

1 **Graduate and Professional Student Association Bylaws**

2 **Preamble**

3 We, the graduate and professional students of the Associated Students of Arizona State
4 University (ASASU), in order to provide adequate representation and support of our
5 constituency, hereby establish these Bylaws, subject to the ASASU Constitution. The Graduate
6 and Professional Student Association (GPSA) exists to advocate for and provide support and
7 services for the graduate and professional student community of Arizona State University. We
8 are mandated to advocate on behalf of graduate and professional students at local, state, and
9 national levels, provide a forum for open dialogue between the graduate and professional student
10 body and the university, aid in student organization and involvement, and to administer services,
11 resources, and benefits for the larger graduate body.

12 **TITLE I – EXECUTIVE COMMITTEE**

13 Article 1. General Provisions

- 14 A. The voting members of the Executive Committee shall be the President, the Vice
15 President of Internal Affairs, the Vice President of External Affairs, and the Vice
16 President of Professional Development (the “Executive Officers”). The Assembly
17 President, Assembly President pro tempore, and all hired directors shall be non-
18 voting ex-officio members of the Executive Committee.
- 19 B. Newly elected members of the Executive Committee will begin their terms of office
20 at noon on the Monday following the May graduation ceremony.
- 21 C. Impeachment of Executive Officers will be conducted in accordance with the ASASU
22 Constitution.

- 23 D. Vacancies resulting from resignation or other causes shall be filled in accordance with
24 the ASASU Constitution.
- 25 E. If an Executive Committee member violates the ASASU Constitution, GPSA Bylaws,
26 or other governing documents or policy papers, the GPSA Assembly may initiate a
27 censure of that member as such:
- 28 a. Any Assembly Member may introduce a bill for censure.
 - 29 b. The bill shall state the nature of the violation.
 - 30 c. A two-thirds (2/3) vote of present and voting Assembly Members is required
31 for passage of the bill.
 - 32 d. Upon passage of the bill, the censure shall be officially recorded in the
33 meeting minutes.
 - 34 e. The censured party shall rectify the situation within a reasonable time period,
35 as determined by the Assembly, which may be no later than the next
36 Assembly meeting.
 - 37 f. In the case that the violation is not rectified, any Assembly Member may
38 introduce a second bill of censure.
 - 39 g. Should the second bill of censure be passed by a two-thirds (2/3) vote of
40 present and voting Assembly Members, the salary of the individual under
41 censure shall be suspended pending satisfactory resolution of the violation.
 - 42 h. Should the violation not be resolved within a reasonable time period, as
43 determined by the Assembly, the Assembly shall initiate impeachment
44 proceedings against the violating member.

- 45 F. Executive Officers must attend all Assembly meetings (including special sessions) for
46 the purposes of presenting their Executive Reports in person to the Assembly and
47 being available to answer questions throughout the meeting.
- 48 a. Executive Officers will be allowed one absence per semester due to personal
49 conflict by calling or otherwise notifying the Assembly President prior to the
50 meeting the Executive Officer will miss. Personal conflicts shall be defined as
51 any conflict not directly related to the performance of GPSA business.
- 52 b. Should an Executive Officer miss an Assembly Meeting for any reason, even
53 if the absence is excused, he or she must still submit an Executive Report to
54 the Assembly President in advance so that it may be presented *in absentia*.
- 55 c. Should an Executive Officer not submit his or her Report as required, censure
56 proceedings shall be initiated against that Officer during the meeting at which
57 his or her Report was not presented.
- 58 d. Should an Executive Officer accumulate more than one (1) unexcused absence
59 during his or her term, the impeachment process will begin.

60 Article 2. Duties of the Officers

- 61 A. Duties of the GPSA President shall be:
- 62 a. To supervise the routine operations of the GPSA and GPSA activities with the
63 ASASU Business Office.
- 64 b. To oversee communications with University Administration, the ASU
65 Foundation, the USG, and the Graduate College.
- 66 c. To represent the interests of graduate and professional students to University
67 Administration, the Arizona Board of Regents (ABOR), and the Arizona

- 68 Students' Association (ASA) and to provide reports of these activities to the
69 Assembly and GPSA members.
- 70 d. To meet monthly with the Director of Student Engagement and the Vice
71 President for University Student Initiatives, and provide reports to the
72 Assembly as necessary.
- 73 e. To serve as liaison between graduate and professional students and GPSA.
- 74 f. To oversee grievances of graduate and professional students and be aware of
75 the agencies or individuals in the campus community who can assist students
76 with such grievances.
- 77 g. To appoint GPSA members to University Boards & Committees.
- 78 h. To convene ad-hoc committees and appoint members as necessary.
- 79 i. To serve on the ASASU Leadership Council and provide a report of activities
80 to Executive Officers and the Assembly.
- 81 j. To serve on the ASU Council of Presidents and provide a report of activities
82 to Executive Officers and the Assembly as necessary.
- 83 k. To serve as an ex-officio member on any GPSA committee as necessary.
- 84 l. To prepare the agenda and preside over all meetings of the Executive
85 Committee and ensure minutes of meetings are made available on the GPSA
86 website within two weeks of the meeting date.
- 87 m. To oversee the activities of the Vice-Presidents of the GPSA.
- 88 n. To hire and oversee the activities of the Executive Director of Communication
89 & Campus Relations and the Director of Information Technology.
- 90 o. To authorize all expenditures of the GPSA in accordance with GPSA policy.

- 91 p. To provide monthly reports on all GPSA-related activities to the Assembly.
- 92 q. To make available to the succeeding President all documents and information
- 93 relevant to execution of the office.
- 94 r. To review and approve the Site Director Handbook for the West, Downtown
- 95 Phoenix, and Polytechnic Campus Directors prior to the beginning of the Fall
- 96 academic semester.
- 97 s. To produce the GPSA Annual Policy Directive jointly with the GPSA
- 98 Assembly President, the Executive Committee, and affiliated GPSA Assembly
- 99 members.

100 B. Duties of the Vice President of External Affairs shall be:

- 101 a. To serve as representative to ASA and report on these activities to the
- 102 Assembly and Executive Officers.
- 103 b. To attend meetings of ABOR as a representative for the GPSA and report
- 104 relevant items to the Assembly and Executive Officers.
- 105 c. To represent the interests of graduate and professional students to local, state
- 106 and federal governing bodies, to monitor legislative affairs, and to report to
- 107 the Assembly and Executive Officers issues relevant to graduate and
- 108 professional students.
- 109 d. To serve as co-chair of the Joint Advocacy Committee with the USG Vice
- 110 President of Policy and report committee activities to the Assembly and
- 111 Executive Officers.
- 112 e. To serve on the ASASU Leadership Council.
- 113 f. To serve on the Executive Committee.

- 114 g. To chair the External Affairs Committee, prepare schedules and agendas and
115 maintain committee meeting minutes.
- 116 h. To hire and oversee the Director of Graduate Student Advocacy.
- 117 i. To manage the budget for the Office of the Vice President of External Affairs
118 in accordance with GPSA policies.
- 119 j. To provide monthly reports on all GPSA-related activities to the Assembly.
- 120 k. To make available to the succeeding Vice President of External Affairs all
121 documents and information relevant to execution of the office.
- 122 l. To produce the GPSA Annual Policy Directive jointly with the GPSA
123 President, the Executive Committee, Assembly President and affiliated GPSA
124 Assembly members.

125 C. Duties of the Vice President of Internal Affairs shall be:

- 126 a. To serve as GPSA liaison to the Associate Dean of the Graduate College and
127 the Office of the Vice President of Research and Economic Affairs
128 (OVPREA).
- 129 b. To serve as liaison between graduate and professional students and the GPSA.
- 130 c. To oversee the Research Grant Awards program.
- 131 d. To manage jointly, with the Vice President of Professional Development, the
132 Travel Grant Program including reviewing monthly submission and notifying
133 applications of their application status.
- 134 e. To oversee the Teaching Excellence Awards program.
- 135 f. To oversee the coordination of GPSA representation at new graduate and
136 professional student orientations.

- 137 g. To serve on the Executive Committee.
- 138 h. To chair the Internal Affairs Committee, prepare schedules and agendas and
139 maintain meeting minutes.
- 140 i. To hire and oversee the Director of Graduate Research.
- 141 j. To oversee the budget of the Office of the Vice President of Internal Affairs in
142 accordance with GPSA policy.
- 143 k. To provide monthly reports on all GPSA-related activities to the Assembly.
- 144 l. To make available to the succeeding Vice President of Internal Affairs all
145 documents and information relevant to execution of the office.
- 146 m. To produce the GPSA Annual Policy Directive jointly with the GPSA
147 President, the Executive Committee, Assembly President and affiliated GPSA
148 Assembly members.

149 D. Duties of the Vice President of Professional Development shall be:

- 150 a. To facilitate communication and interaction among graduate and professional
151 students for the purposes of professional development.
- 152 b. To foster relationships among the GPSA, graduate and professional students
153 of ASU, and related programs and associations of professional interest.
- 154 c. To oversee planning of social events relevant to the social, emotional and
155 intellectual well-being of GPSA members.
- 156 d. To oversee planning of Graduate and Professional Student Appreciation
157 Picnic activities.

- 158 e. To manage jointly, with the Vice President of Internal Affairs, the Travel
159 Grant Program including reviewing monthly submission and notifying
160 applications of their application status.
- 161 f. To serve on the Executive Committee.
- 162 g. To serve as the chair of the Professional Development Committee, prepare
163 schedules and agendas and maintain meeting minutes.
- 164 h. To hire and oversee the Director of Events and Professional Development
165 Programming.
- 166 i. To oversee the budget of the Office of the Vice President of Professional
167 Development in accordance with GPSA policy.
- 168 j. To provide monthly reports on all GPSA-related activities to the Assembly.
- 169 k. To make available to the succeeding Vice President of Professional
170 Development all documents and information relevant to execution of the office.
- 171 l. To produce the GPSA Annual Policy Directive jointly with the GPSA
172 President, the Executive Committee, Assembly President and affiliated GPSA
173 Assembly members.

174 **TITLE II – THE ASSEMBLY**

175 Article 1. Scope and Duties

- 176 A. The Assembly shall consist of Assembly Members as defined in the ASASU
177 Constitution.
- 178 B. The Assembly shall have authority over all legislative matters of the GPSA, subject to
179 a veto by the GPSA President within seven (7) days, which may be overridden by a
180 two-thirds (2/3) vote of present and voting Assembly Members.

- 181 C. The Assembly shall set an annual budget for the GPSA that must be approved by a
182 majority of seated Assembly Members no later than thirty (30) days after the Executive
183 Committee has formally received the GPSA annual budget from the University, or by
184 the first regular Assembly meeting of the fall semester, whichever is later.
- 185 D. The Assembly shall have full fiscal authority over the annual GPSA budget.
- 186 E. The Assembly has authorizing ability to distribute funds from the Assembly's
187 accounts to any Graduate Student Organization (GSO) registered with the Student
188 Organization Resource Center (SORC).
- 189 F. Assembly members shall serve as official liaisons to ASU graduate and professional
190 students.
- 191 G. The Assembly shall meet at least once a month during the academic year. Meetings of
192 the Assembly shall be held at a publicly announced time and place.
- 193 H. Special Sessions may be called by the GPSA President, Assembly President, or by
194 two-thirds (2/3) vote of present and voting Assembly Members.
- 195 I. Election and impeachment of the Assembly President will be conducted in
196 accordance with the ASASU Constitution..
- 197 J. Duties of the President of the GPSA Assembly shall be:
- 198 a. To prepare the agenda and schedule meetings for the Assembly.
- 199 b. To preside over all meetings of the Assembly.
- 200 c. To appoint an Assembly President pro tempore to preside in the Assembly
201 President's absence as specified in these Bylaws.
- 202 d. To serve as liaison between the Assembly and the Executive Committee.
- 203 e. To appoint Assembly Members to GPSA standing and ad-hoc committees.

- 204 f. To create ad-hoc Assembly committees and appoint members as necessary.
- 205 g. To serve as representative to the USG Senate and Academic Senate in the
- 206 event of the President's absence as specified in these Bylaws.
- 207 h. To fill vacant Assembly seats in accordance with the ASASU Constitution.
- 208 i. To serve as the chair of the Assembly Operations Committee.
- 209 j. To review all financial transactions of the GPSA in accordance with GPSA
- 210 guidelines.
- 211 k. To provide monthly reports on all GPSA-related activities to the Assembly.
- 212 l. To make available to the succeeding Assembly President all documents and
- 213 information relevant to execution of the office.
- 214 m. To produce the GPSA Annual Policy Directive jointly with the GPSA
- 215 President, the Executive Committee, and affiliated GPSA Assembly members.
- 216 The Assembly President will present a bill to approve the Policy Directive in
- 217 the first Assembly session of fall semester.

218 Article 2. Appointment of GPSA Assembly Members

- 219 A. Assembly Members shall be elected in an annual university-wide election under the
- 220 supervision of the ASASU Elections Department as specified in these Bylaws.
- 221 B. GPSA members can be appointed to fill vacant Assembly seats in accordance with
- 222 the ASASU Constitution.
- 223 C. The Assembly President shall keep a current list of Assembly Members which shall
- 224 be made publicly available. In addition, the Assembly President will administer a
- 225 sign-in process for Assembly Members at each meeting.

- 226 D. Any academic department that wishes representation on the Assembly may send a
227 department representative.
- 228 E. One department representative per department will have speaking rights during an
229 Assembly meeting. In the event that more than one representative arrives at any
230 particular Assembly meeting to speak on behalf of a department, said representatives
231 must negotiate among themselves as to who will hold speaking rights at that meeting.
- 232 F. The voting membership of the Assembly consists solely of the Assembly Members.

233 Article 3. Delinquency, Resignation, and Removal of Assembly Members

- 234 A. The Assembly President shall maintain a record of attendance at GPSA meetings and
235 notify any Assembly Member should they become delinquent.
- 236 B. Assembly Members will be allowed one (1) excused absence per semester due to
237 personal conflict by calling or otherwise notifying the Assembly President prior to the
238 meeting the Assembly Member will miss. Personal conflicts shall be defined as any
239 conflict not directly related to the performance of GPSA business.
- 240 C. Unexcused absence at one (1) regular meeting of the Assembly per semester
241 constitutes a delinquency. Unexcused absences at two (2) regular meetings of the
242 GPSA per semester constitutes a resignation.
- 243 D. Substitution of a proxy for the Assembly Member will preserve the Assembly
244 Member's attendance record and will not be considered an absence.
- 245 E. The Assembly President will notify the Assembly Member of his or her resignation
246 due to non-attendance.
- 247 F. In extenuating circumstances, an Assembly Member may appeal a resignation due to
248 absence. The Assembly Member must inform the Assembly President of his or her

249 wish to appeal. The Assembly President will schedule the Assembly Member's
250 petition for the next meeting of the Assembly in which a two-thirds (2/3) vote of
251 present and voting Assembly Members is necessary to rescind the resignation.

252 G. Removal of Assembly Members for reasons other than resignation due to absence
253 will be conducted in accordance with the ASASU Constitution.

254 Article 4. Assembly Meeting Rules

255 A. Unless otherwise specified, Assembly meetings shall operate according to Robert's
256 Rules of Order. The rules may be suspended upon approval of the appropriate motion
257 by a two-thirds (2/3) vote of present and voting Assembly Members.

258 B. Quorum shall be defined as 50% of seated Assembly Members.

259 C. Assembly members who cannot attend an Assembly meeting are required to send a
260 proxy voter, as outlined in Article 3 of this Title. Any GPSA member is eligible to
261 serve as a proxy for an Assembly member, although no individual may cast more than
262 one vote, therefore Assembly members may not proxy for one another. Current GPSA
263 Executive Officers and Directors may serve as proxies, although for at most one
264 Assembly member at any point of time. All proxy assignments must be submitted to
265 the Assembly President by the absentee Assembly member prior to the start of the
266 meeting; no proxies may be appointed during the meeting itself.

267 D. The Assembly President shall serve as chair of the Assembly. The Assembly
268 President pro tempore shall preside in the event of the Assembly President's absence.

269 E. Each speaker's right to the floor, including persons yielded to, shall not exceed three
270 (3) minutes per speaking term, inclusive of Reports. The only exception to this limit
271 is for outside reports (such as representatives from USG, the Graduate College, and

272 the Academic Senate), whose reports shall be limited to ten (10) minutes. The
273 original speaker may yield the right to speak to another speaker.

274 F. During Graduate Student Forum, any individual wishing to present to the Assembly
275 may have the floor for three (3) minutes which may be extended an additional five (5)
276 minutes at the discretion of the chair.

277 G. Debate on any agenda item or sub point shall be limited to a maximum of fifteen (15)
278 minutes. This limit is inclusive of any amendments or other action taken regarding an
279 agenda item. At the end of the debate, the Assembly Members must either:

280 a. Vote on the issue.

281 b. Vote to table the debate.

282 c. Vote to send the issue to committee for further study.

283 d. Vote to extend the time limit of debate for a ten (10) minute period, after
284 which time all four (4) options are available.

285 H. Consistent with the ASASU Constitution, for vote outcomes described in terms of
286 “present and voting” Assembly Members, absences and abstentions are not to be
287 counted as voting Assembly Members in calculating majority. For vote outcomes
288 described in terms of “seated” Assembly Members, all currently appointed and
289 elected Assembly Members are used to calculate majority.

290 I. The agenda and reports for an Assembly meeting shall be prepared and distributed
291 before the meeting by the Assembly President. The agenda shall enumerate items to
292 be discussed under new and old business. The agenda, bills, and executive reports to
293 be considered will be made public no less than three (3) days prior to the meeting.

294 J. The order of business shall be:

- 295 a. Call to Order
- 296 b. Approval of the Minutes
- 297 c. Amendments to the Agenda
- 298 d. Executive Reports
- 299 e. Committee Reports
- 300 f. Academic Senate Report
- 301 g. Graduate College Report
- 302 h. Undergraduate Student Government Report
- 303 i. Arizona Students' Association Report
- 304 j. Old Business
- 305 k. New Business
- 306 l. Graduate Student Forum
- 307 m. Announcements
- 308 n. Adjournment

309 K. Minutes of Assembly meetings shall be made available on the GPSA website within
310 fourteen (14) calendar days of the meeting. The minutes shall reflect the names of the
311 Assembly Members (or proxies) voting for, against, or abstaining from voting on
312 each bill, proposition or other matter that is voted upon during the meeting.
313 Responsibility for the keeping of these minutes shall lie with the Assembly
314 Operations Committee.

TITLE III – ELECTIONS

316 Article 1. Elections Procedures and Deadlines

317 A. Elections for the following year shall be held by the ASASU Elections Department no
318 later than Spring semester of the current academic year.

319 B. The Assembly President is required to send all forms and descriptions of positions to
320 the ASASU Elections Director by the end of the first week of Spring semester.

321 C. Information Sessions

322 a. The ASASU Elections Director must hold two (2) information sessions for
323 GPSA no later than the first week of the Nominations Period.

324 b. Individuals interested in an elected GPSA position should attend an
325 information session.

326 c. In the event that an individual interested in running for an elected GPSA
327 position cannot attend an information session, that individual must get the
328 information packet from the Elections Department prior to commencement of
329 the Nominations Period.

330 D. Nominations Procedure

331 a. Potential Assembly Members and Executive Officers shall be nominated
332 during a Nominations Period.

333 b. All candidates must be members of the GPSA at the time of election, with the
334 following restrictions:

335 i. Candidates for Executive Positions may serve on the staff of the
336 Arizona Students' Association (ASA) or as an ex-officio member of
337 the ASA before the close of elections, but may not serve in any staff or
338 ex-officio capacity within the ASA after election.

- 339 ii. Candidates for GPSA Assembly positions must have completed one
340 semester of enrollment at the graduate or professional level prior to the
341 close of nominations.
- 342 c. Potential candidates may be nominated verbally by any GPSA member,
343 including self, during this period or nominations may be submitted in writing
344 to the Elections Director.
- 345 d. Individuals must complete the appropriate forms from the Elections
346 Department, as well as submit a curriculum vita or résumé.
- 347 e. Individuals must attend a full Assembly meeting prior to submitting any
348 official elections paperwork.
- 349 f. Candidates shall have their names recorded by the ASASU Elections Director
350 to be placed on the Ballot, pursuant to confirmation by the Elections
351 Department that conditions for eligibility, as outlined in the ASASU
352 Constitution, are met.
- 353 g. The Nominations Period shall last no less than two full calendar weeks and
354 conclude before the end of February.
- 355 E. In the event of unforeseen or extenuating circumstances, GPSA elections procedures
356 may be modified at any time, provided such changes do not conflict with the ASASU
357 Constitution, by the GPSA Assembly Leadership on behalf of the Assembly.
- 358 a. These modifications must be presented in writing to the Elections Department
359 and must be signed or otherwise verifiably endorsed by the Assembly
360 President, the Assembly President pro tempore, and the chair of the
361 Assembly's Government Operations Committee.

362 b. These modifications must be presented to the full Assembly for ratification at
363 the next regularly scheduled Assembly meeting. If the modifications fail the
364 ratification process, they shall be considered null and void from that point
365 onward, and the Assembly Leadership shall not re-present the modification in
366 question to the Elections Department without Assembly consent.

367 F. Campaign Spending and Limitations

368 a. Campaign costs for any candidate running for any GPSA position may not
369 exceed three-hundred (300) dollars.

370 b. Receipts must be kept by the candidate and are subject to review should a
371 complaint be filed.

372 c. University policies and regulations as well as City of Tempe and State of
373 Arizona laws concerning posters and signage are enforceable for the purpose
374 of these elections.

375 G. Campaign Complaints and Resolution Procedures

376 a. Any GPSA member, including but not limited to, nominees, potential
377 candidates, candidates, Assembly Members, and Executive Officers or the
378 Elections Director may file a written complaint for violations of these
379 elections procedures.

380 b. All campaign complaints must be submitted in writing to the Assembly, the
381 Executive Committee, and the Elections Director within fourteen (14)
382 calendar days of the close of voting.

383 c. Actions taken by the ASASU Elections Department that do not comply with
384 these Bylaws shall be subject to review by the ASASU Conference

385 Committee, and the Assembly shall have authority to take action on items
386 resulting from such actions.

387 d. Should a complaint be ruled upon by the ASASU Supreme Court, that ruling
388 shall be final and binding.

389 Article 2. Assembly Seat Allocation

390 A. The number of Assembly Members for each graduate program shall be no less than one
391 and no more than four. The number of Assembly Members representing each graduate
392 program shall be determined by the number of graduate students enrolled in that graduate
393 program, based upon the annual fall enrollment report from the Office of Institutional
394 Analysis. Assembly seats will be allocated according to the following metric:

- 395 a. 1 – 499 graduate students: One Assembly Member
- 396 b. 500 – 999 graduate students: Two Assembly Members
- 397 c. 1000 – 1499 graduate students: Three Assembly Members
- 398 d. 1500 or more graduate students: Four Assembly Members

399 B. Seat allocation and eligibility will be determined as follows:

- 400 a. Assembly Members may serve only for a graduate program in which they are
401 enrolled or for a Graduate College at Large seat.
- 402 b. The Assembly President is charged with the task of obtaining the fall enrollment
403 report from the Office of Institutional Analysis, reallocating seats in consultation
404 with the Assembly Operations Committee, and presenting a reallocation report for
405 the following year to the Assembly no later than its January meeting.
- 406 c. The reallocation report shall include Assembly seat allocation totals for all
407 graduate programs across the University.

408 d. The Assembly must ratify the reallocation report specifically indicating the
409 number of seat assignments for each graduate program with a two-thirds (2/3)
410 vote of present and voting Assembly Members.

411 e. If the Assembly fails to ratify the reallocation report, the previous year's seat
412 assignments will remain active for the following year.

413 **TITLE IV – COMMITTEES**

414 Article 1. Committees

415 A. The GPSA shall have five standing committees: the Internal Affairs Committee, the
416 External Affairs Committee, the Professional Development Committee, the
417 Government Operations Committee, the Assembly Operations Committee, and any
418 ad-hoc committees deemed necessary.

419 B. Ad-Hoc committees may be created by the Assembly President, GPSA President or
420 by a two-thirds (2/3) vote of present and voting Assembly Members.

421 C. The Assembly President shall have power to appoint members of the Assembly to
422 committees created by the Assembly President or GPSA President.

423 Article 2. Internal Affairs Committee

424 A. The Internal Affairs Committee supports the initiatives of the Vice President of
425 Internal Affairs and his or her staff.

426 B. The Internal Affairs Committee may not pass legislation or take an official position
427 on any issue.

428 C. The Internal Affairs Committee shall have oversight of the following programs:

429 a. Graduate Research Grant program

430 b. Teaching Excellence Awards program

- 431 c. JumpStart Research Grant program
- 432 d. Beginning-of-semester graduate and professional student orientations
- 433 D. The Internal Affairs Committee shall jointly administer the Travel Grant Awards
- 434 Program with the Professional Development Committee.
- 435 E. The Vice President of Internal Affairs shall chair the Internal Affairs Committee. The
- 436 Director of Graduate Research shall serve on the Internal Affairs Committee.
- 437 F. The Assembly President shall appoint no fewer than four (4) Assembly Members to
- 438 serve on the Internal Affairs Committee.

439 Article 3. External Affairs Committee

- 440 A. The External Affairs Committee supports the initiatives of the Vice President of
- 441 External Affairs and his or her staff.
- 442 B. The External Affairs Committee may not pass legislation, distribute funds, or take an
- 443 official position on any issue without the approval of the Assembly.
- 444 C. The External Affairs Committee shall have responsibility for advocating for graduate
- 445 and professional students at local, state, and national levels.
- 446 D. The External Affairs Committee is responsible for providing up to three (3) members
- 447 to the Joint Advocacy Council as specified in the ASASU Constitution.
- 448 E. The Vice President of External Affairs shall chair the External Affairs Committee.
- 449 The Director of Graduate Student Advocacy shall serve on the External Affairs
- 450 Committee.
- 451 F. The Assembly President shall appoint no fewer than four (4) Assembly Members to
- 452 serve on the External Affairs Committee.

453 Article 4. Professional Development Committee

- 454 A. The Professional Development Committee supports the initiatives of the Vice
455 President of Professional Development and his or her staff.
- 456 B. The Professional Development Committee may not pass legislation or take an official
457 position on any issue without the approval of the Assembly.
- 458 C. The Professional Development Committee shall jointly administer the Travel Grant
459 Awards Program with the Internal Affairs Committee.
- 460 D. The Professional Development Committee shall administer the Graduate and
461 Professional Student Appreciation Picnic and other social activities.
- 462 E. The Vice President of Professional Development shall chair the Professional
463 Development Committee. The Director of Events and Professional Development
464 Programming shall serve on the Professional Development Committee.
- 465 F. The Assembly President shall appoint no fewer than four (4) Assembly Members to
466 serve on the Professional Development Committee.

467 Article 5. Assembly Operations Committee

- 468 A. The Assembly Operations Committee is charged with:
- 469 a. Organizing and running an orientation for new Assembly Members each
470 Assembly session per the New Assembly Orientation Policy Paper.
- 471 b. Maintaining and distributing all Graduate Student Organization (GSO)
472 information.
- 473 c. Assisting GSO representatives with the creation of GSO funding bills.
- 474 d. Maintaining and interpreting the funding policy.
- 475 B. The Assembly Operations Committee may not pass legislation or distribute funds in
476 excess of fifteen-hundred (1500) dollars without Assembly approval.

- 477 C. The Assembly President will serve as the chair of this committee.
- 478 D. The Assembly President is charged with appointing no fewer than four (4) GPSA
- 479 members to serve on the Assembly Operations Committee. Of these members at least
- 480 two (2) must be Assembly Members, including the Assembly President pro tempore

481 Article 6. Government Operations Committee

- 482 A. The Government Operations Committee is charged with interpreting the language of
- 483 the ASASU Constitution and GPSA Bylaws and providing language to clarify or
- 484 create continuity between the ASASU Constitution and GPSA Bylaws.
- 485 B. The Government Operations Committee will identify and report violations of the
- 486 ASASU Constitution and GPSA Bylaws to the Assembly.
- 487 C. The Government Operations Committee may not pass legislation or distribute funds.
- 488 D. A chairperson will be annually elected to preside by a majority of committee
- 489 members.
- 490 E. The Assembly President will appoint no fewer than four (4) Assembly Members to
- 491 serve on the Government Operations Committee.

492 **TITLE V – FUNDING**

493 Article 1. Assembly Funding Guidelines

- 494 A. GPSA seeks to support a variety of graduate activities and organizations that benefit
- 495 graduate and professional students.
- 496 B. Eligibility for funding is determined as follows:
- 497 a. Any graduate organization or group currently registered with the SORC may
- 498 apply for funding.
- 499 b. These guidelines are limited to funds allocated to the Assembly.

- 500 c. For requests over \$250.00 applicants must demonstrate that they have actively
501 sought matching funds.
- 502 d. GPSA will not consider funding activities that support referenda or candidates
503 for elected office.
- 504 e. GPSA will not retroactively fund any event.
- 505 f. All funded events must comply with ASU policies.
- 506 g. A funding application must be completed as per guidelines established by the
507 GPSA Assembly Operations Committee.
- 508 h. In recognition of GPSA support, all advertising, brochures, or pamphlets
509 produced for the event must acknowledge GPSA support. Violation can result
510 in full or partial reduction of funding in accordance with GPSA policy.
- 511 i. All GPSA supported events must be posted on the “gradstu” listserv and must
512 supply an announcement at least three (3) calendar days prior to the event.
- 513 C. Granting of requests does not itself guarantee payment; payment may be withheld if
514 any of these guidelines or any additional stipulations are violated, as subject to review
515 by the Assembly Operations Committee.
- 516 D. Application and submission of requests must adhere to the following conditions:
- 517 a. All funding requests are to be completed and submitted to the GPSA office
518 seven (7) calendar days prior to the next Assembly meeting. Incomplete
519 requests will not be considered.
- 520 b. Funding bills must be sponsored by an Assembly Member.
- 521 c. Applicants should use the online request form which will be made available
522 from the Office of the Assembly President.

- 523 d. The Assembly Operations Committee will review funding requests prior to the
524 Assembly meeting.
- 525 e. Once funds allocated for funding requests are depleted, no more requests will
526 be granted.
- 527 f. For requests over fifteen-hundred dollars (\$1500.00), the organization seeking
528 funding must send a representative to the Assembly meeting at which the
529 request is to be considered. If a representative is not present at the meeting the
530 request will be dismissed. A request is approved for full, partial, or no funding
531 after passage by majority vote of present and voting Assembly Members.
- 532 g. For requests fifteen-hundred dollars (\$1500.00) and below, the Assembly
533 Operations Committee will make a decision on the request during its
534 committee meeting. A representative from the organization seeking funding
535 must attend the committee meeting to answer any questions. A request for
536 funding at or below \$1500.00 is approved for full, partial, or no funding after
537 passage by majority vote of present and voting committee members.
- 538 h. The Assembly Operations Committee will report to the full Assembly its
539 funding decisions at the next regular Assembly meeting.

540 E. Requirements for Disbursements

- 541 a. A post-event funding report form must be submitted along with all itemized
542 receipts in order to be eligible for any disbursement.
- 543 b. The Assembly President shall approve all disbursements by verifying that they
544 meet all funding criteria in accordance with GPSA policy.

545 c. The GPSA shall withhold disbursement of funds until the group has met all
546 funding conditions.

547 d. Signature authority shall lie with the GPSA President with a secondary
548 signature of the Assembly President.

549 **TITLE VI– GENERAL PROVISIONS**

550 Article 1. Spring Special Session

551 A. A Spring Special Session of the Assembly shall be conducted prior to the end of the
552 Spring semester to conduct the following items of business:

553 a. Appointment of Assembly Members to fill any vacant positions, as follows:

554 i. Any current member of the GPSA interested in being appointed to an
555 Assembly seat must attend the Spring Special Session.

556 ii. If an equal or lesser number of qualified candidates are interested in
557 appointment to an Assembly seat for their discipline than there are
558 seats available at the start of the Spring Special Session, the outgoing
559 Assembly President may appoint those individuals to fill said seats.

560 iii. If the number of interested persons exceeds the number of available
561 seats (but at least one seat is available), the following protocol shall be
562 followed:

563 1. Each interested party shall make a statement regarding his or
564 her interest and relevant qualifications for the position.

565 2. The present Assembly shall then elect the new Assembly
566 Member(s) from the eligible candidates by means of a vote in

567 which the candidate(s) receiving the greatest number of votes
568 is (are) elected.

569 3. The outgoing Assembly President may veto the election of any
570 Assembly Member(s), which may be overridden by a two-
571 thirds (2/3) vote of present and voting Assembly Members.

572 iv. In all cases, newly appointed Assembly Members shall begin their
573 terms of office immediately.

574 b. Election of the Assembly President, in accordance with the ASASU
575 Constitution.

576 c. Appoint six (6) GPSA members to serve on the ASASU Conference
577 Committee.

578 d. Nominate two (2) Supreme Court Justices to serve in even numbered years in
579 accordance with the ASASU Constitution.

580 e. Make any additional appointments as necessary.

581 f. Appointment to any position requires a majority vote of present and voting
582 Assembly Members.

583 g. Determine the date and time of the Assembly Orientation to be held in the
584 following fall semester before the first meeting of the Assembly. Details for
585 the operation of this orientation are in the policy paper titled "New Assembly
586 Orientation Policy."

587 B. Quorum requirements shall not be in effect during the Spring Special Session.

588 Article 2. Procedure for Amending the Bylaws and Presenting Resolutions

- 589 A. The procedure for amending the Bylaws will be conducted in accordance with the
590 ASASU Constitution.
- 591 B. The procedure for adopting or amending Resolutions is as follows:
- 592 a. Submit a written copy of the resolution to the Assembly President seven (7)
593 days prior to the Assembly meeting at which the resolution will be discussed.
- 594 b. The author(s) of the resolution must be present at the Assembly meeting at
595 which the resolution is presented.
- 596 c. A two-thirds (2/3) vote of present and voting Assembly Members is required
597 to adopt a resolution or policy.

598 Article 3. Referenda and Initiatives

599 A. A referendum is defined as a ballot measure originating from within the Assembly,
600 sponsored by an eligible sponsor from the Assembly. An initiative is defined as a
601 ballot measure originating from any GPSA member, within or outside the Assembly,
602 and does not require Assembly member sponsorship.

603 B. Referendum

- 604 a. By a two-thirds (2/3) vote of present and voting Assembly Members, a
605 referendum proposal may be referred to all members of the GPSA for a vote.
- 606 b. A referendum vote must be scheduled no later than one (1) month after
607 passage of the referendum item by the Assembly unless a specific date is
608 stated in the referendum language.
- 609 c. A majority vote by all voting GPSA members is required for passage of a
610 referendum proposal.

611 C. Initiative

- 612 a. Any member of the GPSA may petition for an initiative to be placed before
613 the graduate and professional student body in either a special election or as
614 part of the regular election cycle.
- 615 b. Such a petition must be signed by no less than three percent (3%) of the
616 graduate student enrollment at each campus based on the current academic
617 year's fall enrollment report from the Office of Institutional Analysis.
- 618 c. Such a petition shall be presented to the ASASU Elections Department for the
619 purpose of placing the initiative before a student vote. The Elections
620 Department must receive the petition in question no less than four (4) weeks
621 in advance of a previously scheduled election or no less than four (4) weeks in
622 advance of the end of a semester in which there is no regularly scheduled
623 election. Such a petition may define whether the initiative shall be placed
624 before the graduate student body during the Fall or Spring semester, assuming
625 the above deadlines are met.
- 626 d. A majority vote by all voting GPSA members is required for passage of an
627 initiative proposal.

628 Article 4. University Boards & Committees

- 629 A. The GPSA President has the authority to nominate graduate student representatives to
630 University Boards and Committees which are relevant to graduate and professional
631 student concerns, including, but not limited to, committees discussing issues of
632 tuition, fees, and quality of life. The GPSA President will have the responsibility for
633 supervising publicity, interviewing, and recommending candidates for University
634 Committee appointments.

- 635 B. Representatives should attend the meetings of their committees. Any representative
636 who cannot attend a meeting should inform the chairperson or other officer of the
637 committee, and should appoint a substitute representative for that meeting.
- 638 C. GPSA Representatives on University Boards and Committees are responsible for
639 submitting reports to the GPSA Assembly as requested.

640 Article 5. The Leadership Council

- 641 A. The Leadership Council is defined in the ASASU Constitution as facilitating
642 communication and support for GPSA, USG, and the University Administration.
643 Appointed membership of the Leadership Council is as follows:
- 644 a. The President of GPSA and the Vice President of External Affairs will attend
645 meetings of the Leadership Council as representatives of graduate and
646 professional students.
 - 647 b. In the event that the GPSA President cannot attend a Leadership Council meeting,
648 his or her proxy will be the Assembly President.
 - 649 c. The Vice President of External Affairs shall appoint one (1) proxy from the
650 GPSA Executive Committee in the event that he or she cannot attend.
- 651 B. Responsibilities of the Leadership Council are defined in the ASASU Constitution.

652 Article 6. GPSA Directors

- 653 A. GPSA shall hire the following directors: Executive Director of Communication &
654 Campus Relations, Director of Information Technology, Director of Graduate
655 Research, Director of Events and Professional Development Programming, Director
656 of Graduate Student Advocacy, and a Campus Director for each of the West,

657 Downtown Phoenix, and Polytechnic campuses. The Assembly President pro tempore
658 shall be considered a GPSA Director for the purposes of this Article.

659 B. GPSA Director Job Descriptions

660 a. The Executive Director of Communication & Campus Relations:

- 661 i. Shall report directly to the GPSA President.
- 662 ii. Shall serve as an ex-officio member of the Executive Committee.
- 663 iii. Shall act as chief-of-staff for the GPSA Executive Committee.
- 664 iv. Shall work with each of the GPSA Executive Officers and the
665 Assembly President.
- 666 v. Shall oversee the Campus Directors for the West, Downtown Phoenix,
667 and Polytechnic Campuses.
- 668 vi. Shall maintain a Site Director Handbook for the West, Downtown
669 Phoenix, and Polytechnic Campus Directors that outlines duties and
670 expectations. The content of this handbook will be annually reviewed
671 and approved by the GPSA President prior to the beginning of the Fall
672 academic semester. Subsequently, the Executive Director may modify
673 the handbook appropriately.
- 674 vii. Shall be responsible for coordinating GPSA's public communication
675 strategies.
- 676 viii. Shall work with the Graduate College staff on the once-per-semester
677 graduate student newsletter.
- 678 ix. Shall be responsible for promoting and advertising Graduate and
679 Professional Student Appreciation Week.

- 680 x. Will handle all media requests, requests for interviews, public relation
681 requests and press releases. When necessary, will direct interview
682 requests to the appropriate Executive Officer or Assembly Member.
- 683 xi. Shall act as liaison for students at all ASU locations.
- 684 xii. Shall moderate the GPSA listservs.
- 685 xiii. Shall handle all promotional items for the GPSA.
- 686 xiv. Shall perform all other duties as deemed necessary by the GPSA
687 Executive Committee or the GPSA President.
- 688 b. The Director of Information Technology:
- 689 i. Shall report directly to the GPSA President.
- 690 ii. Shall serve as an ex-officio member of the Executive Committee.
- 691 iii. Shall work closely with the Executive Director of Communication &
692 Campus Relations to ensure that GPSA's electronic presence is strong.
- 693 iv. Shall attend all Assembly Meetings for the purposes of managing
694 GPSA technology.
- 695 v. Shall maintain and regularly update the GPSA website.
- 696 vi. Shall maintain and regularly update other GPSA media sites.
- 697 vii. Shall assist with all GPSA mediated marketing campaigns.
- 698 viii. Shall maintain a database of GPSA post-funding event reimbursement
699 reports that is easily accessible by all GPSA members.
- 700 ix. Shall perform all other duties as deemed necessary by the GPSA
701 Executive Committee or the GPSA President.
- 702 c. The Director of Graduate Research:

- 703 i. Shall report to the Vice President of Internal Affairs.
- 704 ii. Shall serve as an ex-officio member of the Executive Committee.
- 705 iii. Shall be a voting member of the Internal Affairs Committee.
- 706 iv. Shall be responsible for managing the Graduate Research Support
- 707 Program in conjunction with the Graduate College including
- 708 coordinating applicant information sessions, managing reviewers, and
- 709 coordinating the grant award reception.
- 710 v. Shall be responsible for managing the GPSA JumpStart grant program.
- 711 vi. Shall coordinate his or her activities with the Internal Affairs
- 712 Committee and provide reports as needed.
- 713 vii. Shall manage the GPSA Teaching Excellence Awards Program
- 714 including announcing the application period, reviewing applications,
- 715 assigning judges, updating applicants on their status, and hosting the
- 716 annual Teaching Excellence Award Program reception.
- 717 viii. Shall perform all other duties as deemed necessary by the GPSA
- 718 Executive Committee or the Vice President of Internal Affairs.
- 719 d. The Director of Events and Professional Development Programming:
- 720 i. Shall report to the Vice President of Professional Development.
- 721 ii. Shall be an ex-officio member of the Executive Committee.
- 722 iii. Shall be a voting member of the Professional Development Committee.
- 723 iv. Shall coordinate and organize three (3) to four (4) interdisciplinary
- 724 socials across the University per year.

- 725 v. Shall work with GPSA members at all ASU locations to ensure that
726 GPSA has representation at campus events.
- 727 vi. Shall organize the annual Graduate and Professional Student
728 Appreciation Picnic.
- 729 vii. Shall assist in the coordination of GPSA receptions and award
730 ceremonies with the exception of the year-end awards ceremony.
- 731 viii. Shall coordinate his or her activities with the Professional
732 Development Committee and provide reports as needed.
- 733 ix. Shall perform all other duties as deemed necessary by the GPSA
734 Executive Committee or the Vice President of Professional
735 Development.
- 736 e. Director of Graduate Student Advocacy
- 737 i. Shall report to the Vice President of External Affairs.
- 738 ii. Shall be an ex-officio member of the Executive Committee.
- 739 iii. Shall be a voting member of the External Affairs Committee.
- 740 iv. Shall assist the Vice President of External Affairs in monitoring local,
741 state, and national legislation that may impact graduate students.
- 742 v. Shall serve as a liaison between legislators, their staff, and the GPSA.
- 743 vi. Shall participate in lobbying efforts from GPSA and the Arizona
744 Students' Association.
- 745 vii. Shall collaborate with the Arizona Students' Association, The United
746 States Student Association, and the National Association of Graduate
747 and Professional Students.

- 748 viii. Shall coordinate his or her activities with the External Affairs
749 Committee and provide reports as needed.
- 750 ix. Shall perform all other duties as deemed necessary by the GPSA
751 Executive Committee or the Vice President of External Affairs.
- 752 f. Campus Director – West, Downtown Phoenix, Polytechnic campuses
- 753 i. Shall report bi-weekly to the Executive Director of Communication &
754 Campus Relations.
- 755 ii. Shall serve as an ex-officio member of the Executive Committee.
- 756 iii. Shall act as liaisons for graduate students on their respective
757 campuses.
- 758 iv. Shall maintain regular office hours at the Graduate Student Center on
759 each of their respective campuses.
- 760 v. Shall work with the Graduate College staff on the once-per-semester
761 graduate student newsletter.
- 762 vi. Shall perform all other duties as deemed necessary by the GPSA
763 Executive Committee.
- 764 g. Assembly President pro tempore
- 765 i. Shall report to the Assembly President.
- 766 ii. Shall serve as an ex-officio member of the Executive Committee.
- 767 iii. Shall serve as a voting member of the Assembly Operations
768 Committee.
- 769 iv. Shall serve in the role of Assembly President when the Assembly
770 President is absent or unable to perform his or her duties.

- 771 v. Shall be responsible for coordinating and managing the Graduate
772 Student Organization event funding program.
- 773 vi. Shall be the liaison between GSO leadership and GPSA.
- 774 vii. Shall work with the GPSA President to coordinate an annual ASU
775 Graduate Student Leadership Summit.
- 776 viii. Shall coordinate his or her activities with the Assembly President and
777 provide reports as needed.
- 778 ix. Shall perform all other duties as deemed necessary by the GPSA
779 Assembly or the Assembly President.

780 Article 7. GPSA Judiciary Committee

- 781 A. The judicial powers of the GPSA not expressly reserved for the ASASU Supreme
782 Court will be vested in a GPSA Judiciary to hear on and rule for redress of graduate
783 and professional student grievances.
- 784 B. The GPSA Judiciary will retain original jurisdiction over disputes arising under the
785 GPSA Bylaws and GPSA Title of the ASASU Constitution.
- 786 C. The Judiciary shall consist of three Justices, each appointed to serve a term no longer
787 than two years and which end in May. Nominations will be solicited during the
788 annual spring elections to fill the seats of any outgoing Justices. The GPSA President
789 will call for and consider applicants to fill any interim vacancies for the remainder of
790 that academic year. The interim nominee must then be approved by two-thirds (2/3)
791 of Assembly Members present and voting. All GPSA members in good academic
792 standing are eligible to serve as Justices. There is no limit on the number of terms a
793 Justice may serve.

- 794 D. Any Justice of the GPSA Judiciary may be removed by a two-thirds (2/3) vote of
795 present and voting Assembly Members.
- 796 E. Any GPSA member may bring a case before the GPSA Judiciary Committee.
- 797 F. Quorum is defined as all three sitting Justices and is required to hear cases and issue
798 decisions. Rulings and opinions shall be made effective by a two-thirds (2/3) vote of
799 sitting Justices.
- 800 G. Rulings by the GPSA Judiciary Committee will be binding on the GPSA Executive
801 Committee and Assembly.

802 Article 8. GPSA Annual Policy Directive

803 The document will be composed annually and will outline important contemporary
804 issues that the GPSA Executive Committee and Assembly seek to address via
805 legislative and organizational actions in the upcoming year. The President will
806 produce a draft of the Directive with the GPSA Assembly President and the
807 Executive Committee during the summer with input from Assembly members from
808 the Spring Special Session. When the Directive is finalized, the President will submit
809 the document to the Assembly, via the Assembly President, for debate and vote,
810 where it must be adopted by a majority of seated Assembly members. The Assembly
811 President will present a bill to approve the Policy Directive in the first Assembly
812 session of fall semester.

813