

**By-Laws of the  
University of Chicago  
Social Sciences Graduate Student Activities  
Committee**

---

---

I. *Name and Statement of Purpose*

- A. The name of this organization is the Social Sciences Graduate Student Activities Committee (SSGSAC).
- B. This committee disburses funds from the student activity fee to University of Chicago academic departments, degree granting committees, and university-recognized student activity organizations that are associated with an academic department and that apply for funding through their SSGSAC representative.
- C. SSGSAC representatives are expected to assist their colleagues in planning and executing the committee's quarterly division events.
- D. SSGSAC will also ensure that a student (or students) from the Social Sciences Division fulfills Student Government and/or Graduate Council obligations as required.

II. *Membership and Voting Rights*

- A. Each department and degree granting committee in the Division of Social Sciences will designate one voting member to the Committee.
- B. Representatives will serve one calendar year from October to October.
- C. A simply majority of the representatives in attendance at each meeting is required to approve proposals.
- D. If a conflict occurs between two or more representatives from the same department/committee within SSGSAC during the Committee meeting, the Chair of the Committee shall recognize the representative entitled to vote on proposals at that meeting.
- E. Representatives may not vote on proposals submitted by their department or committee.
- F. In case of tie votes, the recommendation of the Chair will determine the decision.

III. *University Administration Advisor*

- A. The Associate Dean of Students in the Division of Social Sciences shall advise the Committee.

- B. Prior to the beginning of autumn quarter, the Advisor of the Committee will send each department/committee information about the duties and responsibilities of SSGSAC representatives.
- C. The Advisor will also keep a membership roster listing the names, addresses, e-mail addresses, and phone numbers of all SSGSAC representatives; keep records of all income and expenditures; distribute reimbursement reports at meetings; maintain the SSGSAC website; and prepare the annual report of the Committee.

#### IV. *Elections and Officers*

- A. Each department/committee is responsible for setting its own election procedures for SSGSAC representatives.
- B. Each autumn the Committee will choose one representative to serve one term as the Chair of the Committee.
- C. The Chair shall set the SSGSAC meeting agendas, preside over meetings, collect proposals and take them to Foster Hall to be processed, and circulate minutes and other notices to all departments/committees.
- D. In the absence of the Chair at a SSGSAC meeting, the representatives present will decide who the interim Chair will be.

#### V. *General Principles of Funding and Policy*

- A. Departments/committees will be supplied with proposal application forms, payment request forms, by-laws, guidelines on applying for funding, and appropriate records of SSGSAC deliberations.
- B. Funds not spent in any quarter will carry over to subsequent quarters within the academic year.
- C. Funds not spent by the first day of the next academic year will be put back into the general SSGSAC pool and re-allocated.
- D. Funding proposals should be submitted at Committee meetings or to the Chair or Advisor for submission at the meetings.
- E. The Committee will consider proposals only from groups whose members come primarily from within the Division of Social Sciences (except for proposals for activities funded jointly with other units of the university), and who apply for funding through a departmental SSGSAC representative.
- F. SSGSAC representatives will make a good faith effort to advertise departmental events paid for by funds through this Committee to everyone in their respective departments.

- G. Groups funded by SSGSAC must provide an estimate of attendance at the funded event to receive compensation.
- H. Funds cannot be spent in anticipation of future income.
- I. Funds may not be used for activities that violate university and divisional policies or regulations.
- J. SSGSAC will meet three times a quarter during the 2<sup>nd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> weeks. The time and place of the meetings will be announced in advance of the first meeting of autumn quarter.
- K. The Committee must abide by the provisions of the Student Code (see the Student Information Manual).
- L. Disbursement of funds must follow procedures acceptable to the university Auditor.
- M. No group will be denied funding for an activity because of race/ethnicity, creed, religion, sex/gender, disability, political or sexual orientation of a group's membership or an event's anticipated participants.