

The Constitution of the Graduate Student Association of Arts & Sciences and Computing, Data Sciences & Physics

Revised: April, 2025

Adopted: May, 2025

Article I. Mission Statement

The organization described herein shall be called the Graduate Student Association of Arts & Sciences and Computing, Data Sciences & Physics of William & Mary (hereafter GSA). Its purpose shall be:

- A. To advance the academic and social interests of graduate students enrolled in William & Mary's College of Arts & Sciences and School of Computing, Data Sciences & Physics.
- B. To assist in governing matters of honor violations concerning graduate students in the aforementioned schools.
- C. To select eligible graduate students for college committees in which graduate representation is necessary.
- D. To advance the recognition and integration of graduate students at William & Mary.
- E. To provide a forum for the dissemination of information and ideas to the university and the community.

Article II. Membership

Membership in the GSA shall be open to any person enrolled as a graduate or unclassified (post-baccalaureate) student under the College of Arts & Sciences (A&S) or School of Computing, Data Sciences & Physics (CDSP). As the GSA is the primary governing body of the graduate students in A&S and CDSP, it is assumed that all graduate students enrolled in either school are members by default.

Article III. Governance and Bylaws

- A. The GSA shall be governed by the Graduate Student Association General Assembly.
 - 1. The General Assembly shall consist of one representative elected or appointed from each graduate department/program or program in A&S or CDSP, one of the co-executives of Journal Club and at least eight elected officers: two Co-Presidents (one each from A&S and CDSP), two Vice-Presidents (one each from A&S and CDSP), two Graduate Studies Advisory Board (GSAB) Student Representatives (one each from A&S and

CDSP), one Secretary-Treasurer and one Social Chair.

a. Each department/program or program shall elect a representative to the General Assembly within two weeks after the beginning of the Fall semester. This representative shall serve for the academic year. Subsequent vacancies will be filled as determined by the department/program wherein such vacancies may arise.

b. The General Assembly will meet no later than the fourth week of the Fall semester,

i. To organize standing committees.

ii. To set meeting dates of the assembly for the academic year just beginning, which shall include at least six meetings. The Co-Presidents may call additional meetings if deemed necessary as outlined in their powers.

c. GSA meetings are open to all GSA members, though only General Assembly members may vote, each having one vote.

d. To conduct business, a quorum of $\frac{2}{3}$ of the General Assembly must be present.

e. The Journal Club Representative may serve concurrently as a Department/Program Representative or an Executive Board Officer, under the condition that said individual is only entitled to one count of voting in all matters.

B. The Executive Board shall consist of the elected officers: Co-Presidents, Vice-Presidents, GSAB Student Representatives, Secretary-Treasurer and Social Chair.

1. The Executive Board may meet in an executive session, open to all members of the GSA, to propose resolutions for future meetings. Resolutions are not binding unless voted on during GSA General meetings.
2. Executive Board officer elections will be held in the spring of each academic year, in accordance with Article VIII. Elections for the GSAB Student Representatives, however, shall follow the election procedure described in Article IX, Section B of the GSA Constitution.
3. Executive Board officers will be installed during the last meeting of the GSA and hold their office for one year and until their successor is elected, as described in

Article VIII, Section B, Subsection 4. The GSAB Student Representatives, however, shall follow the term limits described in Article IX, Section B of the GSA Constitution.

4. An Executive Board Officer cannot concurrently serve as Department/Program Representative. Exceptions to this provision shall be permitted only in the case of an officer from an underrepresented department/program/program (see Article VIII, Section B, Subsection 1, Subsubsection j).
 - a. An Executive Board officer cannot serve as a proxy for a Department/program Representative who must miss a meeting.
5. No more than 45% (rounded down to the nearest whole person) of the officer positions may be filled by members of the same department/program or program.
6. The number of officers from one school cannot be such that 2/3 of the General Assembly is from one school.
7. In the case of an Executive Board officer vacancy, the position will be filled from among the current GSA Department/program Representatives, or from among the A&S and CDSP graduate student body at large if no Department/program Representatives are willing, and approved by a vote of the General Assembly. The sole exception shall be the case of a vacancy in the Co-Presidency, which shall be filled by way of the Vice-President from the corresponding school assuming the role of Co-President, with the resulting vacancy in the Vice-Presidency to be filled as described above.

C. The purposes of the GSA General Assembly shall be:

1. To act as a forum for discussion and organization of GSA activities, i.e. academic and social projects.
2. To respond to concerns raised by the Student Assembly via the GSA Representative to the Student Senate.
3. To assist in the preparation of the GSA budget for the coming academic year.
4. To represent the interests and concerns of A&S and CDSP graduate students to the Administration, the Graduate Council, the Student Assembly and other college-wide policy organizations through the Executive Board Officers or their delegates and through any appointed committee representatives.

D. There shall be two School Boards whose membership and agendas shall be specific to graduate students enrolled in the corresponding school: the A&S Board and the CDSP Board.

1. All General Assembly members shall be on their respective School Board.
2. Each School Board shall be chaired by the Co-President from the corresponding school.
3. Each School Board shall meet as necessary, with meetings being called by the chair.
4. Only graduate students enrolled in the corresponding school shall be invited to attend School Board meetings.
5. Each School Board may adopt resolutions specific to their school.
6. School Boards/Committees may pass binding resolutions only if:
 - a. They apply solely to their own school.
 - b. They do not violate the provisions of the GSA Constitution.
 - c. They do not systematically disadvantage graduate students enrolled in the other school represented within the GSA.
7. Resolutions can be rescinded by a $\frac{2}{3}$ vote of the General Assembly.
8. The GSA shall allocate budget lines to each School Board.

Article IV. Duties of the Officers and Representatives

A. The duties of the Co-Presidents shall be:

1. To preside over all meetings of the GSA and the Executive Board.
2. To preside over meetings of their respective School Boards.
3. To call special meetings of the General Assembly as deemed necessary.
4. To serve as the first representatives to the Graduate Council from the GSA.
5. To appear with the Secretary-Treasurer before the budget hearings of the Finance Committee to submit and defend the budget of the GSA.
6. To appoint Executive Board positions, to be confirmed by the General Assembly, in the event that vacancies arise after fall elections (see Article VIII, Section B, Subsection 5).
7. To appoint General Assembly members to serve as representatives to the

Graduate Council from the GSA, to be approved by the General Assembly, in the event that a representative from their school resigns their place on the Graduate Council.

8. To appoint new GSA members as needed to fill vacancies when forming internal committees.
9. To appoint, after solicitation of input from the A&S community with approval by the General Assembly, the graduate student representative to the A&S Faculty Committee on Diversity, Equity and Inclusion (CDEI). This position is for one year, renewable for a second year without additional approval if the representative desires. This position should be filled at the same time that the Executive Board is instated. Should CDSP form a similar committee, the Co-Presidents shall appoint a graduate student representative by the same procedure, except that they shall solicit the input of the CDSP community.

B. The duties of the Vice-Presidents shall be:

1. To perform the duties of their respective school's Co-President in the case of their absence.
2. To coordinate the services offered by the GSA to outside organizations.
3. To serve as Elections Coordinator on the election committee in accordance with Section IV of the Student Assembly constitution (see Article VIII, Section A).
4. To oversee, or appoint someone to oversee, the GSA DEI mentoring program.
5. To attend meetings of the Student Senate of the Student Assembly and represent GSA interests there.
6. To inform GSA members of procedures for applying for University-wide committees.
7. The number of Student Assembly Representatives is determined by Graduate Council; however, the positions are filled according to the GSA election procedures as described in Article VIII.

C. The duties of the Secretary-Treasurer shall be:

1. To maintain the GSA website and to handle necessary GSA correspondence.
2. To keep minutes of the meetings of the GSA and to ensure their publication on the website within 72 hours of the GSA meetings.

3. To publish an agenda the week before the regularly scheduled meetings and publish it on the website.
4. To allocate funds for the GSA functions in accordance with the current university policies
5. To provide a statement on finances to each meeting of the General Assembly.
6. To prepare, in consultation with the Executive Board, the GSA budget for the upcoming academic year.
7. To coordinate payment or reimbursement of charges with the appropriate fiscal administrator(s) in A&S and/or CDSP.
8. To lead the budget hearings of the Finance Committee to present and defend the GSA budget.

G. The duties of the Social Chair shall be:

1. To organize and direct social functions of the GSA, including convening the Social Committee, whose duties shall include publicizing, planning, maintaining and supervising all GSA social functions.
2. To ensure that graduate students are informed of any GSA function or project.
3. To consult with the Secretary-Treasurer on events that involve monetary transactions with the GSA.
4. To attend all meetings of the Graduate Council and to serve as the second representative to the Graduate Council from the GSA for their school.

H. The duties of the Department/Program/Program Representative shall be:

1. To attend all meetings of the GSA and represent the interests of their respective department/program or program.
2. To serve as members of the A&S or CDSP School Boards.
3. To inform and encourage participation of graduate students in university-wide events, especially those sponsored by the GSA.
4. To assist in the organization and execution of GSA events.
5. To serve on committees as needed for GSA-related activities.

I. The duties of the GSAB Student Representatives are described in Article IX, Section D of the GSA Constitution.

J. The duties of the Journal Club co-executives are described in (Appendix 2, Section B).

Article V. Good Standing

- A. Good standing shall be defined as a Department/Program Representative attending a majority (50% or more) of GSA meetings per semester and fulfilling any committee or board responsibilities unless reasonable explanation is given.
 - a. If a Department/program Representative volunteers to be on a GSA committee and does not fulfill their responsibilities on that committee, without a reasonable explanation, discretionary funds will not be allocated to that representative's department/program.
- B. In the event that a Department/Program Representative is unable to attend a GSA meeting, they must notify the Secretary-Treasurer of the absence and locate a proxy from his or her department/program to attend the meeting. The Department/Program Representative Proxy will retain full voting privileges throughout the conductance of the GSA meeting.
 - a. The Department/Program Representative Proxy cannot be an officer of the Executive Board.
- C. If a department/program has no representative or proxy representative at a GSA meeting, the Department/Program Representative, along with the representative's Director of Graduate Studies, will receive a warning notification. Upon missing a majority of scheduled meetings, the aforementioned individuals, as well as the Department/Program Chair, the Department/Program Administrator and the appropriate administrator will receive a notification that the department/program is not eligible for GSA funding until they are back in good standing.
 - a. The Secretary-Treasurer will work with the Co-President of the offending school to reach out to the relevant persons.
- D. Department/Program Representatives can be reinstated by a majority vote of the GSA General Assembly.
- E. If a Department/Program Representative is not in good standing, students from the corresponding department/program/program are not eligible for GSA funds (for example, SA funds, discretionary funds, or Conference Funding).

- F. A department/program shall remain not in good standing until its Department/Program Representative satisfies the requirement for good standing as defined in Article V, Section A, or until its Department/Program Representative is reinstated in accordance with Article V, Section D.

Article VI. Amendments

- A. This constitution may be amended by a two-thirds vote of the General Assembly. Amendments may be proposed by any member of the GSA and must be submitted in writing to the Co-Presidents and Secretary-Treasurer at least 72 hours prior to the next GSA General Assembly meeting.
 - a. Upon receipt of the proposed amendments, the Secretary-Treasurer shall forward them to the GSA General Assembly at least 24 hours prior to the start of the next GSA General Assembly meeting.

Article VII. Distribution of Funds

- A. Funds budgeted for the use of the several department/programs will not be appropriated if the Department/Program Representative is not in Good Standing (see Article V).
- B. The transfer of monies from one budget line to another and the distribution of the GSA Supplemental Conference Fund require a vote from the GSA General Assembly.

Article VIII. Election Procedure

- A. The Vice-Presidents shall serve as Co-Elections Coordinators. If either Vice-President is a candidate for election, their respective school's Co-President will appoint a new Elections Coordinator from the General Assembly to perform these duties.
- B. The election procedure shall be as follows:
 - 1. Nominations:
 - a. A call for nominations will be distributed to all graduate students and departments/programs within A&S and CDSP during the spring semester.

- b. Calls for nominations shall remain open for at least two weeks, and may be extended in the case of insufficient nominations.
- c. Any graduate student in A&S or CDSP can nominate any graduate student in A&S or CDSP, irrespective of school, including self-nominations, for any position.
 - i. If a graduate student does not nominate themselves, the Elections Coordinator from that student's school shall reach out to the candidate to ensure they accept the nomination before putting them on the ballot.
 - ii. If a graduate student is nominated for more than one position, the Elections Coordinator from that student's school shall reach out to the candidate and have them choose which office to run for.
- e. The number of officers from one school cannot be such that 2/3 of the General Assembly is from one school.
 - i. If $\frac{2}{3}$ or more of the nominees from the same school are elected, then nominees must deliberate and select from among themselves to determine who will step down in order to comply with the above stipulation.
- f. Dual degree students are encouraged to run for election; however, they must choose to represent one and only one department/program/program during their entire tenure on the Executive Board. If their chosen department/program is already overrepresented, the same procedure from Article VIII, Section B, Subsection 1, Subsubsection d should be followed.
- g. Any vacancies created by the above stipulations shall be filled by the candidate from a different department/program receiving the highest number of votes for the position which has been vacated. In the event that no other candidate ran for the position, it shall be treated as a vacancy and filled according to the provisions of Article VIII, Section B, Subsection d and Article VIII, Section B, Subsection e of the GSA Constitution.
- h. A nomination must be made in writing (electronically via email or using the form sent out by the GSA) to an Elections Coordinator prior to the deadline.
- i. If a nominated student is from an underrepresented department/program/program, defined as a department/program/program in which

the department/program's graduate population encompasses less than or equal to 5% of the combined A&S and CDSP graduate population, then if properly elected the nominated student may serve in both capacities as a member of the Executive Board and Department/Program Representative, under the condition that said individual is only entitled to one count of voting in all matters.

2. Candidate presentations, questioning and discussion:

- a. Candidates will be required to submit written statements of no more than 500 words to be posted on the ballot.
- b. If desired, the GSA may set a time for presentations, questioning and discussion of the candidates open to all A&S and CDSP graduate students. The time, location and procedure is to be approved by the General Assembly.

3. Voting Procedure:

- a. Every student enrolled as a graduate student in A&S and CDSP may cast one electronic ballot in each race for which they are eligible to vote.
- b. For the positions of Co-President, Vice President and GSAB representative (when their term is up), graduate students are only eligible to vote for their school's position. For the positions of Secretary-Treasurer and Social Chair, all graduate students are eligible to vote. Eligibility for voting on GSAB Representative is laid out in Article IX.
- b. Elections will take place online using a method approved by the General Assembly.
- c. Voters have the choice of voting for any of the candidates or abstaining from voting.
- d. In the event that only one candidate is running for a position, voters can either vote for the candidate or have the option of abstaining.
- e. A simple majority of votes is needed to win an election.
 - i. In the event that a simple majority is not reached because there are more than two candidates, there will be a run-off election between the two candidates with the most votes.
 - ii. In the event of a tie, if the two candidates cannot decide among themselves before the meeting when the newly elected Executive Board is

installed, the General Assembly shall vote, with anyone in consideration for the position abstaining.

f. All graduate students in A&S and CDSP will be notified of when the election closes at least 24 hours prior to the closing of the electronic poll.

g. Elections will last at least 72 hours, and must take place on weekdays from Monday to Friday at least a week before the last GSA meeting.

h. The Election Coordinators shall jointly verify the election results, with the General Assembly responsible for investigating and resolving any disputed results.

4. Newly elected officers will be installed during the last meeting and shall hold office for a term of one year and until their successor is elected. The exception is GSAB Student Representatives, which will follow term limits in accordance with Article IX, Section B of the GSA Constitution.

5. Appointment of Officers:

a. Any vacancies not filled by the spring elections process will be subject to a similar elections process in the fall and will be approved by a majority vote of the incoming GSA Executive Board no later than the September meeting.

b. Any vacancies that may arise during the term of an Officer will be filled from among the current GSA Department/Program Representatives, or, if none are willing, from among the A&S and CDSP graduate student body at large, and confirmed by the General Assembly.

Article IX. Graduate Studies Advisory Board Student Representative

A. The A&S and CDSP graduate student body will elect two representatives, one from A&S and one from CDSP, to serve in the Graduate Studies Advisory Board (GSAB). These representatives will be full voting members of the Board but will not be required to make any donations to the Board.

B. The GSAB representatives will serve 2-year terms, with one representative being elected every Fall to replace the departing representative from the respective school (A&S or CDSP).

C. Duties and Representatives:

1. The student GSAB members are required to attend all Graduate Studies Advisory Board meetings. The GSAB usually meets twice a year in Williamsburg, on the Sunday afternoon and evening of and Monday morning following Homecoming weekend in October and the Saturday afternoon, evening and Sunday morning of the Graduate Research Symposium in March. There are also two teleconferences: one in January and one in June.
2. The student Board members will be responsible for reporting to and soliciting feedback from the GSA and are members of the Executive Board as described in Article III, Section A, Subsection 1.
3. The student Board members will be required to present a written report to the GSAB meetings summarizing the needs and concerns of A&S and CDSP graduate students.
4. The student Board members will be required to present a written report to the GSA summarizing the topics discussed in the GSAB meetings.
5. Student Board members will be required to train and brief the incoming student Board member before the new member's first meeting with the GSAB.

E. This section cannot be amended without approval of the Vice Dean of OGS or the Chair of the GSAB.

Article X. Alternate Representatives to Graduate Council

If a representative on the Graduate Council feels that they cannot adequately perform their duties while also maintaining their position on the Graduate Council, the Co-President of that representative's school may appoint an alternate representative from the GSA to permanently serve in this role in their stead and be approved by the General Assembly.

Article XI. Finance Committee

A. The GSA will establish a Finance Committee as necessary.

B. The Finance Committee will disburse student activity fee funds among the department/programs/programs of A&S and CDSP in the fall semester according to the number of students in the department/program as long as the department/program is in Good Standing as defined in Article V.

1. The Finance Committee will follow all guidelines established in Appendix 1 to the Constitution.

- i. Changes to Appendix 1 of the Constitution shall require a unanimous vote of approval by the members of the Finance Committee; OR

- ii. A two-thirds vote of approval by the members of the Graduate Student Association General Assembly.

C. The Finance Committee shall consist of five members, two from each school and the Secretary-Treasurer.

1. The GSA Co-Presidents shall appoint GSA members from their respective schools to the Finance Committee at the beginning of each Fall semester and as needed to fill vacancies such that no more than three members of the Finance Committee belong to the same school.

2. The Secretary-Treasurer of the GSA shall serve as the Chair of the Finance Committee, or the Co-Presidents shall designate a member of the Finance Committee as the Chair as needed to fill vacancies.

D. The Finance Committee will meet as necessary to consider funding applications, such as travel and conference funding applications.

1. If a member of the Finance Committee applies for a cycle of funding, they are not allowed to attend any meetings regarding that cycle of funding and may find a suitable replacement (i.e., following the membership guidelines above) to fill their vacancy.

Article XII. Deans' Advisory Committee

A. The GSA appoints members to the standing committee of the Deans' Advisory Committee. The purpose of the Deans' Advisory Committee will be to meet on a regular basis with the Dean of A&S and Dean of CDSP and provide input on matters related to A&S and CDSP graduate students at William & Mary.

B. The members of the Deans' Advisory Committee shall have one year terms and be appointed at the first GSA meeting of the Fall semester.

C. Membership:

1. The Deans' Advisory Committee shall be composed of an equal number of students from each school. The GSA should strive to find committee members such that no 2 members are from the same academic department/program and to balance the number of representatives from Arts programs, Sciences programs, Masters programs and PhD programs. A member of this committee shall be a GSA Executive Board member. This committee member shall provide regular reports and recommendations to the General Assembly based on the consensus of the entire committee.
2. The Deans' Advisory Committee maximum member limit will be determined annually by the Dean of A&S, Dean of CDSP and the GSA Co-Presidents (or delegated capacity).

D. Nomination and Appointment Procedure:

1. Prior to seeking nominations for membership the GSA Co-Presidents shall contact the Dean of A&S and Dean of CDSP about the maximum member limit.
2. At the beginning of each Fall semester (in the 1st or 2nd week of classes), a GSA Co-President will send an email to all enrolled A&S and CDSP graduate students to solicit nominations for the Deans' Advisory Committee member positions.
3. Nomination is open to all actively enrolled A&S and CDSP graduate students. Students can nominate others or themselves. Nomination is open until two days before the first GSA meeting of the Fall semester. Nominated students shall provide a short written response describing their interest for membership to this committee and any relevant previous experience. Nominated students must attend

the first GSA meeting in order to learn about the position and to coordinate contact information.

4. For the second meeting of the Fall semester, a GSA Co-President shall make a motion appointing members to the Deans' Advisory Committee and shall require a majority approval vote of the General Council.
5. The GSA should strive to fulfill this committee membership with individuals who do not already serve as members of the GSA General Assembly. If there are not sufficient nominations to fulfill the minimum committee membership requirement, then with a majority approval vote of the GSA General Assembly the committee membership can be filled from GSA General Assembly members.
6. In the event that an individual from one of the membership program categories is not nominated, then the Co-President for that program shall instead appoint from the nominated candidates preserving the requirements from Article XIII, Section C.
7. The Dean of A&S and Dean of CDSP has the final statement on membership to this committee and is permitted to accept or alter GSA's approved recommendation of membership.

Article XIII. Parliamentary Authority

For parliamentary and procedural matters not explicitly described in this document, the GSA General Assembly shall consider the most current edition of *Robert's Rules of Order Newly Revised*.

Appendices:

Appendix 1. Finance Committee Guidelines

- A. The Finance Committee will draft an annual budget approving perennial expenses and events.
 1. The annual budget must be approved by the GSA General Assembly by a two-thirds vote.

B. The GSA Finance Committee will follow state law in its funding decisions:

1. Alcohol cannot be funded.
2. No gifts, awards or honoraria shall be funded.
3. No person shall be paid for their time or labor for any event, except pursuant to a contract duly approved by the appropriate University administration authorities.

C. No fundraising events for any organizations external to W&M, philanthropic or otherwise, shall be funded.

D. Requests exceeding \$500:

1. Must be approved by the Finance Committee; AND
2. Must be approved by the GSA General Assembly by a two-thirds vote.

E. Events shall follow all W&M rules.

F. Food and drinks shall not be funded unless they are integral to the event.

1. This prohibition may be waived for events approved as part of the annual budget.

G. Speakers' travel and expenses shall be funded according to W&M rules and the General Services Administration guidelines.

H. Making misrepresentations to the GSA concerning funding requests shall result in inability to request funding for the following year and may be grounds for disciplinary action, including disbandment of the student organization.

I. All funds must be claimed by following the appropriate guidelines.

J. All requests should be submitted to the Chair of the Finance Committee.

1. The Chair may recommend changes to the request in order to meet funding guidelines, but shall submit the request to the Committee at their next meeting.
2. The Committee shall either approve the request, deny the request or give conditional approval to the request, specifying the conditions to be met.
 - a. Failing to meet specified conditions shall cause the organization to forfeit the granted funds and return them to the GSA within 48 hours.
3. The Chair shall report all decisions of the Committee back to the submitting organization within one week of their meeting. If the request is denied or conditionally approved, a written explanation of the reasons shall be attached.

K. The Chair shall be available to answer questions from submitters and the student public concerning the funding process.

L. Decisions of the Committee may be appealed to the GSA General Assembly. Appeals should be submitted to the Chair, who shall pass them onto the GSA Co-Presidents with a recommendation. Appeals shall only be heard at the Co-Presidents' discretion. Appeals decided by the GSA General Assembly are not appealable further. The Co-Presidents' decision to hear or deny an appeal is also not appealable.

Appendix 2. Journal Club

A. Journal Club (JC) is open to all William & Mary graduate students, faculty and staff. Every eligible member is also allowed to bring guests. Exceptions are up to the discretion of the Journal Club Executives.

B. Journal Club will be governed by one or two JC Executives, one of whom is a member of the GSA General Assembly. It is the responsibility of both officers:

1. To schedule all talks and ensure that JC runs smoothly.
2. To ensure that all Campus requirements for events with alcohol are met.
3. To interface with the university administration for all purposes regarding JC.
4. To recruit assistants to allow JC to run smoothly.
5. To present the budget and a semesterly summary at the last regular meeting of the GSA each semester.
6. To present a semesterly summary and request funds at the regular meetings of the GSAB in conjunction with the GSAB representatives.

C. The team positions are the prerogative of the two JC Executives; however, trial and error has determined that having assistants perform the following tasks allows for smooth operation:

1. Pick up and transport the beer order from Alewerks shortly before the JC meetings. Use of a car is required.
2. Pick up and deliver the food order shortly before the JC meetings. Use of a car is required.
3. Pick up and deliver snacks and other essentials from a grocery store so they are sufficient for JC meetings.
4. Pour drinks and help out at JC meetings. Must pass the W&M Events with Alcohol training.

5. Assist in managing JC's footprint by helping sort and send compost, recycling and trash to the correct disposal areas. Additionally, assist in generating new ideas to reduce environmental impact, such as incentives for bringing personal plates, looking into new "greener" materials for JC use and related sustainability goals. Preferably, someone with some experience in waste reduction, or at least enthusiasm for it, shall fill this role.

D. The GSA shall guarantee at least \$250 a semester towards Journal Club's budget as long as the responsibilities outlined in Appendix 2, Section B, are met. The GSA can allocate more by request of a JC Executive and approval by the General Assembly or the Finance Committee if the General Assembly delegates the responsibility to them.

Appendix 3. Roll-Over Funds

- A. All GSA funds unspent at the end of the fiscal year shall be designated as roll-over funds to be folded into the budget for the subsequent year. .
- B. Unspent department allocations will be rolled-over into the general GSA budget for the subsequent year and allocated as outlined in Article XI and Appendix I.