

GSGA44-A03

An Act Editing the Bylaws to Combine the GRAD Coordinator and Chief of Staff Positions

Summary: This legislation combines the paid, 60-hour contract position of Graduate Research Appreciation Day (GRAD) Coordinator with the paid, hourly executive position of Chief of Staff by adding the GRAD Coordinator responsibilities to the existing responsibilities of the Chief of Staff through an edit of the Bylaws. The aim is twofold: first, to simplify and further codify the process of staffing GRAD, one of Graduate Student Government's most important and long-standing annual events that nevertheless has a long history of struggling to fill this essential role in a timely manner; and second, to ensure that this position can clear University of Maryland, College Park Human Resources hiring requirements in time for GRAD 2025.

FOR THE PURPOSE OF the efficient and timely hiring of this critical and essential position for ensuring an effective, supportive, and enjoyable GRAD event, now and in the future; and,

FOR THE PURPOSE OF ensuring that the responsibilities of the GRAD Coordinator are performed in a constructive, healthy, and unrushed environment, now and in the future; and,

FOR THE PURPOSE OF paying for the services and time necessary for this event in a fair and timely fashion, now and in the future;

BY amending section 1.5.B. of the Bylaws to add the responsibilities of the GRAD Coordinator, previously defined and hired by the Director of Operations in consultation with the GRAD Committee on an ad hoc basis, to the existing responsibilities of the Chief of Staff by adding the new subsection of 1.5.B.7. and codifying the nature of the new responsibilities, as well as compensation; and,

BY removing the separate contracted position of GRAD Coordinator from GSG hiring templates and listed organizational positions;

AND BY charging the Chief of Staff with coordinating, under the direction of the Director of Operations and in consultation with the GRAD Committee, all future GRAD events.

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Sponsor(s): Brandon Rodriguez Torrento (HIED)

Date and Time of Submission: March 14, 2025

Date of Presentation: March 28, 2025

Action(s) Taken: Approved without amendment by Assembly vote. Bylaws amended as described and relevant parties, such as University of Maryland, College Park Human Resources and the GSG business manager, have been notified.

Decision of GSG President

Varaa

Varaa (Mar 31, 2025 14:53 EDT)

Signature of GSG President

03/31/2025

Date

Proposed Edits to the Bylaws:

1.5.B. Chief of Staff

1.5.B.1. Oversee and coordinate the functioning of standing and ad hoc committees of the GSG and report to the Executive Committee.

1.5.B.2. In consultation with the Director of Operations, maintain GSG email lists and other IT resources except those used by the Governance Committee for internal discussions.

1.5.B.3. Oversee the staffing of standing of ad hoc committees as described in Article 5.

1.5.B.4. Serve as a liaison to graduate student members appointed to external committees.

1.5.B.5. Serve as an Ex-Officio, non-voting member of the Executive Committee.

1.5.B.6. Act as a liaison between the Executive Committee and Leadership Committee. The Chief of Staff will meet monthly with all committee chairs, ensuring all committees meet regularly and have resources needed.

1.5.B.7 Under the direction of the Director of Operations, serve as the primary event coordinator and point of contact for the Graduate Research Appreciation Day (GRAD) event hosted annually by GSG, for a number of hours and at an extra rate of compensation as set by the GSG annual budget.

[Passed] GSGA44-A03 GRAD Coordinator Revision

Final Audit Report

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