant.

11. **Procedural Motions.** A quorum for examination of witnesses and procedural motions shall be a majority of Active seats.

ARTICLE VII: CONDUCT OF REFERENDA

1. **Publicity of Votes on Referenda Items.** In the event that the Assembly votes to submit any matter, including amendments to the Constitution, to a public referendum, the votes of the members of the Assembly shall be made public.
2. **Information Packets.** A packet of information shall be assembled and made public. The packet shall be in three parts:
 - 2.1. The first part shall be a factual information section, designed to explain to the voter what is being considered and provide unbiased answers to anticipated questions. It shall be written by a person or committee designated by the Assembly and shall be approved by a majority of the Assembly.
 - 2.2. The second part shall present the case for approval of the matter in question. All those who voted "aye" in the Assembly shall constitute a committee and report a document to the Assembly, which the committee shall approve by a majority vote.
 - 2.3. The third part shall present the case for disapproval of the matter in question. All those who voted "nay" in the Assembly shall constitute a committee and report a document to the Assembly, which the committee shall approve by a majority vote.

The Assembly, by a simple majority, may place a limit on the length of each section, provided that the limits on the second and third parts shall be equal and large enough to allow for complete and adequate explanation of the views of each side. Those who abstained shall not be considered part of either committee established in parts 2.2 or 2.3 of this clause. Those who cease to be members of the Assembly between the time of the vote and the time of the presentation of committee reports shall not vote on the committee reports, nor shall members who enter the Assembly during this time, except that members entering the Assembly shall vote on the report established in part 2.1 of this clause. Any member of the either committee established in parts 2.2 and 2.3 of this clause may resign from that committee and not be counted among its number, but may not join the other committee. Whichever case of parts 2.2

or 2.3 of this clause attains a majority in the Assembly shall come first when the arguments are published. In the event that the matter of a referendum passes the Assembly by a vote greater than eighty-five percent in favor, the Assembly may waive the section described in part 2.3 of this clause by a two-thirds vote of those present, or may designate a person or persons to write this section, subject to the approval of the Assembly.

3. **Referendum Committee.** The Assembly shall establish a Referendum Committee to run the referendum and report back the result. The Vice President, in his or her capacity as supervisor of elections, shall serve as Chair of the Referendum Committee. The Committee shall consist of no less than three members, including the Referendum Committee Chair, all of whom must be members of the Graduate Student Body.
4. **Forced Referenda.** In the event that a petition is delivered to the Assembly which would have the effect of forcing a referendum, the Assembly shall vote on the matter at the next Assembly meeting after the meeting at which the petition was submitted. The Assembly shall first vote on the ratification of the matter, provided that it is a matter which may be settled without a referendum; should it be ratified, the matter will be considered passed, and no referendum shall be held. Should it be defeated, the vote on the Assembly ratification of the matter shall be used for the purpose of formation of the committees outlined in Paragraph 2. If the matter requires a referendum, the Assembly shall hold a similar vote on approval of the matter, and both those in favor and opposed shall go on record, and the committees outlined in Paragraph 2 shall be formed based on the result of this vote.
5. **Secrecy of Ballots.** Referenda shall be conducted by means of the secret ballot.
6. **Reporting of Results.** The aggregate results of referenda shall be publically available.

ARTICLE VIII: CONDUCT OF POLLING AND SURVEYS

1. **Proposal of Survey topic.** The GSG may gather information on the opinions or composition of the Graduate Student Body through the use of Surveys or polls, henceforth referred to as Surveys. A Survey topic may be proposed by any current graduate student.
 - 1.1. Limitations on Survey topics. The GSG will not perform any Surveying of a scientific nature, using any combination of topics or methods that could require review by the Princeton University Institutional Review Board (IRB).
 - 1.2. Completeness of proposals. Any Survey topic proposed must include purpose of the Survey, the demographic group Surveyed, and whether the results will be publicly available.
 - 1.3. Proposals from the GSG Executive Committee. Surveys proposed and drafted entirely by the GSG Executive Committee may be sent to the GSG Assembly for review at any time. If more than ten percent of all active Assembly members object to the Survey within 48 hours of the proposal being sent, the Survey will

undergo the approval procedure outlined below, otherwise being allowed to proceed directly to step 6 (Conduct of the Survey).

2. **Approval of Survey objective.** The Survey topic shall be approved by a 2/3 majority of the voting members present at the Assembly Meeting (with quorum reached). The proposer of the Survey or their proxy must be present for any discussion before approval.
 - 2.1. Reasons for disapproval. Assembly may disapprove of a Survey topic for any of the following reasons:
 - 2.1.1. The topic does not fall within the scope of the GSG's purpose as defined in Article II of the Constitution.
 - 2.1.2. The information gathered will not be useful to the GSG.
 - 2.1.3. The proposal is incomplete.
 - 2.1.4. The topic is too small in scope to warrant GSG involvement.
 - 2.2. Electronic voting. In the case that quorum is not met, Assembly will be polled electronically immediately following the Assembly meeting.
3. **Creation of Survey Committee.** A committee shall be established immediately after a Survey topic is approved in order to carry out the Survey. The committee shall be composed of four Assembly members. The Survey committee shall be approved by the Assembly by a simple majority. If no Executive Committee member wishes to serve as Chair, the position may be filled by an Assembly member. The Survey will be canceled if not enough Assembly members can be found to form the committee.
4. **External Survey Committee members.** If Assembly deems it appropriate and finds no conflict of interest, the Survey Committee may include external advisors, including the Survey proposer, who are not members of the Assembly.
5. **Drafting the Survey.** The Survey Committee shall create a Survey Draft containing the exact questions and answers that are to be presented to Survey participants. The Committee shall draft a Survey Plan stating the Survey delivery method (online, in-person, etc.), start date and time, duration of the Survey, and to whom and how the results will be distributed once the results are approved. This is to be done by the Assembly meeting following the meeting at which the Survey topic was approved. The Survey Plan shall also contain a timeline of any additional events pertaining to the Survey, such as open forums or information sessions.
 - 5.1. Personally-identifiable information. The GSG will not collect any personally identifiable information in a Survey. A disclaimer must be provided as part of the Survey if the Assembly has reason to believe that the answers to the questions could be used to personally identify a respondent.
6. **Approval of the Survey.** The Survey Draft and Survey Plan shall be approved by a 2/3 majority vote by the Assembly. This can occur any time after the approval of the Survey topic.
 - 6.1. Disapproval and amendments. Should the Survey fail approval, Assembly may then vote to terminate the Survey or to provide a list of amendments for the Survey or the Plan, and allow the Committee to implement the amendments for approval at the subsequent Assembly meeting. A Survey will be terminated if it is disapproved of twice by the Assembly.

7. **Conduct of the Survey.** The Survey will be conducted by the Survey Committee in accordance with the approved documents. The Survey Committee will inform the Executive Board of the completion of the Surveying period immediately following the closing of the Survey, and shall create two reports, one on Survey conduct and another on Survey results. The conduct report will include a detailed timeline of how the Survey was conducted in comparison to the original Survey Plan. The conduct report shall be presented to the Assembly at the next Assembly meeting immediately following the closing of the Survey. The Survey results shall not be presented to anyone outside of the Survey Committee until the conduct of the Survey is approved.
8. **Approval of Surveying conduct.** Assembly shall approve that the Survey was carried out in accordance to the Survey plan by a majority vote. If Assembly finds that the Survey was not conducted in accordance with the Survey Plan, the Survey results shall be discarded and not be released to anyone outside of the GSG.
9. **Reporting of results.** The Survey Committee shall present the results report to Assembly immediately following the approval of Surveying conduct, and will make the results available to all parties indicated in the Survey proposal.