



The University of Texas at Austin  
**Graduate Student Assembly**

# Handbook

2018-2019

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## What is Graduate Student Assembly?

The Graduate Student Assembly (also referred to as GSA and The Assembly) is the principal body for the representation of the interests of graduate and professional students throughout the University. As the Revised Handbook of Operating Procedures states, “graduate students at The University of Texas at Austin are represented principally by the Graduate Student Assembly, which is their official means of communication with the administration of the University.” GSA is advised by the Vice President for Student Affairs and Dean of Students. GSA reports administratively to Vice Provost & Dean of Graduate Studies and is a sponsored student organization. As such, GSA is an official element of the UT structure. More information on GSA’s officer and membership structure is provided below.

## What is the history of GSA?

UT Austin has had a graduate student representative body since 1968. The original body was a council called the Council of Graduate Students before being dissolved. Graduate Student representation was then managed through Student Government. Graduate Student Assembly was officially formed as a separate body in 1994 when GSA received official approval as the third student governance body at UT. The other two student governance bodies are Student Government and Senate of College Councils. These three groups work closely together.

## What are the goals of the GSA?

GSA has six goals, as expressed in the preamble to the GSA Constitution:

1. to secure and protect the rights of all graduate students at UT Austin;
2. to promote the interests and opinions of the graduate student body;
3. to undertake and promote programs and projects which are of benefit to the graduate student body;
4. to serve as the official voice of graduate students on matters of academics, student welfare, campus policy, and the implementation of this policy both to the university community and the community at large;
5. to facilitate graduate student communication and interaction; and
6. to gather and disseminate information pertinent to graduate students.

## Who runs Graduate Student Assembly?

GSA has two elected executive officers, the President and the Vice President, and the GSA appoints eight executive directors and six agency directors.

## What does each GSA officer do?

### The Executive Alliance: President and Vice President

The GSA President and Vice President are elected by the general student body through an annual campus-wide election. The President and Vice President, also referred to as the Executive Alliance, determine their platform points and organize events and legislation around these points. Once elected, they appoint 8 executive directors to form the Executive Board, and 6 agency directors to form the GSA leadership team. In addition, the Executive Alliance also fills various committees listed below. Other than meeting with each of the GSA directors to ensure event planning and platform agendas are being met, the Executive Alliance attends biweekly and/or monthly meetings with the university leadership, such as the President, Vice President for Student Affairs, Dean of Graduate School, and other administrators and supervisors.

Together, the Executive Alliance hold standing positions on the following committees:

- President Student Advisory Committee, VPSA Student Advisory Committee, Graduate Assembly, Faculty Council, Orange Santa Steering Committee

They fill positions in the following committees:

- President Student Advisory Committee, Graduate Assembly Committees, Faculty Council Standing Committees, UT Libraries, Green Fee, CMHC, UHS, Services for Students with Disabilities, Graduate Student Housing, President Sustainability Steering Committee, Shuttle Bus Committee

Separately, the President is in charge of the following:

- Submit Annual Registration Application on Hornslink to maintain the organization status
- Submit Sponsor Student Organization Application to continue the sponsor status
- Attend Safety Education meeting to maintain organization status
- Represent graduate students on various committees: Tuition Policy Advisory Committee, UT Systems Student Advisory Council, Legislative Student Organization Leadership meetings

Vice President is in charge of the following:

- Lead GSA Assembly Meetings
- Cast a deciding vote, should the Assembly be equally divided
- Serve on the Student Services Budget Committee (SSBC)

### Executive Directors

#### Academic Affairs Director

The Academic Affairs Director engages in the academic issues related to graduate students at the University. In particular, the Director helps guide discussion between the Graduate Student Assembly and the offices of the Provost and Dean of Graduate School on matters pertaining to academic well-being of students that include graduate tuition, dissertation policies, new graduate and dual-degree programs, research and publication. The Director also coordinates the selection committee of Graduate Student Assembly travel award winners.

### Administrative Affairs Director

The Administrative Director coordinates with the office of the Dean of Students to maintain a record of the activities of the Graduate Student Assembly. The Director records the minutes of each meeting, files them, and makes them available for public review, chairs the Rules and Administration Committee (the name of the GSA Admin committee, if the Admin Director so chooses to recruit GSA reps to aid in Admin affairs). They also organize meeting agendas, the GSA listserv, act as the first point of contact for GSA members and constituents, distributes passed legislation to the appropriate parties, and takes on other administrative affairs as needed. In addition, the Director makes sure that changes made by the Assembly to the Constitution and Bylaws are properly submitted for approval to the Dean of Students and other UT administrators.

### Communications Director

The Communications Director facilitates communication between the GSA and public. This includes the University of Texas public, the general public, the media, and internal GSA members. The primary role of this committee is to ensure GSA's internal and external messaging and communications are consistent with GSA's goals and representative of the graduate student body.

### Finance Director

The Finance Director manages the appropriations process that allocates about \$12,000 annually to graduate registered student organizations (RSOs). An email is sent to all graduate students at the beginning of each semester (Fall, Spring and Summer) with the instructions to start the process. The Finance Committee also oversees the organization's yearly budget and co-manages the accounting process for all GSA-related spending on events and projects.

### Legislative Affairs Director

The Legislative Affairs Director serves as the leader of the Legislative Affairs Committee and advocates for and informs graduate students of relevant policies at the local, state, and federal level. This committee, made up of GSA Representatives and interested students, researches important issues that impact graduate students and works with students, administrators, and policy makers to work toward solutions.

Legislation is written by the Director, Committee, or any Representative in the Assembly, and is then reviewed, edited, and approved to go to the Assembly for debate and voting. The Legislative Affairs Committee also works to coordinate several major events throughout the year. These events include Invest in Texas, Orange & Maroon Legislative Day, and events hosted by Student Advocates for Graduate Education (SAGE). By working with various administrators and policy makers, the Legislative Affairs Committee crafts legislation and events on behalf of graduate student interests at The University of Texas at Austin.

### Membership and Outreach Director

The Membership and Outreach director serves as a point of contact for returning and new representatives. Your responsibilities will entail keeping an accurate census of the GSA's voting body and engaging in recruitment initiatives across campus to incentivize graduate participation.

The Membership and Outreach director works closely with the Program Director and the Communication Director to raise awareness of graduate student programs and initiatives.

### Programs Director

The Programs Director works closely with assembly members, UT departments, student organizations, and local partners to achieve our goal of creating unique and impactful programming for the graduate student community. It is through this programming that we hope to create a stronger and more connected graduate student body. Typical committee responsibilities may include all aspects of event planning and coordination, including conception, logistical planning, implementation, and assessment. If you are interested in being part of a committee that will keep you engaged with the assembly and the greater graduate student committee, this would be fitting.

### Student Affairs Director

The Student Affairs Director is responsible for serving as the official liaison between the Assembly and the Offices of the Dean of Students and Associate Dean for Graduate Student Services. Additionally, the role is to aid the Office of the Dean of Students and Office of Graduate Studies in raising awareness of graduate student affairs issues. The Student Affairs Director also chairs the Student Affairs Committee which is primarily concerned with issues of graduate student welfare. The Committee works across the University, garnering input from all grad students and developing programs and policies to best support the graduate experience for all. The Committee liaisons with various levels of UT administration to accomplish its goals, and works to ensure that both communication flows smoothly between both groups.

## Agency Directors

### Entrepreneurship & Innovation Agency Director

The Entrepreneurship & Innovation Agency works to develop strong relationships between our highly-trained graduate students and the workforce. We communicate with different departments and graduate RSOs to assess the interests and needs of our peers and develop strategies to fulfill those needs. We assist other GSA departments, including Programs & Events, with connecting with respected companies and professionals in various industries. We're also responsible for creating ways to encourage and develop intellectual entrepreneurship among our graduate students. Committee duties include assistance in strategy and planning, development, initiating contact with corporations and professionals, and maintaining open-communication between graduate RSOs and students.

### Graduate Health Agency

The Graduate Health Agency works to improve the overall health of graduate students at UT. Through partnerships with UHS, CMHC, Housing and Food Services and other offices on UT campus, we organize activities and events that are geared to educate graduate students on health issues or have a direct impact on their health. We also promote activities and events that are organized by other health-focused offices on campus with our target audience being the graduate student body.

### Voting Graduate Student Agency

The Voting Graduate Student Agency focuses on increasing voter registration and voter turnout in the graduate student population. Throughout the year the Voting Graduate Student Agency will focus on information campaigns related to voting laws, voter registration drives and election events. The director plans for times to register individuals to vote and also trainings to become volunteer deputy registrars (VDRs). They also share current and relevant nonpartisan election information. (Specific legislation information is left to the Legislative Director) and coordinate grad student VDRs.

### International Graduate Students Agency

The International Graduate Students Agency exists to make the transition to educational life in America easier for international graduate students, whether they are here for a semester on exchange, or plan on spending years receiving quality education. Our online resources provide valuable information compiled by students who have undergone this unique experience a year ago. We believe that there is value in understanding the cultures of students from across the globe. Our events, whether social or educational are catered towards providing a platform outside the classroom for multicultural interaction and serve as a means of easing international students into their new life in America.

### GSA Undergraduate Mentorship Agency

The Graduate Student Assembly (GSA) Undergraduate Mentorship Agency (UMA) is a portion of GSA aimed at bridging the gap between undergraduate and graduate students on UT's campus, offering mentorship opportunities for freshman and transfer students. Mentees will be actively involved in the planning, strategizing, and implementing of graduate student-led initiatives and activities, acquiring key knowledge of the organizational, legislative, and programming aspects of GSA. In the spirit of promoting the UT core values of Learning, Leadership, and Responsibility, the GSA UMA agency strives to build an engaged community of student leaders who support and encourage one another to grow, develop, and flourish. The Director of this committee is an Undergraduate Student selected from the previous year's members.

### Queer Graduate Student Alliance

The Queer Graduate Student Alliance (QGSA) is an agency of the University of Texas at Austin Graduate Student Assembly. QGSA seeks to promote community across the entire University of Texas campus for lesbian, gay, bisexual, transgender, queer and questioning graduate students and their allies. We seek to provide social events and other relevant programming to give graduate students the opportunity to connect outside of their individual colleges.

## What is the “Assembly” of Graduate Student Assembly?

The Assembly is comprised of five different kinds of members:

1. departmental representatives (primary, voting);
2. alternate representatives;
3. officers and directors;
4. graduate student representatives to university governance committees; and

5. other members, including *ex officio* members such as the Vice Provost & Dean of Graduate Students, Senate representative, and Student Government representative.

## When are Assembly meetings held?

Assembly meetings are held every other Wednesday from 6:30 pm – 8:00 pm in SAC 2.302 (the Legislative Assembly Room), with a total of six to seven meetings in a semester. Assembly meetings are open to all interested persons.

## What happens during Assembly meetings?

All Assembly meetings follow a standard agenda, which includes:

1. Special Presentations
  - a. GSA brings in visitors interested in sharing information about their organization or community with graduate students. For example, representatives from University Libraries, Rec Sports, and the Student Events Center have attended as visitors at past Assembly meetings as well as the Student Government President, Officers of the Texas State Employee Unions, and various Deans and administrators from UT.
2. Announcements
  - a. Members may share brief announcements that may interest fellow students, including, for example, graduate conferences on campus, events, and student groups.
3. Open Forum
  - a. Graduate students concerned with a particular University policy and its impact for graduate students can raise it during open forum. Open forum allows for some discussion, and lays the groundwork for resolutions.
4. Reports
  - a. Ex Officio Members<sup>1</sup>
  - b. GSA Executive Reports
  - c. Agency Reports
  - d. University Standing Committees<sup>2</sup>
5. New Business
  - a. New legislation that has not been addressed in a prior Assembly meeting or approved by the Legislative Affairs committee is brought to the floor for debate. New business cannot be voted on during the first week presented.
6. Old Business:
  - a. Legislation that has been addressed in prior Assembly meetings or reviewed by the Legislative Committee. Both old and new business involve bills or resolutions brought to the Assembly's attention by an Assembly member or GSA officer.

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<sup>1</sup> Ex Officio members to the GSA include UT administration, GSA supervisors, and other University staff who are integral to the operation of the GSA, but are not graduate students.

<sup>2</sup> University Standing Committees are comprised of GSA members and University faculty and administrators. Unlike ad-hoc, they are established to operate continually, and identify or respond to specific needs of the graduate school, such as educational policy, information technology, libraries, etc.

7. Appointments
  - a. Appointments to the Executive Board or Agencies are made during the first meeting in April or if a position should fall vacant during the school year.
8. Departmental Reports
  - a. Reports from departmental representatives that are relevant to the Assembly.

## Why should I become active in GSA?

The Graduate Student Assembly is the primary body responsible for advocating for the interests of the more than 11,000 graduate students enrolled at the University of Texas at Austin. Without input from GSA, decisions important to the personal and professional lives of graduate students would be made by administrators or other student organizations that often have different perspectives and priorities than graduate students. GSA also plans social and professional events for graduate students that are important for building social networks and enhancing your education. Assembly members provide the perspectives of their departments and organize these endeavors to ensure graduate student voices are heard.

## How do I become a departmental representative?

One graduate student is elected to represent the students of each field of study as listed in the Graduate Catalog and Law School Catalog. Currently at UT Austin, there are over 100 fields of study.

Departments choose their representatives through a variety of methods. Some departments hold elections, some call for volunteers, and some defer to student organizations to appoint a representative. Selection timing also differs by department. Interested students should contact their department advisor or coordinator for more information. Once selected, the departmental representative must fill out the Membership Certification Form, which may be obtained from the Membership Director or the GSA website. The form will need to be signed by a representative of your department and turned in to the GSA Membership Director before their second meeting.

## How do I become an alternate representative?

The process for the elections of alternate representatives is the same as that for the departmental representatives. Alternate representatives hold the same rights and responsibilities as the primary representatives, except that they cannot cast a vote in Assembly meetings unless the primary representative is absent or resigns. Alternate representatives must also submit a certification form to the Membership Director.

## Who gets to vote at the Assembly meetings?

The departmental representatives are the only voting members of the Assembly, except in cases where only an alternate representative for a field of study is present at a particular meeting, in which case that

alternate representative may vote. The Vice President votes only in the case of an equally divided Assembly.

## How do I become an elected officer?

Elected officers are decided through campus elections. The [Election Supervisory Board](#) (ESB) is charged with conducting and overseeing all student elections, including for the GSA. During February of each school year, ESB will post a candidate filing application. Applications need to be filed two weeks prior to elections, typically at the end of February. The application consists of a statement of intent to run, a signed statement allowing ESB to confirm good standing and other requirements, and a one-page statement explaining why you are running, what qualifications you have, what you would like to accomplish as a GSA executive officer, or other information you may feel important. The election is conducted during the first week of March. The results of the election will be announced within twelve hours of the closing of the polls.

## Who Administers the Checks and Balances in Elections?

“The Election Oversight Board shall hear appeals of contested campus-wide elections or Election Supervisory Board decisions and be considered the last authority in campus-wide elections. The members of the Election Oversight Board shall consist of a chair and two members. The Graduate Student Assembly shall nominate the members of the Election Oversight Board and approve those nominations with a two-thirds (2/3) majority vote. The election Oversight Board shall be appointed no later than four (4) weeks before the General Election. Candidates for campus-wide elections and current officers may not serve on the Election Oversight Board. Members who serve on the Election Oversight Board cannot be considered for membership on the Executive Committee in the following year.”

## How do I become an appointed officer?

Once the positions of the elected officers are filled, those two officers write an application for the appointed positions. This application is then posted on the GSA website and sent to the mailing list that includes anyone interested in receiving GSA emails. Fill out and return the application to the elected officers. The application typically will be available shortly before spring break and will be due shortly after spring break. The President will recommend each student to be appointed as an appointed officer and the Assembly will vote on the recommendations. The required approval is two-thirds vote of the Assembly. Barring unforeseen circumstances, the vote will occur at the penultimate meeting so that all officers may officially take office the day following this meeting.

## What is the term of office for all officers?

The term begins at noon on the first Tuesday of April. While the GSA holds meeting during the academic year (nine months), officer terms are a calendar year, from April of the preceding academic year through the following April. For example, officers for the 2019-2020 year take office April 2019 and serve through April 2020. Newly elected officers run the last GSA meeting of the year since they take office before the last meeting.

## How do I become a GSA representative to a university committee?

GSA appoints graduate students to university governance committees. One student may serve on more than one committee. For some committees, the President or a Vice President serves. Applications for appointment to university governance committees should be made available in late April. The applications are for appointments for the following school year. Information such as the details of what each committee does, how many students GSA appoints, and whether GSA normally appoints the President or one of the Vice Presidents, accompany the application and can be found on the GSA website ([www.utgsa.org](http://www.utgsa.org)). Some committees are subject to change participation and organization as the work evolves, so not every committee will be available.

<b>Office of Graduate Studies</b>	
Dean's Student Advisory Council	Outstanding Graduate Teaching Awards Committee
Outstanding Graduate Advisor Awards Committee	Mitchell Excellence in Graduate Research Awards Committee
Outstanding Graduate Coordinator Awards Committee	Livingston Outstanding Graduate Student Employee Awards

<b>University Committees</b>	
Bicycle Committee	Student Health Advisory Committee
Student Endowed Centennial Lectureship	Student Library Council
Faculty Council (see Standing Committees)	Tuition Policy Advisory Committee

Graduate Assembly - Academic, Administrative, and Admissions Committees	Services for Students with Disabilities Student Advisory Committee
President's Student Advisory Council	Provost's Graduate Advisory Committee
Shuttle Bus Committee	Green Fund
Counseling and Mental Health Center Student Advisory Council	

<b>Standing Committees of the General Faculty</b> (Number of appointees) <a href="https://facultycouncil.utexas.edu/general-faculty-standing-committees">https://facultycouncil.utexas.edu/general-faculty-standing-committees</a>	
B-1 Committee on Financial Aid to Students (1)	C-8 Parking & Traffic Appeals Panel (2)
B-2 Student Life Committee (1)	C-9 Transportation Policies Committee (1)
C-1 Admissions and Registration Committee (1)	C-10 Recruitment & Retention Committee (1)
C-2 Calendar Committee (1)	C-11 Research Policy Committee (2)
C-4 Educational Policy Committee (1)	C-12 Responsibilities, Rights & Welfare of Graduate Student Academic Employees Committee (3)
C-5 Faculty Building Advisory Committee (1)	C-13 Information Technology Committee (1)
C-7 University of Texas Libraries Committee (2)	C-14 Technology Enhanced Education Oversight Committee (1)

# How can members actively participate in Graduate Student Assembly?

All Assembly members are encouraged to bring any graduate student issues of which they are aware to the Assembly's attention. Additionally, all members are welcome and encouraged to write resolutions on important issues. Another way to be involved is to participate in one of GSA's internal committees, each of which is chaired by one of the appointed officers. The seven committees are chaired by the respective executive director the Financial Committee, Programs & Events Committee, Communications Committee, Rules & Administration Committee, Membership Committee, Legislative Committee, Graduate Student Affairs Committee, and Academic Affairs Committee.

## What are the types of legislation?

There are two types of legislation within GSA.

1. A **bill (G.B.)** denotes an official policy change or budget.
2. A **resolution (G.R.)** is an opinion or general sentiment of GSA members regarding contemporary issues on the UT Austin campus or the local, state, or national level that has some bearing on graduate student life or education.

Assembly members are encouraged to bring attention to graduate student issues through writing and introducing legislation to the general assembly. Legislation may be written independently or in conjunction with the Legislative Affairs Director and then brought to the Assembly floor for discussion. Amendments may be introduced to bills and resolutions during this time. The final Assembly then votes on the final legislation, and the Administrative Director forwards the passed legislation to the appropriate administrative offices. Current issues being addressed by GSA include Title IX policy changes, increased funding for CMHC, and increased funding for TAs, AIs, and GRAs.

## What are Robert's Rules of Order?

Robert's Rules of Order provides a structured, logical, consistent format for making decisions and hearing all voices. Assembly meetings are conducted by following the Rules of Order. On the following page are the typical motions made during a meeting and the votes necessary to carry the motion.

## Robert's Rules of Order Cheat Sheet

To:	You Say:	Interrupt?	2nd?	Debate	Amend	Vote
Close debate or ask for a vote	I move the previous question OR I move to end debate	N	Y	N	N	2/3
Extend time	I move to extend time by ___ minutes	N	Y	N	Y	2/3
Kill a resolution (requires a new motion to bring it back)	I move that the resolution be tabled indefinitely	N	Y	Y	N	Majority
Object to procedure	Point of order	Y	N	N	N	None
Request information	Point of information	Y	N	N	N	None
Modify the wording of a motion or resolution	I move to amend the resolution (or motion) by...	N	Y	Y	Y	Majority
Challenge the Chair's ruling	I appeal from the decision of the chair OR IM to appeal the decision of the chair	Y	Y	Varies	Y	Majority
Separate parts of a resolution or motion being discussed or voted on	I move to divide the question	N	Y	N	Y	Majority
Reconsider a vote or decision by the delegates	I move to reconsider the vote on...	N	Y	Varies	N	Majority
Ask for a personal preference request (like opening the windows or turn off lights)	Point of personal privilege (wait to be addressed)	Y	N	N	N	None
Ask for a hand vote	I call for division	Y	N	N	N	None
Ask for a roll call vote (votes are recorded by name)	I call for a roll call vote	Y	N	N	N	None
Table a motion	I move to table...	N	Y	N	N	Majority
Take up matter previously tabled	I move we take from the table	Y	Y	N	N	Majority
Take a break	I move to recess for ___ minutes	N	Y	N	N	Majority
Close the meeting to non GA members	I move to go into closed session	N	Y	N	N	Majority
End the meeting	I move to adjourn	N	Y	N	N	Majority

## Does Graduate Student Assembly host social events for graduate students?

Yes! The Programs Director is the primary planner of GSA social events. Both semesters have flagship events, hosting a Welcome Event in fall following Orientation and a formal dance in the spring. Happy hours and smaller socials are commonly held monthly for graduate students, and GSA endeavors to do one service project each semester.

## Is there an easy way to remember appointment and election deadlines?

You can always view the GSA Calendar online at <https://www.utgsa.net/calendar>. Here is a month-by-month overview:

<b>Spring Semester</b>	
<b>January/ February</b>	<ul style="list-style-type: none"> <li>• Spring Semester appropriations recommended</li> <li>• Application for elected executive officer positions available from ESB</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Election of elected executive officer positions</li> <li>• Appointment of appointed executive and administrative officer positions available from executive officers-elect</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Beginning of new officers' term of office</li> <li>• Election of departmental representatives and alternate representatives</li> <li>• Application for appointment to university governance committees available from Executive Committee</li> </ul>
<b>Summer</b>	<ul style="list-style-type: none"> <li>• Appointees to university governance committees selected</li> <li>• Orientation and recruitment of new GSA members</li> </ul>
<b>Fall Semester</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>• First GSA Meeting</li> <li>• Remaining committee appointments made</li> <li>• New GSA membership paperwork due</li> <li>• Fall Semester appropriations recommended</li> </ul>

<b>October</b>	<ul style="list-style-type: none"><li>● GSA President and representatives attend SAGE Fall Summit</li><li>● Voter registration and mobilization in</li></ul>
<b>November/ December</b>	<ul style="list-style-type: none"><li>● Information regarding elections discussed at final GSA meeting of the semester</li><li>● Travel Grants application open</li></ul>