



Student Forum

STUDENT FORUM BYLAWS

FALL 2020

Updated and Ratified:

Sections I and II

(4/28/2020 6:00 PM, unanimous)

Sections III and IV

(5/19/2020 6:38 PM, unanimous)

All Sections (5/19/2020 6:38 PM, unanimous)

This document should be publicly accessible to GSD members at all times and is expected to guide and hold accountable the Student Forum Chairs and any associated members of student government. The new Student Forum is expected to sign it each year.

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Part 1 – Roles and Responsibility of Student Government

1 Mission Statement

The objects and purposes to which the Harvard GSD Student Forum is:

- (a) To serve as the official representative body of the students of the Graduate School of Design (GSD) at Harvard University.
- (b) To provide a forum for discussion of issues internal and external of concern to graduate Students at the GSD.
- (c) To represent graduate student interests before the Harvard faculty and administration.
- (d) To organize, promote, and conduct activities beneficial to graduate student life.
- (e) To disseminate information of interest to students in the Graduate School of Design.
- (f) To provide support and assistance to Graduate Student Organizations.
- (g) To provide a common association among graduate students in all programs and departments of the Graduate School of Design.

2 Student Forum President

- (a) The President facilitates and leads the Student Forum, using their role to advocate for all GSD students and leading by example with ideas for communicating, collaborating, and community-building.
- (b) They serve by liaising with the Dean's Office, facilitating Open Meetings and meetings with the Dean, organizing internal operations, handling outward communication and messaging, setting the agenda, and assisting with reviewing and delegating tasks at the end of each meeting.
- (c) The President is considered one of the Student Forum Chairs as mentioned throughout the document.

3 Academic Chair

- (a) The Academic Chair facilitates the Student Academic Affairs Committee (SAAC) to provide feedback on the curriculum and carries out an agenda for Student Forum as it pertains to students' education across all degree programs.
- (b) They coordinate Class Representatives, meetings between class representatives and department heads, SAAC ongoings, and serve as the studio lottery witness.
- (c) They will share information with SAAC as needed and manage assignment of SAAC reps to sub-committees.

4 Diversity & Inclusion Chair

- (a) The D&I Chair fosters an open and inclusive environment, serves as the “go-to” person for diversity issues that should be addressed by the school, initiates advocacy and action in the short-term, and cultivates cultural change in the long-term.
- (b) They are to liaise with the Assistant D.I.B. Dean and student body concerning diversity and inclusivity issues and initiatives, serve as a representative on the Diversity Council, and empower diverse voices across the student body through workshops, working sessions, interactions with experts, etc.

5 Professional Development Chair

- (a) The Professional Development Chair oversees opportunities for students to prepare for the professional world through conference funding, alumni mentorship, and other initiatives with GSD Career Services.
- (b) They should coordinate with Alumni Relations and Career Services, handle submissions to the Student Conference Fund, and assemble a student advisory team to allocate funding.

6 Resources Chair

- (a) The Resources Chair is responsible for ensuring that everyone’s needs are heard in an equitable way, so that all students in the GSD community have the tools needed to realize their creative visions.
- (b) They serve on the Spaces Committee and facilitate 2F Exhibit Wall submissions and logistics.

7 Social Events Chair

- (a) The Events Chair facilitates opportunities for the student body to come together and create lasting memories. This includes organizing gatherings like the annual Halloween Party and Beaux Arts Ball.
- (b) They are the point-person to coordinate Beaux Arts Ball, Halloween, midnight snacks, and social media.

8 Student Groups Chair

- (a) The Student Groups Chair supports student-led groups and organizations by amplifying their voices, furthering their capacities, creating room for collaboration, and assisting groups to organize around a central identity or issue.
- (b) They should orchestrate the budget review meeting and funding allocation (at least once a year but preferably once a semester), disseminate information to student group leaders, represent student group interests, and update and share funding guidelines and decisions.

9 Additional Responsibilities Shared by All Chairs

- (a) Perform other duties not listed here that pertain to their role and are deemed necessary by the Forum. Each Chair should regularly share updates with the student body and related parties about their projects and tasks.
- (b) Represent the student body in their interactions with administration and peers, withholding personal agendas in order to advocate for the needs of the students and GSD community members. Chairs are expected to work with one another with the utmost respect, clarity, and honesty. No one Chair should take actions against the consensus of the group or in order to undermine the agreed-upon Student Forum action or agenda.
- (c) Contribute to end-of-year documents which will be submitted by each Chair to the Student Services office, collated, and shared with the following year. These should include an internal document to summarize any problems or team dynamics for the future forums to reference. It is also recommended that an external document reports their progress and ongoing projects to the student body.
- (d) Each Chair should help out (as their capacity allows) with the additional projects, events, or initiatives that are taken on by Student Forum.
 - (i) Any Student Forum Chair may propose an additional task, initiative, or project to be taken on by Student Forum and its associated members.
 - (ii) The proposal should be approved by a simple majority vote.
 - (iii) Any student interested in putting forward a proposal for additional collaboration, project, event, or initiative with Student Forum may ask an appropriate Chair to include it in the minutes on their behalf and can ask to attend a meeting in order to speak to the project.

Part 2 – Other Roles and Responsibilities

10 Committees

Student Forum can form committees tasked with additional needs, either from Class Representatives or interested GSD students as needed. They should be called and members finalized by a majority vote, preferably at the start of the semester.

- (a) For example, committees may include Communications, Website, Design, Social Events, Diversity Inclusivity and Belonging, Finances, and others as proposed.
- (b) Committee members can be appointed but the student must display sufficient interest, standing, and commitment in order to be chosen. Committee members may change throughout the year but should be nominated and voted in by the Chairs.
- (c) A Student Forum Chair can oversee a committee associated with their role or nominate an interested student to do so, who should be agreed upon by the other Chairs.

11 Task Force

Student Forum can form Task Forces to investigate or advocate an issue, either from Class Representatives or interested GSD students. They should be called and members finalized by a majority vote from the Student Forum Chairs.

- (a) For example, Task Forces may look into issues such as Discrimination, Financial Justice, Transparency, and others as proposed.
- (b) Task Force members can be appointed but the student must display sufficient interest in order to be chosen. Task Force members are not allowed to serve for more than three consecutive semesters. They may change throughout the year but should be nominated and voted in by the Chairs.
- (c) A Task Force can have a Student Forum, Class representative, or HGC representative participate as an observing member to liaise and report updates.
- (d) Each Task Force must deliver an update on its progress each semester, to be shared with the Student Forum and student body. It can also request access to closed meetings to give additional updates.

12 Person At Large (PAL)

Former Student Forum Chairs, class representative, or GSD administrative members can be asked to serve as an informal advisor on a semester basis, with a maximum of three consecutive semesters. They should be called and finalized by a majority vote. No more than five PALs should be simultaneously serving.

- (a) This PAL could be a current student or employee, graduated student, or former GSD employee.

- (b) This person can be brought into internal communications, serve as a source of advice or resource to Chairs, and attend internal meetings. They are not allowed to vote but can advise Student Forum Chairs either individually or in groups. However, the PAL is allowed to share information with the GSD Student Services office if there are matters of concern.

13 Class Representatives

- (a) Student Academic Affairs Committee (SAAC) members will be elected during the final weeks of each Spring semester to assume their roles the following Fall, for the entirety of the academic year. The election will be run by the Academic Chair of Student Forum and Student Services.
- (b) Class Representatives are expected to meet regularly with their classmates or degree cohort in order to ascertain and pursue any initiatives which are pertinent to the academic functioning of the school.
- (c) SAAC Meetings with Program Directors and administration are held once a semester on a date and time determined by the administrative calendar. All Class Representatives are expected to attend and participate.
- (d) Before the SAAC Meeting each semester, members are also expected to attend an Agenda Meeting, organized by the Academic Chair of Student Forum and Student Services.
- (e) Class Representatives are expected to meet monthly as a body, hereby referred to as SAAC General Body Meetings. The Academic Chair will organize and chair these meetings, assist in forming subcommittees, and generally order proceedings based on an agenda. General Body meetings shall be private and closed, though the Academic Chair may invite members of the Administration to join as needed.

14 Design Studies Liaison

- (a) This position is considered a class representative, but for all of the Design Studies concentrations.
- (b) MDes Liaisons should number no more than two students at any given point and should share the responsibilities equitably as agreed upon by the liaisons.
- (c) They represent the program as a whole and work in coordination with the Class Representatives of all MDes concentrations.

15 Harvard Graduate Council (HGC) Representatives

- (a) HGC Representatives should number no more than three students at any given point and should share the responsibilities equitably as agreed upon by the representatives.
- (b) They represent the GSD study body interests by attending HGC bi-weekly meetings, voting as needed, and providing minute updates to the Student Forum Chairs. They should disseminate information between HGC and GSD as needed, including the time and location of the HGC open meetings.

- (c) HGC bylaws permit four representatives from the GSD. Three representatives will be elected by the GSD student body, while the fourth position will remain open for a GSD Student Forum Chair to participate on HGC in a representative capacity.

16 Student Services Liaison

- (a) The Student Services Liaison serves as a representative from the Student Services office and will be invited to the Student Forum standing meetings and included in communication regarding the meetings, such as agendas or relevant documents. They will keep the Dean of Students and Student Services office apprised of ongoings and dynamics in Student Forum.
- (b) The Student Services office is free to choose their representative and change as needed. They are encouraged and expected to contribute their expertise knowledge of the school and should in turn be given respect from Chair members, even and especially in instances of disagreement.
- (c) As mentioned in other parts of this document, the Student Services Liaison facilitates voting, election, impeachment hearings, and regular oversight procedures. Their approval is needed for finalizing financial decisions and bylaws changes. Bylaws changes must also be approved by the Dean of Students.

Part 3 – Rules of Administration

17 Frequency and Administration

- (a) Student Forum should meet once a week in a standing meeting, and at least twice a month with an administrative liaison.
- (b) Minutes are taken each meeting by at least one Student Forum Chair or committee member and should be made public to the school on a regular basis; for example through a public shared folder, website, or email update. The minutes are to be shared with Student Forum Chairs for further edits before being released to the student body. Minutes should be archived at the end of each academic year but should still be made publicly accessible.
- (c) If needed, the Student Forum Chairs can reassign the minute taking responsibility or disallow a Chair or member to edit minutes by majority vote.
- (d) The Student Forum email should be monitored by all Chairs and CC'd on official communications.
- (e) Meetings to discuss Student Forum work or initiatives should happen with sufficient notice and accessibility for all Chairs to participate if they so choose. In order to keep all Chairs apprised of changes, the contents of any working meeting without full attendance should be shared with the rest of the group.

18 Oversight

- (a) As mentioned in other sections, meeting minutes and financial decisions from the Student Forum should be clearly documented and shared with the student body on a recurring basis.
- (b) Students are encouraged to express interest in attending a meeting and can be invited to a closed meeting by Chairs with approval from the President or at least three Chairs. Class Representatives, committee members, task force members, and HGC liaisons should be given more access to the Student Forum meetings if they desire.
- (c) Student Forum should cultivate an environment of transparency, trust, and honor in their dealings with peers and authorities and should encourage more student involvement and oversight when wise and as possible.

19 Attendance

- (a) Student Forum standing meetings should be scheduled for a weekly time when each Chair and many other students are reasonably expected to be free (no class, extracurricular commitments, etc.). Meetings should be structured in such a way to encourage participation and make new guests feel welcome.
- (b) At least four meetings a semester are open to the GSD community with sufficient notice to attend.
- (c) The content of the open meeting discussion will be shared via minutes/notes.

- (d) Streaming or conducting the meeting online is optional and decided on a case-by-case basis with a simple majority vote by Student Forum Chairs. If streaming an in-person session or conducting an online session, similar to the in-person open meeting, the session will be open only to the GSD community, not the general public.
- (e) Non-GSD attendees may be invited by a Student Forum Chair to provide insight relevant to the discussion. If the non-GSD attendees are in attendance, a Student Forum Chair will provide an introduction at the beginning of the meeting acknowledging the attendee and the reason for their attendance.
- (f) Student Forum members will make their best effort to be available for and participate in a meeting with the Dean at least once a semester.
- (g) A Chair cannot miss more than three meetings in a row, unless there is a substantive reason for being unable to attend – if they do, then they should provide an explanation for whether they still feel capable of the commitment. Chairs will be counted as in attendance if they can be present for at least half the designated time for meeting.

20 Discussions

- (a) If a member of Student Forum proposes a matter that requires a vote, then they should be given at least 5 minutes to propose the idea, with at least 10 minutes of discussion unless the proposing Chair decides to withdraw the proposal before the completion of the time.
- (b) An agenda of meeting topics to be discussed will be shared by the meeting organizer in advance.
- (c) After discussing an issue for 30 minutes, members of the discussion may propose a vote to extend the discussion for a set number of minutes or to table the discussion for another time.
- (d) Conversations about Student Forum work or initiatives should happen with sufficient notice and accessibility for all Chairs to participate if they so choose. Conversations about Student Forum matters should be under a professional standard for how they are approached and mediums used. In order to keep all Chairs apprised of changes, the contents of any substantive conversation about Student Forum matters without full attendance should be shared with the rest of the group.

21 External Communication

- (a) Each communication with the school will be undertaken with the understanding that the GSD is prone to participation fatigue and that Student Forum should maintain a clear, respectable voice.
- (b) Public Statements

A Public Statement is any written or oral statement (including but not limited to posters, public emails, speeches, and interviews) made on behalf of the Forum and which expressly represents the opinions, values, or agendas of the Forum at large. Examples of public statements include statements to the GSD student body, the GSD faculty or administration, Harvard University, the media, and professional interest groups.

- (i) Any public statement must be approved by Student Forum by vote before its dissemination. All Student Forum Chairs have the right to propose a topic to be developed into a public statement.
- (ii) First, a preliminary vote will determine if the topic requires a public statement by Student Forum and what the general perspective of the Forum is.
- (iii) Second, a statement will be drafted and shared with Student Forum Chairs. Student Forum Chairs will be allowed at least 24 hours with the shared document to offer comments for revisions or additions before a vote is taken. If there is contention between Chairs on the contents of the statement, other perspectives can be drawn from by a PAL, Student Services liaison, SAAC sub-committee, or Task Force.
- (iv) Third, the edited statement will then be voted upon by Student Forum for approval before public dissemination.
- (v) Public statements should be included in an addendum at the external end-of-year report.

22 Voting Rules

- (a) Any Chair can call a matter to vote.
- (b) All Student Forum Chairs have an equal vote regardless of position.
- (c) A majority constitutes at least four of the seven Chairs (or more than 50%).
- (d) No Student Forum Chair has veto power or tie-breaking power during any vote. In the case of a tie, it is advised to wait till more Chairs can attend or until any empty positions are filled. In matters of extreme urgency when there is an empty position that is taking too long to be filled, the matter can be brought to Class and HGC representatives for a majority vote.
- (e) All votes must have reasonable advance notice and take place either at (1) an official, accessible Student Forum meeting with a quorum present (quorum will be defined as at least 70% of the Chairs present (five of seven) with the president required to attend) or (2) over e-vote. If a member is not responsive to the call to vote, a member cannot prevent the Student Forum vote by withholding their participation from a vote. If a member has not responded to the call to vote after 48 hours and the lack of their presence is preventing a voting quorum from being reached, that member should be discounted from the necessary number for a quorum (in which case, four of six of the responding Chairs would become sufficient for achieving a quorum).
 - (i) E-vote: in case of e-vote, each Chair allowed to vote is required to give a response within 48 hours, CC'ing the studentforum@gsd.harvard.edu account unless there is an anonymous vote called, in which case they should communicate with the Student Services Liaison.
- (f) Any Student Forum Chair can motion that a vote be conducted by anonymous paper ballot or e-vote administered by the Student Services liaison. Such a move must be seconded.
- (g) All votes are final.

Part 4 – Election Protocol

23 Declaration of Candidacy

- (a) Declarations will be submitted to Student Services. Student Forum member(s) who are not running in the election may help the facilitation of the candidate declaration process.
- (b) Student Forum Chairs who are running for re-election will not be included in discussions on candidate declaration logistics.
- (c) If needed, a student not on Student Forum could be appointed as an Elections Commissioner to assist Student Services with disseminating information about declaring candidacy.
- (d) Once candidates have declared, a Student Services administrator will be responsible for distributing candidate materials.

24 Election Logistics

- (a) Voting will be administered by an administrator for Student Services.
- (b) Students, including Student Forum Chairs, will not be involved in voting logistics.
- (c) Voting must be open for a reasonable amount of time and accessible by all students in the student body.

25 Campaigning

- (a) Candidates may campaign for themselves via email, posters, and fliers.

26 Recourse

- (a) If concerns or conflicts arise, any student can contact Student Services.

27 Student Forum Chairs

- (a) Should be elected by a school-wide vote by a majority, no later than the last week of April, administered by the Student Services office.
- (b) Only students in good academic and disciplinary standing at the school who in good faith plan and expect to be enrolled for both semesters of the year for which they are being elected can submit their candidacy.
- (c) Each candidate should prepare a headshot, biography, and short statement describing their platform in order to disseminate to the school. There should be at least one public opportunity for the student body to meet and hear from the candidates.

- (d) Each current Student Forum Chair should make themselves available to discuss their role with potential candidates. There should be at least two weeks of advertising the election and gathering candidates.
- (e) Ideally, each position would have at least two candidates; if a second candidate does not come forward at least 24 hours before voting begins, then the vote for the position can be delayed until the following elections for Class and HGC representatives, unless the Chairs vote to extend the election for that position further. If no other candidate comes forward for the second round of elections (the Class and HGC representatives election cycle), then the old and incoming Student Forum can nominate and vote upon a student to take over the position, upon the student's approval and interest. It is strongly suggested to select the candidate who is interested in the role or someone who was previously involved in GSD student government in some way.
- (f) In order to empower more students to participate in student government, participation as a Student Forum Chair is limited to a total of 4 academic semesters, with an additional semester allowed for Chairs who take on a position mid-year.
- (g) Student Forum Chairs maintain their positions until the end of the semester and begin the transition process after final exams and reviews are completed by the Chairs. The Chairs should pass along all documents and notes necessary.

28 Other elected positions (HGC, class representative, and others)

- (a) Should be decided by a majority vote in the week following the Student Forum Chair elections and be administered by the Student Services office.
- (b) Harvard Graduate Council (HGC) roles should be determined by a school-wide vote up to three people elected with one additional position held for a Chair to participate in HGC ongoings.
- (c) Class Representatives should be nominated and voted upon by members of their class.
- (d) Participation as a Class Representative is limited to a total of 2 academic years, regardless of program affiliation. In cases where no candidates have stepped forward to represent a cohort, a Class Representative who has already served 2 academic years can be appointed to the role to ensure the cohort is represented.
- (e) Participation as a HGC Representative is limited to a total of 2 academic years.

29 Financial Rules

- (a) Student Forum Chairs who have an associated budget are expected to allocate that budget appropriately toward its intended use and make clear to other GSD members the means by which to access funding.
- (b) Funding processes and decisions are expected to be judicious, open to input and creativity from others, and not used for personal gain.
- (c) Any spending of Student Forum funds for items that fall outside the intended uses of allocated budgets must be approved by Student Forum by vote, reviewed by Student Services liaison, and should be reasonably expected to contribute to student body life, since they are sourced from the student activity fee.

- (d) The financial ongoings of Student Forum should seek to be as transparent and clearly communicated with students as possible. Records of financial decisions should be clearly kept and communicated to the student body.
- (e) The Student Services Liaison will oversee the distribution of Student Forum funds, and holds final authority to determine whether or not a proposed expense is appropriate

Part 5 – Changes to Members or Bylaws

30 Recourse

- (a) In case a Chair is no longer able to perform the responsibilities of their role or there are concerns about their actions, then an initial step is for a Chair to talk to the Student Services Liaison for them to have a one-to-one conversation with the Chair in question.
- (b) Students at large looking to resolve a conflict with a Student Forum Chair should also reach out to the Dean of Students or the Student Services Liaison. Next steps, if any, will be determined through an initial conversation.

31 Resignation

(1) Student Forum Chairs

- (a) If a Student Forum Chair would like to step down before the end of their term, the first step is to
 - (i) Talk to the President and other Chairs as they feel comfortable.
 - (ii) Talk with Dean of Students and Student Services Liaison
 - (iii) This decision should be communicated with the student body by the remaining Chairs.
- (b) On a case-by-case basis, Student Forum will consult with Student Services and determine whether the seat will be filled via election or appointment.

(2) Other elected positions (HGC, Class Representatives, and others)

- (a) If a Class Representative or HGC Representative would like to step down before the end of their term, they must inform at least one of the Student Forum Chairs in writing who will then bring it to the group. On a case-by-case basis, Student Forum will consult with Student Services and determine whether the seat will be filled via election or appointment.

32 Removal

- (a) The Dean of Students reserves the right to remove a Chair if the student in question is found to violate GSD Code of Conduct or Academic Policy.
 - (i) In other instances of misconduct that in the estimation of the Dean of Students would not be appropriate to bring to an internal impeachment hearing, then the Dean of Students will take action in consultation with the Executive Dean.
- (b) The removal process must be completed within a month from when the initial complaint is filed, and the matter is resolved. If not, then the decision to either end or extend this process falls to the Dean of Students.

33 Initiating the Process for Removal

- (a) Any Chair can submit a motion to file a Warning Letter for Removal against another Chair and it is not required for the Chair in question to be present when proposing so. Such motions may be submitted anonymously to the Student Forum Liaison who will then bring the motion forward to the Chairs.
- (b) If a student not on Student Forum—such as a general student, Class Representative, or HGC Representative—would like to initiate this process, then they can ask the Student Services Liaison to submit a motion to file a Warning Letter for Removal on their behalf.
- (c) A group discussion among the Chairs must be held where concerns can be raised and the Chair in question can explain their position.
- (d) Upon conclusion of the discussion, if the motion is seconded then a vote will be held. A vote to approve and issue a Warning Letter for Removal requires a 50% approval. The Chair in question must be able to vote. If approved, the letter will become part of Student Forum records and included in the end-of-year documents as an appendix. Before voting, the group can decide whether or not voting will be anonymous.
 - (i) Note this is different from the Vote of No Confidence, which requires a 70% approval.
- (e) This process may be repeated. If a second warning letter is submitted, please see [“Continuing the Process of Removal.”](#) If a third warning letter is submitted, please see [“Alternative Means for Removal.”](#)
- (f) There is a maximum of three approved and issued warning letters per Chair per year. If a fourth letter is approved and issued, the Dean of Students reserves the right to remove the Chair in question.

34 Continuing the Process of Removal

- (a) If the behavior of the Chair in question does not improve, a second violation and warning letter approval during the member’s term may result in an internal impeachment hearing.
- (b) Any Student Forum Chair can recommend impeachment or be the object of impeachment, including the President, HGC Representatives, and Class Representatives, or any other office elected or appointed as part of Student Forum. Once seconded, the Chairs decide through a majority vote on whether the matter is settled through an internal impeachment proceeding or by the Dean of Students.
- (c) If decided on an internal hearing, then there will be a separate meeting where Chairs must provide evidence or testimonial as to why the party may qualify for impeachment. Both parties will have no more than ten minutes for presenting arguments with five minutes each for rebuttal and closing remarks. Impeachment must be approved by a 66% vote (or four of the six remaining Chairs), with the member under trial not given a vote. If impeached, Student Forum can then move to vote on whether the impeached member should be removed from office.
- (d) A 70% vote (at least five Chairs) is required to approve the removal. Before voting, the group can decide whether or not voting will be anonymous.

35 Alternative Means for Removal

- (a) If there is no consensus for impeachment but there is a third warning letter assigned to a Chair during the same term of office, the decision for removal should fall to the Dean of Students in consultation with the Executive Dean.
- (b) The remaining Chairs will vote to choose how to fill the vacated position through either 1) a rapid election to select a new Chair for the role, or 2) by nominating and voting an existing Chair to assume the role and hold a rapid election for the newly vacant position, or 3) by appointing a new Chair or interim Chair. The removed Student Forum member is not eligible to run again that year for any Chair position.
- (c) No more than one month should pass from the removal of a Chair and their replacement. In the interim, the Chairs should take turns facilitating any meeting and divvy up the ongoing responsibilities equitably, which would otherwise have been performed by the Chair who was removed.

36 Warning Letters for Removal

- (a) Warning Letters for Removal should outline the reasons why a Chair is not fulfilling their responsibilities or a record of actions that are deemed concerning or worthy of further advice. The letter should also include a record of attempts for reconciliation or discussion with the Chair in question.
- (b) Warning letters should be also copied and sent to the Student Services Liaison or the Dean of Students, but should not become part of a Chair's academic record or record of personal conduct.

37 A Vote of No Confidence

- (a) A Vote of No Confidence can be undertaken by the Chairs to indicate their opinion that a Chair has failed to meet the standards for conduct and/or the responsibilities of their role, but does not warrant a removal.
- (b) Any Chair can submit a motion to file a Letter of No Confidence against another Chair and it is not required for the Chair in question to be present when proposing so. Such motions may be submitted anonymously to the Student Services Liaison who will then bring the motion forward to the Chairs.
- (c) If a student not on Student Forum—such as a general student, Class Representative, or HGC Representative—would like to initiate this process, then they can ask the Dean of Students or the Student Services Liaison to submit a motion on their behalf.
- (d) A group discussion must be held where concerns can be raised and the Chair in question can explain their position.
- (e) Upon conclusion of the discussion, if the motion is seconded then a vote will be held. A Vote of No Confidence requires a 70% approval. The Chair in question must be able to vote. If approved, the letter will become part of Student Forum records and included in the end-of-year documents as an appendix. Before voting, the group can decide whether or not voting will be anonymous.

38 Letter of No Confidence

- (a) Letters of No Confidence should outline the reasons why a Chair is not fulfilling their responsibilities or a record of actions that are deemed concerning or worthy of further advice. The letter should also include a record of attempts for reconciliation or discussion with the Chair in question.
- (b) Letters of No Confidence should be also copied and sent to the Student Services Liaison or the Dean of Students, but should not become part of a Chair's academic record or record of personal conduct.

39 Removal of Other Representatives

- (a) These rules for removal apply to all members of Student Forum, including the President and all Chairs. These rules also apply to Class Representatives, HGC representatives, and any other elected or appointed position. The voting members will be their peers by program. For example, the voting members in a class representative removal will only be those who are also in the same program. The voting members for HGC representatives will be the other HGC representatives and the Student Forum Chairs.

40 Amendments

- (1) These bylaws are open to changes or amendments via vote. Any amendment should reflect a reasonable need for lasting change and be discussed with all future forums in mind. Any Chair can propose an amendment.
- (2) A proposal to begin editing a section of the document must have approval from four out of seven Chairs (at least 50%) and include information about who would take the lead on editing. The final contents must be voted upon from five out of seven Chairs (at least 70% agreement) before finalized.
- (3) The Dean of Students must approve all bylaws changes before they are finalized.
- (4) In the event that the Dean of Students denies a proposed change to the bylaws, the Dean of Students must communicate to Student Forum an explanation for denial in the form of an official letter.
- (5) Once finalized and approved, the public copy of the bylaws should be updated and the changes should be communicated to the student body. Past copies of the bylaws should be archived and maintained in Student Forum records. The current document should be posted on the GSD website.
- (6) If there is no consensus from the final vote but 50% of Chairs believe that editing is still needed, then further drafting and iteration can be assisted with by a Task Force or sub-committee and brought to Student Forum Chairs to vote.
- (7) The same amendment cannot be submitted more than three times in a semester without substantive changes.

Part 5 – Signature Page

Each Student Forum Chair should indicate their acceptance and accordance with these bylaws by signing using this template and adding to the document.

President

Academic Chair

Diversity & Inclusion Chair

Professional Development Chair

Resources Chair

Social Events Chair

Student Groups Chair

Signatures Completed on This Date