

# Constitution of the Graduate Institute Student Association (GISA)

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This Constitution, first drafted in May 2008 and re-written in May 2013, establish at the Graduate Institute of International and Development Studies a student association in Geneva, Switzerland. The name of this association shall be the Graduate Institute Student Association (GISA), hereafter “the Association.”

The Association is apolitical and non-discriminatory.

The official languages of the Association’s statutes are French and English. In case of conflict, the English text prevails.

Adopted by the General Assembly held in Geneva on 30 May 2008.

Amended by the General Assembly held in Geneva on 5 October 2009.

Amended by the General Assembly held in Geneva on 19 May 2010.

Amended by the General Assembly held in Geneva on 4 May 2011.

Amended by the General Assembly held in Geneva on 15 May 2012.

Re-drafted and approved by the General Assembly held in Geneva on 25 April 2013.

Amended by the General Assembly held in Geneva on 14 May 2013.

Amended by the General Assembly held in Geneva on 29 April 2014.

# Article I: Mission

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The mission of the Association is to:

1. Represent students in front of the various bodies in and out of the Institute.
2. Promote friendly relations between the students and the Institute.
3. Promote student events, including:
  - a. Academic events serving as open forums for intellectual debate at the Institute;
  - b. Cultural events highlighting the diversity and different backgrounds of the student body;
  - c. Athletic events;
  - d. Other events as deemed necessary.
4. Support the activities organized by the different autonomous student initiatives.
  - a. The Executive Committee of the Association is tasked with the support and financing of student initiatives, whose purpose is to organize activities of academic, social, and/or cultural nature at the Institute, in accordance with the modalities of Article II of the GISA by-laws, [Student Initiatives Support Policy](#).
  - b. The student groups hereby created are placed under the aegis of the Student Association. The latter is exclusively responsible for the communication between student groups and other Institute bodies.
5. Communicate frequently and in a transparent manner with its members.

# Article II: Membership

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## SECTION 1: ORGANS OF THE STUDENT ASSOCIATION

1. The student association is comprised of:
  - a. The Executive Committee, comprised of both permanent and ad-hoc members;
  - b. The Programme Representatives from each academic programme;
  - c. The Members.

## SECTION 2: THE EXECUTIVE COMMITTEE

1. Six permanent members make up the core of the GISA Executive Committee:
  - a. The President,
  - b. The Vice-President of Masters Programmes
  - c. The Vice-President of Ph D Programmes
  - d. The Treasurer
  - e. The Communication Director
  - f. The Events Coordinator
2. The six permanent members of the GISA Executive Committee shall be afforded a tuition waiver by the Graduate Institute of International and Development Studies for their work on the Association.
  - a. If a resignation or removal of a member occurs in the first semester of a term before the last day of finals week, the Executive Committee member shall be liable to pay tuition for that semester.
  - b. If a resignation or removal of a member occurs in the second semester of a term, before regular elections for that position, the Executive Committee member shall be liable to pay tuition for that semester.
  - c. If a member of the GISA Executive Committee is elected for a partial term after the fourth week of a semester, that member shall not receive a tuition waiver for that semester.
3. Ad-hoc members of the Executive Committee shall only be permitted if they are the President of a specialized committee which has had its statutes approved by the General Assembly.

## SECTION 3: THE PROGRAMME REPRESENTATIVES

1. Each year of each master's academic programme at the Institute shall elect, from its members, one programme representative..
2. Each doctoral programme at the Institute shall elect, from its members, one programme representative to represent students of all years from that programme.
3. These programme representatives shall be elected, organized, and supported in accordance of the modalities of Article III of the GISA by-laws, [Programme Representatives](#).

#### **SECTION 4: THE MEMBERS**

1. All students registered at the Institute are Members of the Association.
2. Members have the right to vote in elections at General Assemblies as well as in the elections for their Programme Representatives.

# Article III: General Assembly

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## **SECTION 1: THE GENERAL ASSEMBLY**

1. The General Assembly is a meeting open to all students, faculty, and administration of the Institute.
2. Only Members and Representatives have the ability to vote on proposals offered at the General Assembly.

## **SECTION 2: SUMMONING THE GENERAL ASSEMBLY**

1. The General Assembly can be summoned through three means:
  - a. The General Assembly will be organized regularly, at least once per semester, by the Executive Committee of GISA.
  - b. The General Assembly can be summoned for extraordinary sessions at any time at the request of the Executive Committee.
  - c. The General Assembly may be summoned for an extraordinary session by a written request of one tenth (1/10) of the Members.
2. The Members must be reasonably notified at least fifteen (15) days prior to the date of the meeting.
3. A General Assembly called during the break between semesters or during summer break is not competent to carry out its duties unless at least three (3) members of the Executive Committee are present.
4. The body which summoned the General Assembly must distribute at least seven days prior the agenda for the meeting as well as any documents or proposals to be discussed at the meeting.

## **SECTION 3: FUNCTIONS OF THE GENERAL ASSEMBLY**

1. The General Assembly:
  - a. Adopts the annual budget of the Association.
  - b. Serves as a forum for hearing and addressing student concerns on school-wide issues.
  - c. Serves as a feedback and reporting mechanism regarding the quality of representation and action by each of the Programme Representatives and the GISA Executive Committee. Any student who is not satisfied with the work of a GISA Executive Committee member or Programme Representative may voice these concerns at the General Assembly.
  - d. Has the competence to carry out tasks not specifically attributed by these statutes.

## **SECTION 4: PROCEDURES OF THE GENERAL ASSEMBLY**

1. The General Assembly has a quorum when at least one percent (1%) of the Members of the Association, not including the Executive Committee and rounded up to the nearest number is present.
2. Decisions of the General Assembly are made through a simple majority unless otherwise specified in these statutes.

# Article IV: Elections

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## SECTION 1: ELECTION OF THE EXECUTIVE COMMITTEE

1. The President, the Vice-President of Masters Programmes, the Vice-President of Ph D Programmes, and the Events Coordinator shall be elected via an online election held in Spring of each year.
  - a. This election must take place within the four weeks preceding the end of classes of the spring semester.
  - b. Terms of these elected positions begin one week after official results are announced according to Article I of the GISA by-laws, *Election of the Executive Committee*.
  - c. Terms are one year and four weeks, or until the next regularly scheduled elections for that position, whichever may occur first.
2. The Treasurer and the Communication Director shall be elected via an online election held in Autumn of each year.
  - a. This election must take place within the first four weeks following the beginning of the autumn semester.
  - b. Terms of these elected positions begin one week after official results are announced according to Article I of the GISA by-laws, *Election of the Executive Committee*.
  - c. Terms are one year and four weeks, or until the next regularly scheduled elections for that position, whichever may occur first.
3. Currently elected members of the Executive Committee are immediately eligible for re-election at the end of their terms provided they fulfill and will continue to fulfill the requirements according to Article I of the GISA by-laws.
4. The Vice-President of Ph D Programmes must be either currently enrolled in a Ph D programme at the Institute or accepted to start such a programme the fall after their election.
5. The Vice-President of Masters Programmes must be currently enrolled in a masters programme at the Institute, and must be continuing this programme the fall after their election.

## SECTION 2: ELECTION OF THE REPRESENTATIVES

1. Elections of the Programme Representatives shall take place at a time and setting to be determined by the President and the Vice-President for Masters and Ph D Programmes.
  - a. These elections must take place within the first four weeks following the beginning of the autumn semester.
  - b. Terms of these positions are one year.
2. Elections are to take place according to the modalities of Article III of the GISA by-laws, *Programme Representatives*.

3. An Executive Committee member, whether permanent or ad-hoc, cannot simultaneously hold a position of Programme Representative.

### **SECTION 3: ELECTIONS WITHIN SPECIALIZED COMMITTEES**

1. For specialized committees which have their statutes approved through the General Assembly, internal elections must be held as specified in their individual statutes, according to the modalities of Article IV of the GISA by-laws, *GISA Specialized Committees*.



# Article V: Vacancies

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1. Should a member of the Executive Committee resign or be unable to complete their term, an election must be held no later than four (4) weeks from the date of the resignation as recognized by the Executive Committee.
  - a. The term for the new member will last until the next regular election for that position, as determined by these statutes.
  - b. Should a currently elected member of the Executive Committee be elected to another Executive Committee position before the end of their original position's term, they cease to hold the original position.
  - c. In such a case where an Executive Committee position is vacant, and elections have yet to take place, the President may:
    - i. Appoint a temporary appointee to the position until the elections called to replace the member;
    - ii. Allow the vacancy to continue until the elections called to replace the member.
2. Should a Programme Representative resign or be unable to complete their term, it falls to the relevant Vice-President to hold elections in an expedient manner to elect a new representative.

# Article VI: Duties

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## SECTION 1: THE EXECUTIVE COMMITTEE

1. The tasks of the Executive Committee are as follows:
  - a. To carry out the mission detailed in Article I of these statutes;
  - b. To regularly convene and set the agenda for the General Assembly;
  - c. To execute the decisions made by the General Assembly;
  - d. To oversee the transition between the old and new Executive Committees;
  - e. To communicate with the Members and to assure transparency of its activities.
  - f. To hold regular weekly office hours not fewer than two hours per week to receive Members.
2. The President:
  - a. Convenes the Executive Committee and directs its meetings;
  - b. Directs the sessions of the General Assembly;
  - c. Assures the link between the Administration and the students;
  - d. Represents the Association, with the Vice-Presidents, in its judicial and extrajudicial relations;
  - e. Engages the corporate body of the Association with the double signature of the President and one other Executive Committee member;
  - f. Breaks any ties in votes in both the General Assembly and the Executive Committee.
  - g. Engages the Association in financial commitments with the double signature of the President and the Treasurer.
3. The Vice-President for Ph D Programmes:
  - a. Organizes, directs, and elects the Programme Representatives of Ph D programmes according to Article II of the GISA by-laws, Programme Representatives.
  - b. Organizes once per semester an open forum designed to address non-programme specific Ph D concerns, called the “Ph D Forum”, according to the modalities laid forth in Article V of the GISA by-laws, Masters and Ph D Forums.
  - c. Represents the Association, with the President and the Vice -President of Masters Programmes, in its judicial and extrajudicial relations.
  - d. Works with the administration to improve academic policy and communicate Ph D students’ concerns.
4. The Vice-President for Masters Programmes:
  - a. Organizes, directs, and elects the Programme Representatives of Masters programmes according to Article II of the GISA by-laws, Programme Representatives.
  - b. Organizes once per semester an open forum designed to address non-programme specific Master’s concerns, called the “Masters Forum”, according to

the modalities laid forth in Article V of the GISA by-laws, Masters and Ph D Forums.

- c. Represents the Association, with the President and the Vice -President of Ph D Programmes, in its judicial and extrajudicial relations.
  - d. Works with the administration to improve academic policy and communicate masters students' concerns.
  - e. Temporarily assumes the role of the President in the case of the President's absence.
5. The Treasurer:
- a. Engages the Association in financial commitments with the double signature of the President and the Treasurer.
  - b. Maintains an updated account of the Association's financial resources;
  - c. Reimburses expenditures by the Executive Committee, the Representatives, and the various student initiatives;
  - d. Receives at least once per year requests for funding for student initiatives according to Article II of the GISA by-laws, *Student Initiative Support Policy*; prepares a report to the Executive Committee summarizing these requests; and notifies student initiatives of their allocations;
  - e. Advises members of the Executive Committee, the Representatives, and various student initiatives regarding their funds and allocation;
  - f. Publishes, with the assistance of the Communication Director, reports on the funding decisions made relating to student initiatives;
  - g. Communicates with banks as necessary to maintain the account(s) of the Association.
6. The Communication Director:
- a. Communicates events, initiatives, statements, and notifications, as necessary, to the student body, originating from the Executive Committee;
  - b. Assists, within reason, student initiatives and representatives in promoting their events using resources available to the Association;
  - c. Takes and maintains minutes of all General Assembly meetings, distributing them to the Members within seven (7) days of the meeting;
  - d. Takes and maintains minutes of all Executive Committee meetings, distributing them to the Executive Committee within seven (7) days of the meeting;
  - e. Maintains the GISA website;
  - f. Manages and organizes the Association's e-mail address(es);
  - g. Publishes, with the assistance of the Treasurer, reports on the funding decisions made relating to student initiatives.
7. The Events Coordinator:
- a. Plans, coordinates, and organizes the large social GISA events held each semester.
  - b. Serves as a resource for the Representatives as they organize programme events.
  - c. Serves as a resource for any further students, including but not limited to those involved in student initiatives, who wish to organize events.

- d. In consultation with the Vice-President of Masters Programmes and the Vice-President of Ph D Programmes, assists in planning additional academic events throughout the year as needed outside of the Ph D Forum and Masters Forum.
8. Any ad-hoc members of the Executive Committee:
  - a. Act as general members, and may take part in regular decisions of the Executive Committee.
  - b. Regularly report to the Executive Committee relevant information from their respective committees.
  - c. Assist in the functioning of the Executive Committee.

## **SECTION 2: PROGRAMME REPRESENTATIVES**

1. Each Representative represents the particular interests of the students in his or her programme.
2. Representatives serve as monitors of online elections of the members of the Executive Committee according to Article I of the By-laws, [GISA Election Guidelines](#).
3. Each Representative is expected to carry out their duties as detailed in Article III of the GISA by-laws, [Programme Representatives](#).

## **SECTION 3: THE MEMBERS**

1. The Members
  - a. Carry the weight of General Assembly decisions;
  - b. Are expected to regularly elect the Executive Committee;
  - c. May set the agenda and/or approach of the Executive Committee by proposing resolutions at General Assemblies;
  - d. Are expected to regularly elect Representatives from each academic programme.
  - e. Are entitled to address the Executive Committee during their regular meeting time.

# Article VII: Removal of a Permanent Executive Committee member

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## SECTION 1: REMOVAL OF A PERMANENT EXECUTIVE COMMITTEE MEMBER

1. The removal of a permanent Executive Committee member will be carried out through the General Assembly.
2. Permanent Executive Committee positions are determined by those listed in Article II Section 2 (1) of these statutes.
3. Impeachment cannot be brought within the first thirty (30) days of a term of an elected permanent Executive Committee member.
4. The process for removal of a permanent Executive Committee member shall be as follows:
  - a. A vote to remove a permanent Executive Committee member cannot be initiated at a General Assembly unless the Members have been notified at least seven (7) days in advance of such a vote.
  - b. The organizing body of a General Assembly will be expected to reasonably communicate a forthcoming removal vote to the Members at least (7) days in advance of the vote.
  - c. Any vote of removal will be the first item of business at the General Assembly. No vote changing the agenda may affect the order of this item.
  - d. A vote of removal can be initiated by any Member including a current member of the Executive Committee, whether permanent or ad-hoc.
  - e. Only one vote of removal per Executive Committee member will be heard at any one General Assembly.
  - f. Only two successful removals may occur per General Assembly to allow for the continued functioning of the Executive Committee. In the case that more than one permanent member of the Executive Committee faces removal charges at the same General Assembly, these charges shall be addressed in the following order:
    - i. President
    - ii. Vice-President for Masters Programmes
    - iii. Vice-President for Ph D Programmes
    - iv. Events Coordinator
    - v. Treasurer
    - vi. Communication Director
  - g. When a vote of removal is heard at a General Assembly, the body which initiated the vote must communicate their reasons for such a vote to the Members.
  - h. The Executive Committee member in question is entitled to respond to the removal charges.
  - i. The Members are entitled to address questions to both the body which has brought the vote of impeachment and to the Executive Member in question.

- j. A General Assembly may, with a majority vote, end an address defined in items g, h, and l of this paragraph provided the body in question has been given at least ten minutes to speak.
  - k. A vote of removal shall pass the General Assembly with a majority vote of two-thirds (2/3) of present members.
  - l. In the case that a vote of removal is successful, elections to fill the vacancy will be held within fifteen (15) days of the successful impeachment.
  - m. To fill the vacancy created by a successful removal vote, the President may:
    - i. Appoint a temporary, interim member to assume the duties of the position until elections can be held;
    - ii. Allow the vacancy to continue until elections can be held.
  - n. In the case that the President is removed, the remaining member highest in the list in Item "F" of this Section shall assume the duties of item "L" of this paragraph.
5. The removal of any permanent Executive Committee member and the subsequent calling of elections must be immediately and reasonably communicated to all Members.
  6. Any blatant and willful disregard of any of the procedures in this section shall nullify any vote of removal against an Executive Committee member.

## **SECTION 2: REMOVAL OF AN AD-HOC EXECUTIVE COMMITTEE MEMBER**

1. The removal of an ad-hoc Executive Committee member is possible through following the procedures of removal put forth in the statutes of the committee to which the ad-hoc member belongs.
2. In the case that a removal process is initiated, the Executive Committee must be notified at least four (4) days before any vote on removal and must be given a chance, if desired, to address the committee's voting body.

## **SECTION 3: REMOVAL OF A PROGRAMME REPRESENTATIVE**

1. The Vice-President for Masters Programmes and the Vice-President of Ph D Programmes are authorized to remove a Programme Representative from their position, with the approval of the President.
2. Causes for removal can be, but are not limited to:
  - a. Failure to accomplish the duties detailed in Article III of the GISA by-laws, *Programme Representatives*;
  - b. Deliberate misuse of the funds of the Association allocated to that programme;
  - c. Failure to adhere to directives of their relevant Vice-President relating to communication with the administration that is deemed to have harmed the mission or effectiveness of the Association;
  - d. Inability to complete their position, the cause of which may include but is not limited to:
    - i. Geographical distance from the school;
    - ii. Extended illness preventing the representative from carrying out their duties;

- iii. Any action or decision which renders the representative ineligible for their position, such as a change of programme or a retraction of student status.

# Article VIII: Constitutional Amendments and By-laws

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## **SECTION 1: CONSTITUTIONAL AMENDMENTS**

1. Executive Committee or one fifth (1/5) of the Members of the General Assembly have the capacity to propose a total or partial revision of the statutes.
2. Any decisions with the object of total or partial revision of the statutes should be brought to the attention of the Members at least fifteen days before a session of the General Assembly.
3. Any decisions with the object of total or partial revision of the statutes must be approved by the Members that are present and voting during the session of the General Assembly by a two thirds majority (2/3).

## **SECTION 2: GISA BY-LAWS**

1. The GISA by-laws, attached to these statutes, also govern the functioning of the Association and its various members.
2. In the case of conflict, these statutes have the ultimate authority over the by-laws.



# By-laws of the Graduate Institute Student Association (GISA)

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These by-laws are established through Article VIII Section 2 (1) of the Constitution of the Graduate Institute Student Association (GISA) as valid documents which govern specific elements of the functioning of the Association.

In case of conflict with the Constitution, the Constitution itself has authority over these documents according to Article VIII Section 2 (2) of the Constitution.

## Contents:

**Article I:** Election by-laws of the GISA Executive Committee

**Article II:** Student Initiative Support Policy

**Article III:** Programme Representatives

**Article IV:** GISA Specialized Committees

**Article V:** MA and Ph D Forums

**Article VI:** Amendment of GISA by-laws

## Definitions:

1. The Graduate Institute Student Association (GISA) will hereafter be referred to as “the Association”.
2. The Statutes of the Association will hereafter be referred to as “the Statutes”.
3. “Permanent Executive Committee” positions are defined as the President, Vice-President of Masters Programmes, Vice-President of Ph D Programmes, Treasurer, Events Coordinator, and Communication Director as specified in Article II Section 2 of the Association’s Statutes.
4. All positions of membership refer to Article II of the Association’s Statutes for their definition.

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# **Bylaws Article I: GISA Election Guidelines**

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## **SECTION 1: BY-LAW AUTHORITY**

1. Article IV of the Statutes shall have the ultimate authority governing the processes of all election related to the Executive Committee.

## **SECTION 2: ELIGIBILITY FOR EXECUTIVE COMMITTEE POSITIONS**

1. No Member may hold two elected positions simultaneously. In the case that a currently elected Executive Committee member, Programme Representative or Specialized Committee position is elected to a new position, they automatically and immediately forfeit their original position.
2. Only students enrolled at the Graduate Institute of International and Development Studies for the entire length of a term are permitted to declare candidacy for that term.
3. Executive Committee members are required to be present in Geneva for at least two thirds of the weeks classes are in session of each academic semesters as defined by the first day of classes and the last day of classes of each semester for that given academic year for the duration of their term. If Executive Committee members are absent for more than that specified time, they forfeit their positions and activate Article V of the Constitution.

## **SECTION 3: CANDIDACY, CAMPAIGN, AND ELECTION PROCEDURES FOR AD-HOC EXECUTIVE COMMITTEE POSITIONS**

1. Candidacy and election procedures for ad-hoc Executive Committee members shall be held according to the procedures of the statutes of the committee which the ad-hoc member represents.
2. Campaign procedures for ad-hoc Executive Committee members shall follow the procedures put forth in Section 5 of this Article.

## **SECTION 4: CANDIDACY PROCEDURES FOR PERMANENT EXECUTIVE COMMITTEE POSITIONS**

1. Candidacy for a Permanent Executive Committee Position can be declared in two fashions:
  - a. The period starting with the announcement of an election and ending 36 hours before said election shall be the "nomination period." During this period, candidates for any position open for election may deliver, in writing, their candidacy and a brief platform to the current Executive Committee members. The current Executive Committee members must distribute these candidacies and their platforms to the student body, at latest, 24 hours before the opening of the election.

2. Any candidates currently holding either a Representative, Executive Committee or Specialized Committee position must be reasonably notified that if they are to win the election, they forfeit their old position.
3. The Executive Committee will ensure that a public forum is held during each nomination period, to be moderated by the Executive Committee or a body or individual it deems competent to carry out this task.
  - a. The forum will allow all declared candidates at that point to make a brief presentation and to field questions from the Members.
  - b. The Members and the declared candidates will be duly notified of the time and location of the forum.

#### **SECTION 5: CAMPAIGN GUIDELINES**

1. Candidates for any position are permitted to campaign. Campaigning activities may include but are not limited to:
  - a. Physical advertising (posters, flyers, etc.);
  - b. Online advertising;
  - c. Events promoting a specific candidate or group of candidates;
2. Campaigning shall not begin until the beginning of the nomination period as defined in Section 3 (1) of this Article. Campaigning may continue through the duration of the election..
3. Campaign expenditures and donations are governed according to the following procedures:
  - a. No candidate is permitted to use GISA funds, in any allocation form, for campaign events or campaign materials.
  - b. Candidates are permitted to spend up to 150 CHF for their campaign.
  - c. Candidates who spend money on a campaign shall submit an itemized and detailed list of all campaign expenditures both for the enforcement of the 150 CHF limit as well as for the knowledge of voters.
  - d. Candidates may accept monetary donations for their campaign provided expenditures do not exceed 150 CHF.
  - e. Material donations must be declared; a value must be established for each material donations. This estimated value counts against the 150 CHF limit for each campaign. All material donations must be reported to the GISA President and Treasurer.
4. Current Executive Committee members are prohibited from publicly supporting or campaigning on behalf of any candidate for any position.

#### **SECTION 6: ELECTION PROCEDURES**

1. An election will be announced no fewer than fourteen (14) days before the election.
2. The President will direct the elections, known hereafter as the Director of Elections. In the case that the President or other Executive Committee members are running for election, the highest position on the following list which is NOT running for election shall be the Director of Elections.

- a. The President
  - b. The Vice President of Masters Programmes
  - c. The Vice President of PhD Programmes
  - d. The Events Coordinator
  - e. The Treasurer
  - f. The Communications Director
3. The Director of Elections will employ an online voting system that guarantees the following principles:
- a. Each Member is sent one online ballot to his or her Graduate Institute email address.
  - b. The ballots are secret.
  - c. Each ballot permits Members to vote for one candidate for each position to be elected.
  - d. The results are viewable to Members immediately following the conclusion of the election.
  - e. All of the announced candidates as per Section 5 of this Article are included on the online ballot, along with a brief platform should the candidate wish to submit one.
  - f. Write in candidacies for each position are permitted.
  - g. Access to the system will only be available to the Director of Elections and those members of the Executive Committee who are not running for election.
4. The Director of Elections will ensure the most up to date list of Members possible is used to send online ballots.
5. Ballots will be sent to Members eighteen (18) hours before voting opens.
6. Elections will be open for voting for twenty-four (24) hours.
7. Three (3) Programme Representatives will serve as election monitors.
- a. No Programme Representative who is running for an Executive Committee position will serve as an election monitor.
  - b. The Director of Elections will ask for three (3) volunteer election monitors from the Programme Representatives no less than fifteen (15) days before the election.
    - i. In the case where more than three (3) Programme Representatives volunteer, the Director of Elections may choose the three (3) election monitors from those volunteers.
  - c. Election monitors will observe the entirety of the online election process, including adherence to the principles laid out in Paragraph 5 of this Section.
  - d. The election monitors will verify the results of the election with the Director of Elections.
8. The Director of Elections will brief and consult with the election monitors on the progress of elections.
- a. The election monitors and the Director of Elections will verify the results of the election in one another's physical presence .
  - b. The election monitors and the Director of Elections are responsible for verifying compliance with Section 5 of this article.

9. After the election is verified by the election monitors and the Director of Elections, the Director of Elections will notify candidates and Members via email of the official results of the election not later than twenty four hours after the conclusion of the election.
10. Only the email from the Director of Elections will serve as the official results of the election.

#### **SECTION 7: GRIEVANCES RELATED TO THESE BY-LAWS**

1. Grievances related to any of the procedures set forth in these by-laws must be submitted to the GISA Executive Committee prior to the installment of any new Executive Committee members who may have been elected according to Article IV Section 1 Paragraph 1 (b) and Paragraph 2 (b). The sitting Executive Committee is competent to declare an election invalid by a majority vote.
2. A decision by the GISA Executive Committee may be appealed to a session of the General Assembly.
  - a. The General Assembly which will hear the appeal must be summoned according to Article III Section 2 of the Statutes governing the summoning of General Assemblies.
  - b. The General Assembly may declare an election as invalid with a two-thirds (2/3) majority vote.
3. If a member of the Executive Committee is running for election which is disputed as invalid, the Executive Committee forfeits its competency to declare an election invalid. A General Assembly must be convened to decide on the claims of invalidity.
4. If either the GISA Executive Committee or the General Assembly declares an election invalid, a new election will be held using the procedures set forth for vacancies in Article V of the Statutes and under the guidance of election procedures set forth in this Article.
5. No higher authority than the General Assembly shall exist related to invalid elections. A decision of the General Assembly is final.

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## **Bylaws Article II: Student Initiative Support Policy**

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#### **SECTION 1: PURPOSE**

1. The purpose of this Article is to provide guidance on the creation, financial support, and dissolution of student initiatives.

#### **SECTION 2: CREATION OF STUDENT INITIATIVES**

1. Only student initiatives created through the process detailed in this Section may be approved for financial support. Exceptions may be determined by the GISA President.
2. To create a student initiative, interested students must deliver an application to the GISA Executive Committee which shall contain:

- a. The name of the organization;
  - b. Indication of the organization's purpose and mission;
  - c. The specific communication needs of that organization, including whether they will require space on the MyGISA.ch website or in any weekly communication;
  - d. Contact information for founding members.
3. Applications to create student initiatives will be received throughout the year.

### **SECTION 3: FINANCIAL SUPPORT OF STUDENT INITIATIVES**

1. The Executive Committee shall welcome at least once during the year proposals for financial support for student initiatives. These proposals shall contain:
  - a. A list of projected expenditures, as detailed as possible;
  - b. A description of events and initiatives for which these expenditures will be used;
  - c. A date by which expenditures will be completed.
2. The Executive Committee may consult with the leaders of the various student initiatives as to the needs of the initiatives and the relative constraints of the Association's budget.
3. The Executive Committee will set forth priorities and criteria for funding, communicated to the Members, prior to receiving proposals for financial support.
4. The Treasurer shall direct the collection, organization, and completion of allocations according to Article VI Section 1 (5) of the Statutes.

### **SECTION 4: OTHER SUPPORT OF STUDENT INITIATIVES**

1. The members of the Executive Committee will, according to their duties as laid out in Article VI of the Statutes, support initiatives to the extent possible that it aids the Association's mission as defined in Article I of the Statutes. This includes, but is not limited to:
  - a. Assisting with the promotion of initiative events.
  - b. Assisting with reserving physical space.
  - c. Assisting with the planning and execution of events or projects as requested.

### **SECTION 5: DISSOLUTION OF STUDENT INITIATIVES**

1. Student initiatives may be dissolved only due to inactivity or by request of its members.
2. The Executive Committee is capable of dissolving a student initiative.
3. The Executive Committee must communicate its reasons in writing to a student initiative upon its dissolution.
4. A student initiative may appeal a dissolution to the General Assembly, which can overturn the decision with a majority vote.

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## **Bylaws Article III: Policy on Programme Representatives**

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## **SECTION 1: PURPOSE**

1. The purpose of this Article is to provide guidance on the election, duties, and support of the Programme Representatives for each academic programme (hereafter “the Representative(s)”).

## **SECTION 2: ELECTION**

1. Elections must be open equally to every member of a relevant academic programme. As such they are to take place in a course which is obligatory for all students of that programme. A course containing ninety-five (95) percent or more of an academic programme’s students is considered as obligatory.
2. In the case that there is no obligatory course in which to hold elections or the relevant Vice President deems it more expedient, elections may be held on an online platform with a secret ballot. This online ballot must be reasonably made available to the entire relevant programme.
3. The Vice-Presidents of the Executive Committee will together determine the timeline for these elections, including:
  - a. A brief nomination period, in which students may declare their nomination to the Vice-Presidents ahead of time;
  - b. The time and place for elections to be held, or, a determination that elections must be held online;
  - c. If applicable for online elections, the duration of elections;
  - d. If applicable for online elections, the announcement of election results after elections.
4. Elections held in person are to be organized by the Executive Committee, in consultation on proper election techniques determined by the Vice-Presidents.
5. Candidates for Representatives may announce their candidacy at any time prior to or during the course in which elections may be held.
6. Candidates for Representative must follow the campaign procedures detailed in Article I Section 5 of these by-laws.

## **SECTION 3: DUTIES**

1. Each programme Representative is expected to:
  - a. Plan, organise, and hold at least one “Programme Meeting” per semester. In fall, this programme meeting must fall within the month of October; in spring, this programme meeting must fall within the month of April.
  - b. On major programme-wide issues, aggregate and report on student opinion related to that issue;
  - c. Respond to and assist in finding solutions to academic concerns of students;
  - d. In responding to their programmes’ concerns, work with their relevant Vice-President as well as other programmes’ representatives to ensure effective and efficient work that encompasses as much student opinion as possible.

- e. In consultation with their relevant Vice-President, work with relevant administrators to address academic concerns and student proposals for the betterment of the academic environment at the Institute.
  - f. Occasionally organize social events or support the organization of social events for their programme, using the budget afforded to them under Paragraph 2 of this section.
2. Representatives may be given specific duties at events as required by the Vice-Presidents for Masters and Ph D Programmes.

#### **SECTION 4: SUPPORT OF REPRESENTATIVES**

1. Each year of each academic master's programme will be given a section of the GISA budget as determined by the number of students in that year's class. The budget passed by the General Assembly may institute funding floors or ceilings to ensure the most effective distribution of available funds to the programmes.
2. Each academic doctoral programme will be given a section of the GISA budget as determined by the number of students in that programme. The budget passed by the General Assembly may institute funding floors or ceilings to ensure the most effective distribution of available funds to the programmes.
3. The budgets allocated to each year of each academic programme fall under the joint responsibility of the Programme Representative of that class.
4. The Programme Representatives are capable of using the budget to support student efforts from within their programme that are not necessarily organised by a representative
5. The Vice-Presidents of the Executive Committee, as well as the President if necessary, are expected to provide support to the Representatives of each programme in their interactions with the administration in order to add legitimacy and efficiency to the Representatives' goals as well as in order to carry out the mission of the Association noted in Article I of the Statutes.
6. The Events Coordinator shall support and serve as a resource for Representatives who are organizing events.

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### **Bylaws Article IV: Policy on GISA Specialized Committees**

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1. A GISA Specialized Committee is defined as a committee which:
  - a. Is recognized by the GISA General Assembly as having a function necessary to the fulfillment of the Mission of the Association defined in Article I of the Constitution, and necessitating a committee of students beyond the Executive Committee members' mandate;
  - b. Has been labeled as such by the GISA Executive Committee during a session of the General Assembly;
  - c. Has had its statutes approved by a simple majority vote of the General Assembly.



2. Any GISA Specialized Committee must include in its Statutes:
  - a. A membership clause defining a clear singular leader which will serve a dual role as the head of the committee and its representative to GISA, in addition to other leadership positions deemed necessary by the committee;
  - b. A clause providing clear and fair procedures for election of these leadership positions. Votes to elect these leadership positions must take place in a gathering of all students interested or directly involved with this committee. Votes to elect these leadership positions will not take place during the Association's General Assembly unless deemed absolutely necessary by the GISA President.
  - c. A clause providing clear and fair procedures for removal of those elected to leadership positions. These procedures must include notification of the GISA Executive Committee at least four (4) days prior to any vote of removal, and must provide for timely filling of any vacancy.
  - d. A GISA Specialized Committee may only have its statutes approved by the General Assembly for a maximum duration of one year and four weeks.
3. Any GISA Specialized Committee which has had its statutes approved by the General Assembly gains an ad-hoc position on the Executive Committee which will be filled by the President of that specialized committee.
4. Potential GISA Specialized Committees must submit their proposed statutes at least eight days prior to a General Assembly, for the Executive Board to distribute with the agenda and meeting documents at least seven days prior to that General Assembly.
5. If the status of the GISA Specialized Committee as such is not renewed following the expiration of its duration, or if the General Assembly fails to approve statutes for the Specialized Committee, the ad-hoc position on the GISA Executive Committee ceases to exist.
6. GISA Specialized Committees are eligible to request funding as student initiatives according to the procedures set forth in Article II of these by-laws.
7. A GISA Specialized Committee may not have its status as a GISA Specialized Committee challenged before the expiration of the duration of its mandate specified by its statutes.

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## **Bylaws Article V: Masters and Ph D Forums**

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### **SECTION 1: PURPOSE AND DEFINITION**

1. The Masters Forum and the Ph D Forum will be two separate events which must be organized at least once per semester by the Vice-President for Master's Programmes and the Vice-President of Ph D Programmes as mandated under Article VI of the GISA Constitution.
2. These events provide an opportunity for students to discuss academic concerns that are wider than their own programme, or, affect all programmes at the school.

## **Section 2: Structure and functioning**

1. The Vice-Presidents shall be in charge of organizing and executing these events.
2. The agenda for the meeting will be made as follows:
  - a. Programme representatives will submit to their relevant Vice-President items that they wish to discuss at the MA Forum or Ph D Forum. These issues may be subjects brought up at a programme meeting that require further discussion, or they may be concerns brought from individuals at the programme level that were not discussed at the programme meetings.
  - b. In addition, any student may submit to the relevant Vice-President items that they wish to discuss at the MA Forum or Ph D Forum. The Vice-Presidents shall give no advantage to agenda items which were sent from programme representatives over those sent from other students.
3. There shall be a default discussion time limit for all agenda items.
  - a. Those items which were sent prior to the meeting shall be discussed first at the Forum, and will have a discussion time limit of 20 minutes for each item.
  - b. After discussion has been held on those items sent prior to the meeting, an open forum shall be held which will permit students to bring up new concerns. These items will have a discussion time limit of 10 minutes.
  - c. A majority vote of those Members present at the meeting may extend discussion on an agenda item.
  - d. A majority vote of those Members present at the meeting may close discussion on an agenda item if it had been previously extended.

## **Section 3: Outcome**

1. The most immediate outcome of the Forums should be discussion on issues deemed important to the student body.
2. After each Forum, a summary of the discussion including action points and recommendations from students must be assembled by the relevant Vice-President and presented to the administration.
3. For those items which require further discussion, research, or exploration outside of the Forum, interested students may form issue-based committees to further delve into a topic.
  - a. Issue-based committees are eligible to apply for GISA funding as a student initiative provided that the funds are necessary for its functioning.
  - b. The issue-based committees should deliver a report to the most relevant Vice-President, who, with a leader from the committee itself, will present the report to the administration.
  - c. Issue-based committees are eligible to apply for status as a GISA Specialized Committee according to the process set forth under By-laws Article IV: GISA Specialized Committees.
  - d. The issue-based committee should deliver a report on its findings and any progress to the next Forum(s).

4. In order to facilitate cooperation between students' efforts stemming from these forums, the Vice-Presidents are responsible for coordinating the combination of similar efforts between the two committees.
  - a. When an issue-based committee is formed, the Vice-President organizing that forum shall report its creation to the other Vice-President, who must notify the other forum of the committee's creation.
  - b. Once notified of the committee's creation, students from the second forum may join the committee created by the first forum.
5. The Vice-President should regularly and clearly communicate with students regarding progress or developments on any items discussed during the Forum.
6. The Vice-Presidents are expected to maintain and make available to the student body an updated list of any and all issue-based committees to increase involvement in those committees.

**Section 4: Followup and reporting**

1. The GISA General Assembly shall serve as a quality control mechanism for each Forum. If any students are not satisfied with how the Vice-President ran a Forum or approached a specific issue brought up at the Forum, this should be discussed at the General Assembly.
2. The Vice-Presidents will deliver a report to each General Assembly regarding progress on points raised at each Forum.

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## **Bylaws Article VI: Amendment of GISA by-laws**

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1. The GISA by-laws may only be amended or changed by the same process with which the GISA Constitution is amended according to Article VIII Section 1: Constitutional Amendments.