

# **UCLA Linguistics Department Graduate Linguistics Circle Bylaws**

**October 7, 2020**

## **PART 1: Functions**

### 1. Purpose

- a. The UCLA Linguistics Department Graduate Linguistics Circle (“GLC”) exists to represent and protect the interests of the graduate students of the UCLA Linguistics Department (“Department”).
- b. The GLC exists as a channel of communication between Department graduate students and Department faculty and staff.

### 2. Purview

- a. Any matter that concerns or can be expected to impact all Members is GLC business. E.g.:
  - i. soliciting endorsement of any matter to do with the Department, Department faculty, or University as a whole
  - ii. funding
  - iii. MA requirements
  - iv. collective feedback
  - v. department parties
- b. Any reasonable matter can be GLC business if a Member or group of Members wants it to be, pursuant to agreement by the GLC President and GLC Vice-President (“GLC leadership”).
  - i. If a matter relates to a natural constituent of Members (e.g., everybody in a lab, everyone with the same advisor, everyone with the same professor, etc.), then this matter may be GLC business upon request.
  - ii. If a Member has a personal matter with Department faculty or a faculty member, then this may be GLC business upon request.
- c. Everything else is not GLC business.

## **PART 2: Membership**

### 3. Member selection

- a. All Department graduate students are Members of the GLC.

- b. Graduate students in affiliated departments, visiting students, and departmental scholars are Members of the GLC upon request.

4. Member rights

- a. Members have the right to food and drink at in-person, regular meetings.
- b. Members have the right to vote on proposed courses of action.
- c. Members have the right to be informed of proposed courses of action.
- d. Members have the right to a mandatory comment period to comment on proposed courses of action before any final action is taken.
  - i. The comment period is 72 hours.
  - ii. Decisions made at a regular meeting are exempt from a comment period.
- e. With certain exceptions detailed below, Members have the right to nominate themselves and other Members for all GLC positions.

5. Member responsibilities

- a. Members must attend all regular GLC meetings unless they have notified the Secretary beforehand.
- b. Unexcused Members may be placed on committees. Barring good reason, service is mandatory unless a replacement committee member is found.

### **PART 3: Voting**

6. Voting procedure

- a. All votes are by secret ballot.
- b. Votes on GLC preference for job candidates are conducted using the Condorcet method (preference grid).
- c. All other votes are conducted by ranked choice voting.

### **PART 4: Meetings**

7. Regular meetings

- a. The GLC holds three regular meetings a year on the first or second week of each quarter.
- b. In years with a job search, the GLC holds an additional meeting to select an official preferred candidate. This meeting is held after all job candidates' visits have finished but before the faculty job candidate selection meeting.

8. Irregular meetings
  - a. The GLC may hold other meetings as necessary but these meetings are not regular and thus not subject to the same operating procedures.
9. Quorum
  - a. No meeting can be held unless at least one-half of the Members are in attendance.

## **PART 5: Officers**

10. Enumeration of officers
  - a. The GLC has three officer positions, President, Vice President, and Secretary.
11. Term of office
  - a. All officer appointments expire on the first day after Spring quarter, as the new president needs to send incoming first years the residency information in mid-summer.
12. Officer selection
  - a. Elections to GLC leadership begin one week before the Spring GLC meeting with a call for nominations. Nominations can also be made during the meeting.
  - b. A Member must be at least a rising 3rd year to be nominated for President or VP
  - c. Candidates have the right to refuse nomination before the meeting begins. Nominations made during the meeting can be refused during the meeting.
  - d. At the meeting, candidates have the opportunity to say what they hope to accomplish as an officer.
13. President duties and powers
  - a. The President convenes and conducts regular GLC meetings.
  - b. The President manages business with the faculty and any direct student-faculty business (e.g., complaints about faculty conduct). The president is only charged with bringing information/issues to Members, the faculty, the chair, the DGS, and the DUS.
  - c. The President attends faculty meetings or, if no officer is able to attend, finds a Member to attend faculty meetings.
  - d. The President is responsible for all matters requiring decisive/urgent action or not falling to other leadership or committees. E.g., buying new chairs for the reading room.
  - e. The President may constitute and delegate decision-making authority to individuals or ad-hoc committees at will.

14. Vice President duties and powers

- a. The VP takes on all duties of the President in the President's absence.
- b. The VP obtains food and drink for Members at in-person, regular GLC meetings.
- c. The VP is *ex officio* chair of the Faculty Feedback Committee.

15. Secretary duties

- a. The Secretary takes minutes and attendance at GLC meetings and is in charge of minutes and reminders for GLC meetings and parties.
  - i. Minutes must be written up in a thorough outline format. Minutes must be detailed enough for absent Members to follow along with the discussions.
  - ii. Minutes will be redacted as necessary before being sent out and archived.
- b. The Secretary updates the GLC webpage (<https://linguistics.ucla.edu/glc>).
- c. The Secretary attends faculty meetings in the absence of the President and the VP.

16. Other responsibilities

- a. Each officer shall keep a living document of advice and how to fulfil their duties to be passed on to the next person of their office at the end of each officer's term.

## **PART 6: Committees and positions**

17. Types of committees and positions

- a. All permanent committees and positions are and must be enumerated below. They must be changed by amendment to the bylaws or by decree from a higher authority (e.g., change in University policy).
- b. Regular committees and positions can be constituted or dissolved by vote.
- c. Ad-hoc committees and positions may be constituted or dissolved as appropriate.

18. Committee makeup

- a. All non-ad-hoc committees are headed by an elected chairperson.
- b. With certain exceptions detailed below, a chairperson may constitute or dissolve subcommittees at will within their committee.
- c. Members may be appointed to committee membership but not to chairpersonship.

19. Colloquium Committee

- a. The Colloquium Committee comprises between 4 to 6 Members, a chairperson, and a faculty advisor appointed by the Department.

- b. This committee
  - i. solicits requests for speakers and organizes voting thereon
  - ii. contacts potential speakers and arranges a date and faculty host for visits
  - iii. keeps track of invited speaker budget
  - iv. circulates quarterly lists of Colloquium speakers, gives updates on Colloquia during the quarter, and announces individual Colloquia
  - v. maintains contact with invited speakers in order to solicit abstracts of talks for circulation at the appropriate time and apprises speakers of time, place, and facilities for their talks
  - vi. makes arrangements for social activities associated with Colloquia (e.g., lunch, individual meetings, drinks)

## 20. Open House Committee

- a. The Open House Committee comprises at least 6 Members and a chairperson.
- b. This committee's duties are divided among three subcommittees:
  - i. Scheduling: collects personal meeting availabilities from faculty and organizes individual prospective student schedules, sometimes in conjunction with the Front Office
  - ii. Housing/transport: solicits hosts and drivers from current graduate students, collects travel information from prospective students, matches prospective students with hosts, and organizes transportation to and from graduate student hosts
  - iii. Food: organizes restaurant choices for department-catered events (e.g., the pre-OH evening dinner and the OH party), transports food to and from the OH party, and organizes group lunches with graduate students for prospective students
- c. The Open House Committee shall keep a living document of advice and how to fulfil its duties to be passed on to the next iteration of the committee.

## 21. Faculty Feedback Committee

- a. The Faculty Feedback Committee comprises at least 3 Members and is *ex officio* chaired by the VP.
- b. This committee
  - i. compiles anonymous feedback from grad students about faculty
  - ii. further anonymizes feedback and writes official feedback letters for the President to sign on behalf of the GLC

- c. The chairperson
  - i. receives quarterly news from faculty about which faculty members are up for personnel review, promotion, or tenure.
  - ii. solicits anonymous feedback from grad students about faculty (e.g., with study breaks)
  - iii. gives official feedback letters to President to sign on behalf of the GLC
- d. Committee membership, chairperson notwithstanding, is anonymous.

## 22. Job Search Committee

- a. The Job Search Committee is only active in years with a job search. It comprises 1 or 2 Members and is *ex officio* chaired by the President, though the President has limited responsibilities.
- b. Committee members are not permanent but chosen on a search-by-search basis. In order of decreasing importance, preference is given to potential members who:
  - i. are going on the job market within 2 years
  - ii. share the same areal interests as the search
  - iii. have not been on a Job Search Committee before
- c. If no one is nominated for membership at a regular meeting, the chair must find a volunteer that maximally fits the above criteria.
- d. Committee members review applications, attend faculty job search committee meetings, participate in candidate interviews, and share one vote on search related votes.
- e. At faculty meetings related to the search, they and/or the chair represent the overall graduate student opinion.

## 23. GSA Representative

- a. The GSA Representative represents the GLC at meetings of the Graduate Student Association, the campus-wide graduate student organization.
- b. The GSA Representative attends all necessary GSA meetings and presents GLC requests for funds to the GSA. They also keep department common spaces stocked amenities (e.g., tea, coffee, chargers) bought with these funds.

## **PART 7: Miscellaneous provisions**

### 24. The GLC website

- a. The GLC shall maintain a website containing:
  - i. a list of committees, positions, and respective duties

- ii. a list of former and current CLG officers
- iii. an archive of the bylaws
- iv. an archive of minutes

25. Pizza provision

- a. The VP shall order more pizza than they would order were it not for this bylaw.

26. Correspondence

- a. The GLC shall maintain a Member-only listserv.
- b. All GLC-internal correspondence shall be conducted over said listserv.
- c. Official GLC statements shall be by default “on behalf of the GLC”.

## **PART 8: Amendment of bylaws**

27. Procedure

- a. Bylaws may not be amended (adopted, added to, or repealed) without an initial comment period.
- b. Bylaws may be amended at any regular or special meeting by a two-thirds majority vote of present Members.