

Graduate and Professional Student Association Bylaws

Preamble

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

TITLE I - EXECUTIVE COMMITTEE

Article 1. General Provisions

- A. The voting members of the Executive Committee shall be the President, the Vice President of Internal Affairs, the Vice President of External Affairs, and the Vice President of Professional Development (the “Executive Officers”). The Assembly President, Assembly President pro tempore, and all appointed directors shall be non- voting ex-officio members of the Executive Committee.
- B. Newly elected members of the Executive Committee will begin their terms of office at noon on the Monday following the May graduation ceremony.
- C. Impeachment of Executive Officers will be conducted in accordance with the ASASU Constitution.
- D. Vacancies resulting from resignation or other causes shall be filled in accordance with the ASASU Constitution.
- E. If an Executive Committee member violates the ASASU Constitution, GPSA Bylaws, or other governing documents or policy papers, the GPSA Assembly may initiate a censure of that member as such:
 - a. Any Assembly Member may introduce a bill for censure.
 - b. The bill shall state the nature of the violation.
 - c. A two-thirds (2/3) vote of present and voting Assembly Members is required for passage of the bill.
 - d. Upon passage of the bill, the censure shall be officially recorded in the meeting minutes.
 - e. The censured party shall rectify the situation within a reasonable time period, as determined by the Assembly, which may be no later than the next Assembly meeting.
 - f. In the case that the violation is not rectified, any Assembly Member may introduce a second bill of censure.
 - g. Should the second bill of censure be passed by a two-thirds (2/3) vote of present and voting Assembly Members, the salary of the individual under censure shall be suspended pending satisfactory resolution of the violation.

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

Article 2. Duties of the Officers

- A. Duties of the GPSA President shall be:
 - a. To supervise the routine operations of the GPSA and GPSA activities with the ASASU Business Office.
 - b. To oversee communications with University Administration, the ASU Foundation, the USG, and the Graduate College.
 - c. To represent the interests of graduate and professional students to University Administration, the Arizona Board of Regents (ABOR), and the Arizona Students' Association (ASA) and to provide reports of these activities to the Assembly and GPSA members.
 - d. To meet monthly with the Director of Student Engagement and the Vice President for University Student Initiatives, and provide reports to the Assembly as necessary.
 - e. To serve as liaison between graduate and professional students and GPSA.
 - f. To oversee grievances of graduate and professional students and be aware of the agencies or individuals in the campus community who can assist students with such grievances.
 - g. To appoint GPSA members to University Boards & Committees.
 - h. To convene ad-hoc committees and appoint members as necessary.
 - i. To serve on the ASASU Leadership Council and provide a report of activities to Executive Officers and the Assembly.
 - j. To serve on the ASU Council of Presidents and provide a report of activities to Executive Officers and the Assembly as necessary.
 - k. To serve as an ex-officio member on any GPSA committee as necessary.
 - l. To prepare the agenda and preside over all meetings of the Executive Committee and ensure minutes of meetings are made available on the GPSA website within two weeks of the meeting date.
 - m. To oversee the activities of the Vice-Presidents of the GPSA.

- n. To appoint and oversee the activities of the Executive Director of Communication & Campus Relations and the Director of Information Technology.
 - o. To authorize all expenditures of the GPSA in accordance with GPSA policy.
 - p. To provide monthly reports on all GPSA-related activities to the Assembly.
 - q. To make available to the succeeding President all documents and information relevant to execution of the office.
 - r. To review and approve the Site Director Handbook for the West, Downtown Phoenix, and Polytechnic Campus Directors prior to the beginning of the Fall academic semester.
 - s. To produce the GPSA Annual Policy Directive jointly with the GPSA Assembly President, the Executive Committee, and affiliated GPSA Assembly members.
- B. Duties of the Vice President of External Affairs shall be:**
- a. To attend meetings of ABOR as a representative for the GPSA and report relevant items to the Assembly and Executive Officers.
 - b. To represent the interests of graduate and professional students to local, state and federal governing bodies, to monitor legislative affairs, and to report to the Assembly and Executive Officers issues relevant to graduate and professional students.
 - c. To serve as co-chair of the Joint Advocacy Committee with the USG Vice President of Policy and report committee activities to the Assembly and Executive Officers.
 - d. To serve on the ASASU Leadership Council.
 - e. To serve on the Executive Committee.
 - f. To chair the External Affairs Committee, prepare schedules and agendas and maintain committee meeting minutes.
 - g. To appoint and oversee the Director of Graduate Student Advocacy and the Director of Legislative Affairs.
 - h. To manage the budget for the Office of the Vice President of External Affairs in accordance with GPSA policies.
 - i. To provide monthly reports on all GPSA-related activities to the Assembly.
 - j. To make available to the succeeding Vice President of External Affairs all documents and information relevant to execution of the office.
 - k. To produce the GPSA Annual Policy Directive jointly with the GPSA President, the Executive Committee, Assembly President and affiliated GPSA Assembly members.
- C. Duties of the Vice President of Internal Affairs shall be:**
- a. To serve as GPSA liaison to the Associate Dean of the Graduate College and the Office of the Vice President of Research and Economic Affairs (OVPREA).
 - b. To serve as liaison between graduate and professional students and the GPSA.
 - c. To oversee the Research Grant Awards program.
 - d. To manage jointly, with the Vice President of Professional Development, the Travel Grant Program including reviewing monthly submission and notifying applications of their application status.
 - e. To oversee the Teaching Excellence Awards program.

- f.** To oversee the coordination of GPSA representation at new graduate and professional student orientations.
 - g.** To serve on the Executive Committee.
 - h.** To chair the Internal Affairs Committee, prepare schedules and agendas and maintain meeting minutes.
 - i.** To appoint and oversee the Director of Graduate Research.
 - j.** To oversee the budget of the Office of the Vice President of Internal Affairs in accordance with GPSA policy.
 - k.** To provide monthly reports on all GPSA-related activities to the Assembly.
 - l.** To make available to the succeeding Vice President of Internal Affairs all documents and information relevant to execution of the office.
 - m.** To produce the GPSA Annual Policy Directive jointly with the GPSA President, the Executive Committee, Assembly President and affiliated GPSA Assembly members.
- D.** Duties of the Vice President of Professional Development shall be:
- a.** To facilitate communication and interaction among graduate and professional students for the purposes of professional development.
 - b.** To foster relationships among the GPSA, graduate and professional students of ASU, and related programs and associations of professional interest.
 - c.** To oversee planning of social events relevant to the social, emotional and intellectual well-being of GPSA members.
 - d.** To oversee planning of Graduate and Professional Student Appreciation Picnic activities.
 - e.** To manage jointly, with the Vice President of Internal Affairs, the Travel Grant Program including reviewing monthly submission and notifying applications of their application status.
 - f.** To serve on the Executive Committee.
 - g.** To serve as the chair of the Professional Development Committee, prepare schedules and agendas and maintain meeting minutes.
 - h.** To appoint and oversee the Director of Events and Professional Development Programming.
 - i.** To oversee the budget of the Office of the Vice President of Professional Development in accordance with GPSA policy.
 - j.** To provide monthly reports on all GPSA-related activities to the Assembly.
 - k.** To make available to the succeeding Vice President of Professional Development all documents and information relevant to execution of the office.
 - l.** To produce the GPSA Annual Policy Directive jointly with the GPSA President, the Executive Committee, Assembly President and affiliated GPSA Assembly members.

TITLE II - THE ASSEMBLY

Article 1. Scope and Duties

- A. The Assembly shall consist of Assembly Members as defined in the ASASU Constitution.
- B. The Assembly shall have authority over all legislative matters of the GPSA, subject to a veto by the GPSA President within seven (7) days, which may be overridden by a two-thirds (2/3) vote of present and voting Assembly Members.
- C. The Assembly shall set an annual budget for the GPSA that must be approved by a majority of seated Assembly Members no later than thirty (30) days after the Executive Committee has formally received the GPSA annual budget from the University, or by the first regular Assembly meeting of the fall semester, whichever is later.
- D. The Assembly shall have full fiscal authority over the annual GPSA budget.
- E. The Assembly has authorizing ability to distribute funds from the Assembly's accounts to any Graduate Student Organization (GSO) registered with the Student Organization Resource Center (SORC).
- F. Assembly members shall serve as official liaisons to ASU graduate and professional students.
- G. The Assembly shall meet at least once a month during the academic year. Meetings of the Assembly shall be held at a publicly announced time and place.
 - a. The Assembly President may waive the requirement to meet in December if he or she believes there is a likelihood that a quorum will not be able to attend.
- H. Special Sessions may be called by the GPSA President, Assembly President, or by two-thirds (2/3) vote of present and voting Assembly Members.
- I. Election and impeachment of the Assembly President will be conducted in accordance with the ASASU Constitution..
- J. Duties of the President of the GPSA Assembly shall be:
 - a. To prepare the agenda and schedule meetings for the Assembly.
 - b. To preside over all meetings of the Assembly.
 - c. To appoint an Assembly President pro tempore to preside in the Assembly President's absence as specified in these Bylaws.
 - d. To serve as liaison between the Assembly and the Executive Committee.
 - e. To appoint Assembly Members to GPSA standing and ad-hoc committees.
 - f. To create ad-hoc Assembly committees and appoint members as necessary.
 - g. To serve as representative to the USG Senate and Academic Senate in the event of the President's absence as specified in these Bylaws.
 - h. To fill vacant Assembly seats in accordance with the ASASU Constitution.
 - i. To serve as the chair of the Assembly Operations Committee.
 - j. To review all financial transactions of the GPSA in accordance with GPSA guidelines.
 - k. To provide monthly reports on all GPSA-related activities to the Assembly.
 - l. To make available to the succeeding Assembly President all documents and information relevant to execution of the office.
 - m. To produce the GPSA Annual Policy Directive jointly with the GPSA President, the Executive Committee, and affiliated GPSA Assembly members. The Assembly President will present a bill to approve the Policy Directive in the first Assembly session of fall semester.

Article 2. Appointment of GPSA Assembly Members

- A. Assembly Members shall be elected in an annual university-wide election under the supervision of the ASASU Elections Department as specified in these Bylaws.
- B. GPSA members can be appointed to fill vacant Assembly seats in accordance with the ASASU Constitution.
- C. The Assembly President shall keep a current list of Assembly Members which shall be made publicly available. In addition, the Assembly President will administer a sign-in process for Assembly Members at each meeting.
- D. Any academic department that wishes representation on the Assembly may send a department representative.
- E. One department representative per department will have speaking rights during an Assembly meeting. In the event that more than one representative arrives at any particular Assembly meeting to speak on behalf of a department, said representatives must negotiate among themselves as to who will hold speaking rights at that meeting.
- F. The voting membership of the Assembly consists solely of the Assembly Members.

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

- A. The Assembly President shall maintain a record of attendance at GPSA meetings and notify any Assembly Member should they become delinquent.
- B. Assembly Members will be allowed one (1) excused absence per semester due to personal conflict by calling or otherwise notifying the Assembly President prior to the meeting the Assembly Member will miss. Personal conflicts shall be defined as any conflict not directly related to the performance of GPSA business.
- C. Unexcused absence at one (1) regular meeting of the Assembly per semester constitutes a delinquency. Unexcused absences at two (2) regular meetings of the GPSA per semester constitutes a resignation.
- D. Substitution of a proxy for the Assembly Member will preserve the Assembly Member's attendance record and will not be considered an absence.
- E. The Assembly President will notify the Assembly Member of his or her resignation due to non-attendance.
- F. In extenuating circumstances, an Assembly Member may appeal a resignation due to absence. The Assembly Member must inform the Assembly President of his or her wish to appeal. The Assembly President will schedule the Assembly Member's petition for the next meeting of the Assembly in which a two-thirds (2/3) vote of present and voting Assembly Members is necessary to rescind the resignation.
- G. Removal of Assembly Members for reasons other than resignation due to absence will be conducted in accordance with the ASASU Constitution.

Article 4. Assembly Meeting Rules

- A. Unless otherwise specified, Assembly meetings shall operate according to Robert's Rules of Order. The rules may be suspended upon approval of the appropriate motion by a two-thirds (2/3) vote of present and voting Assembly Members.
- B. Quorum shall be defined as 50% of seated Assembly Members.
- C. Assembly members who cannot attend an Assembly meeting are required to send a proxy voter, as outlined in Article 3 of this Title. Any GPSA member of the same school or college or program of the Assembly member, or any GPSA member for at large members, is eligible to serve as a proxy for an Assembly member, although no individual may cast more than one vote, therefore Assembly members may not proxy for one another. Current GPSA Executive Officers and Directors may not serve as proxies.

- D. The Assembly President shall serve as chair of the Assembly. The Assembly President pro tempore shall preside in the event of the Assembly President's absence.
- E. Each speaker's right to the floor, including persons yielded to, shall not exceed three (3) minutes per speaking term, inclusive of Reports. The only exception to this limit is for outside reports (such as representatives from USG, the Graduate College, and the Academic Senate), whose reports shall be limited to ten (10) minutes. The original speaker may yield the right to speak to another speaker.
- F. During Graduate Student Forum, any individual wishing to present to the Assembly may have the floor for three (3) minutes which may be extended an additional five (5) minutes at the discretion of the chair.
- G. Debate on any agenda item or sub point shall be limited to a maximum of fifteen (15) minutes. This limit is inclusive of any amendments or other action taken regarding an agenda item. At the end of the debate, the Assembly Members must either:
 - a. Vote on the issue.
 - b. Vote to table the debate.
 - c. Vote to send the issue to committee for further study.
 - d. Vote to extend the time limit of debate for a ten (10) minute period, after which time all four (4) options are available.
- H. Consistent with the ASASU Constitution, for vote outcomes described in terms of "present and voting" Assembly Members, absences and abstentions are not to be counted as voting Assembly Members in calculating majority. For vote outcomes described in terms of "seated" Assembly Members, all currently appointed and elected Assembly Members are used to calculate majority.
- I. The agenda and reports for an Assembly meeting shall be prepared and distributed before the meeting by the Assembly President. The agenda shall enumerate items to be discussed under new and old business. The agenda, bills, and executive reports to be considered will be made public no less than one (1) day prior to the meeting.
- J. The order of business shall be:
 - a. Call to Order
 - b. Approval of the Minutes
 - c. Amendments to the Agenda
 - d. Call to the Audience
 - e. Executive Reports
 - f. Committee Reports
 - g. Academic Senate Report
 - h. Graduate College Report
 - i. Undergraduate Student Government Report
 - j. Arizona Students' Association Report
 - k. Old Business
 - l. New Business
 - m. Graduate Student Forum
 - n. Announcements
 - o. Adjournment
- K. Minutes of Assembly meetings shall be made available on the GPSA website within fourteen (14) calendar days of the meeting. The minutes shall reflect the names of the Assembly Members (or proxies) voting for, against, or abstaining from voting on each bill, proposition or other matter that is voted upon during the meeting. Responsibility for the keeping of these minutes shall lie with the Assembly

Operations Committee.

Article 5. Electronic Voting

- A. Electronic Voting is any vote that is rendered outside of a physical meeting and shall be conducted in accordance with this article.
- B. The Assembly President or the Assembly Operations Committee shall have the authority to propose the following measures to the Assembly for electronic approval:
 - a. Appropriations to graduate student organizations;
 - b. Confirmations of new members;
 - c. Appropriations during finals; or
 - d. Appropriations not during the Fall or Spring semesters.
- C. For the purpose of tabulating votes, the following definitions apply:
 - a. “Present and Voting” shall be the sum of all members issuing an affirmative or negative vote.
 - b. “Quorum” shall be calculated by the sum of all members issuing an affirmative or negative vote and those indicating they abstain.
- D. There are no proxy votes.
- E. Not participating in voting is considered an absence for attendance purposes.
- F. The motion must be open for discussion and debate for no less than forty-eight (48) hours and the polls must be open for no less than forty-eight (48) hours.

TITLE III - ELECTIONS

Article 1. Elections Procedures and Deadlines

- A.** Elections for the following year shall be held by the ASASU Elections Department no later than Spring semester of the current academic year.
- B.** The Assembly President is required to send all forms and descriptions of positions to the ASASU Elections Director by the end of the first week of Spring semester.
- C. Information Sessions**
 - a.** The ASASU Elections Director must hold two (2) information sessions for GPSA no later than the first week of the Nominations Period in the spring and one (1) information session for vacant seats in the fall.
 - b.** Individuals interested in an elected GPSA position must attend an information session.
 - c.** In the event that an individual interested in running for an elected GPSA position cannot attend an information session, that individual must get the information packet from the Elections Department prior to commencement of the Nominations Period.
- D. Nominations Procedure**
 - a.** Potential Assembly Members and Executive Officers shall be nominated during a Nominations Period.
 - b.** All candidates must be members of the GPSA at the time of election, with the following restrictions:
 - i.** candidates for [GPSA] executive positions may serve on the staff of the Arizona Students' Association (ASA) before the close of the elections but may not serve as an ASASU staff member after the election if the candidate is awarded an executive position.
 - ii.** Candidates for GPSA Assembly positions must have completed one semester of enrollment at the graduate or professional level prior to the close of nominations.
 - c.** Potential candidates may be nominated verbally by any GPSA member, including self, during this period or nominations may be submitted in writing to the Elections Director.
 - d.** Individuals must complete the appropriate forms from the Elections Department, as well as submit a curriculum vita or résumé.
 - e.** Candidates shall have their names recorded by the ASASU Elections Director to be placed on the Ballot, pursuant to confirmation by the Elections Department that conditions for eligibility, as outlined in the ASASU Constitution, are met.
 - f.** The Nominations Period shall last no less than two full calendar weeks and conclude before the end of February.
- E.** In the event of unforeseen or extenuating circumstances, GPSA elections procedures may be modified at any time, provided such changes do not conflict with the ASASU Constitution, by the GPSA Assembly Leadership on behalf of the Assembly.
 - a.** These modifications must be presented in writing to the Elections Department and must be signed or otherwise verifiably endorsed by the Assembly President, the Assembly President pro tempore, and the chair of the Assembly's Government Operations Committee.

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

F. Campaign Spending and Limitations

- a. Campaign costs for any candidate running for any GPSA position may not exceed three-hundred (300) dollars.
- b. Receipts must be kept by the candidate and are subject to review should a complaint be filed.
- c. University policies and regulations as well as City of Tempe and State of Arizona laws concerning posters and signage are enforceable for the purpose of these elections.

G. Campaign Complaints and Resolution Procedures

- a. Any GPSA member, including but not limited to, nominees, potential candidates, candidates, Assembly Members, and Executive Officers or the Elections Director, may file a written complaint for violations of these elections procedures.
- b. All campaign complaints must be submitted in writing to the Assembly, the Executive Committee, and the Elections Director within fourteen (14) calendar days of the close of voting.
- c. Actions taken by the ASASU Elections Department that do not comply with these Bylaws shall be subject to review by the ASASU Conference Committee, and the Assembly shall have authority to take action on items resulting from such actions.
- d. Should a complaint be ruled upon by the GPSA Supreme Court, that ruling shall be final and binding.

Article 2. Assembly Seat Allocation

- A. The number of Assembly Members for each graduate program shall be no less than one and no more than six. The number of Assembly Members representing each graduate program shall be determined by the number of graduate students enrolled in that graduate program, based upon the annual fall enrollment report from the Office of Institutional Analysis. Assembly seats will be allocated according to the following metric:
 - a. 1 – 499 graduate students: One Assembly Member
 - b. 500 – 999 graduate students: Two Assembly Members
 - c. 1000 – 1499 graduate students: Three Assembly Members
 - d. 1500 – 1999 graduate students: Four Assembly Members
 - e. 2000 – 2499 graduate students: Five Assembly Members
 - f. 2500 or more graduate students: Six Assembly Members
- B. In addition to Assembly Members representing each graduate program, there shall be two (2) seats elected by and to represent all Graduate and Professional Students at large.
- C. If the enrollment of the College of Liberal Arts and Sciences causes an allocation of three (3) or less seats in the Assembly President’s reallocation report pursuant to this article, then the Assembly Members for the College of Liberal Arts and Sciences

shall be elected by and to represent the graduate students of the College of Liberal Arts and Sciences at-large. If the enrollment of the College of Liberal Arts and Sciences causes an allocation of four (4) or more seats in the Assembly President's reallocation report pursuant to this article, then there shall be one (1) Assembly Member for each

sub-college with the remaining seats representing and being elected by the students of the College of Liberal Arts and Sciences at large.

- a. The following sub-colleges of the College of Liberal Arts and Sciences are recognized for the purpose of applying this article: Humanities, Life Sciences, Natural Sciences, and Social Sciences.
- D. Seat allocation and eligibility will be determined as follows:
- a. Assembly Members may serve only for a graduate program in which they are enrolled or for a Graduate College at Large seat.
 - b. The Assembly President is charged with the task of obtaining the fall enrollment report from the Office of Institutional Analysis, reallocating seats in consultation with the Assembly Operations Committee, and presenting a reallocation report for the following year to the Assembly no later than its January meeting.
 - c. The reallocation report shall include Assembly seat allocation totals for all graduate programs across the University.
 - d. The Assembly must ratify the reallocation report specifically indicating the number of seat assignments for each graduate program with a two-thirds (2/3) vote of present and voting Assembly Members.
 - e. If the Assembly fails to ratify the reallocation report, the previous year's seat assignments will remain active for the following year.
- E. If any Assembly Member seats remain vacant by the December monthly GPSA Assembly Meeting, those vacant seats will become At-Large seats for the remainder of the Academic Year to be filled at the January monthly meeting. These At-Large seats expand the two (2) allocated in Title III, Article 2, Section B. These At-Large seats are specifically tasked with outreach to the graduate college whose vacant seat they are filling as well as the duties of an at-large member. No graduate program may have more than 20% representation of the total Assembly seats.

TITLE IV - COMMITTEES

Article 1. Committees

- A. The GPSA shall have five standing committees: the Internal Affairs Committee, the External Affairs Committee, the Professional Development Committee, the Government Operations Committee, the Assembly Operations Committee, and any ad-hoc committees deemed necessary.
- B. Ad-Hoc committees may be created by the Assembly President, GPSA President or by a two-thirds (2/3) vote of present and voting Assembly Members.
- C. The Assembly President shall have power to appoint members of the Assembly to committees created by the Assembly President or GPSA President.

Article 2. Internal Affairs Committee

- A. The Internal Affairs Committee supports the initiatives of the Vice President of Internal Affairs and his or her staff.
- B. The Internal Affairs Committee may not pass legislation or take an official position on any issue.
- C. The Internal Affairs Committee shall have oversight of the following programs:
 - a. Graduate Research Grant program
 - b. Teaching Excellence Awards program
 - c. JumpStart Research Grant program
 - d. Beginning-of-semester graduate and professional student orientations
- D. The Internal Affairs Committee shall jointly administer the Travel Grant Awards Program with the Professional Development Committee.
- E. The Vice President of Internal Affairs shall chair the Internal Affairs Committee. The Director of Graduate Research shall serve on the Internal Affairs Committee.
- F. The Assembly President shall appoint no fewer than four (4) Assembly Members to serve on the Internal Affairs Committee.

Article 3. External Affairs Committee

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

Article 4. Professional Development Committee

- A. The Professional Development Committee supports the initiatives of the Vice President of Professional Development and his or her staff.
- B. The Professional Development Committee may not pass legislation or take an official position on any issue without the approval of the Assembly.
- C. The Professional Development Committee shall jointly administer the Travel Grant Awards Program with the Internal Affairs Committee.
- D. The Professional Development Committee shall administer the Graduate and

- Professional Student Appreciation Picnic and other social activities.
- E. The Vice President of Professional Development shall chair the Professional Development Committee. The Director of Events and Professional Development Programming shall serve on the Professional Development Committee.
 - F. The Assembly President shall appoint no fewer than four (4) Assembly Members to serve on the Professional Development Committee.

Article 5. Assembly Operations Committee

- A. The Assembly Operations Committee is charged with:
 - a. Organizing and running an orientation for new Assembly Members each Assembly session per the New Assembly Orientation Policy Paper.
 - b. Maintaining and distributing all Graduate Student Organization (GSO) information.
 - c. Assisting GSO representatives with the creation of GSO funding bills.
 - d. Maintaining and interpreting the funding policy.
- B. The Assembly Operations Committee may not pass legislation or distribute funds in excess of fifteen-hundred (1500) dollars without Assembly approval.
- C. The Assembly President will serve as the chair of this committee.
- D. The Assembly President is charged with appointing no fewer than four (4) GPSA members to serve on the Assembly Operations Committee. Of these members at least two (2) must be Assembly Members, including the Assembly President pro tempore

Article 6. Government Operations Committee

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

TITLE V - FUNDING

Article 1. Assembly Funding Guidelines

- A. GPSA seeks to support a variety of graduate activities and organizations that benefit graduate and professional students.
- B. Eligibility for funding is determined as follows:
 - a. Any graduate organization or group currently registered with the SORC may apply for funding.
 - b. These guidelines are limited to funds allocated to the Assembly.
 - c. For requests over \$250.00 applicants must demonstrate that they have actively sought matching funds.
 - d. GPSA will not consider funding activities that support referenda or candidates for elected office.
 - e. GPSA will not retroactively fund any event.
 - f. All funded events must comply with ASU policies.
 - g. A funding application must be completed as per guidelines established by the GPSA Assembly Operations Committee.
 - h. In recognition of GPSA support, all advertising, brochures, or pamphlets produced for the event must acknowledge GPSA support. Violation can result in full or partial reduction of funding in accordance with GPSA policy.
 - i. All GPSA supported events must be posted on the “gradstu” listserv and must supply an announcement at least three (3) calendar days prior to the event.
- C. Granting of requests does not itself guarantee payment; payment may be withheld if any of these guidelines or any additional stipulations are violated, as subject to review by the Assembly Operations Committee.
- D. Application and submission of requests must adhere to the following conditions:
 - a. All funding requests are to be completed and submitted as described by the Annual GPSA Assembly Funding Policy and Procedures, which is prepared by the Assembly Operations Committee, approved by the full Assembly, and published publically by the Assembly President.
 - b. All funding requests are to be completed and submitted to the GPSA office seven (7) calendar days prior to the next Assembly meeting. Incomplete requests will not be considered.
 - c. Funding bills must be sponsored by an Assembly Member.
 - d. Applicants should use the online request form which will be made available from the Office of the Assembly President.
 - e. The Assembly Operations Committee will review funding requests prior to the Assembly meeting.
 - f. Once funds allocated for funding requests are depleted, no more requests will be granted.
 - g. For all requests (up to \$2000.00), the Assembly Operations Committee will make a decision on the request during its committee meeting. A representative from the organization seeking funding must attend the committee meeting to answer any questions. A request for funding is approved for full, partial, or no funding after passage by majority vote of the present and voting committee members. These funding decisions are to be approved by the full GPSA Student Assembly.

- h.** The Assembly Operations Committee will report to the full Assembly its funding decisions at the next regular Assembly meeting.
- E.** Requirements for Disbursements
 - a.** A post-event funding report form must be submitted along with all itemized receipts in order to be eligible for any disbursement.
 - b.** The Assembly President shall approve all disbursements by verifying that they meet all funding criteria in accordance with GPSA policy.
 - c.** The GPSA shall withhold disbursement of funds until the group has met all funding conditions.
 - d.** Signature authority shall lie with the GPSA President with a secondary signature of the Assembly President.

TITLE VI - GENERAL PROVISIONS

Article 1. Spring Special Session

- A. A Spring Special Session of the Assembly shall be conducted prior to the end of the Spring semester to conduct the following items of business:
- a.** Appointment of Assembly Members to fill any vacant positions, as follows:
 - i.** Any current member of the GPSA interested in being appointed to an Assembly seat must attend the Spring Special Session.
 - ii.** If an equal or lesser number of qualified candidates are interested in appointment to an Assembly seat for their discipline than there are seats available at the start of the Spring Special Session, the outgoing Assembly President may appoint those individuals to fill said seats.
 - iii.** If the number of interested persons exceeds the number of available seats (but at least one seat is available), the following protocol shall be followed:
 - 1. Each interested party shall make a statement regarding his or her interest and relevant qualifications for the position.
 - 2. The present Assembly shall then elect the new Assembly Member(s) from the eligible candidates by means of a vote in which the candidate(s) receiving the greatest number of votes is (are) elected.
 - 3. The outgoing Assembly President may veto the election of any Assembly Member(s), which may be overridden by a two-thirds (2/3) vote of present and voting Assembly Members.
 - iv.** In all cases, newly appointed Assembly Members shall begin their terms of office immediately.
 - b.** In all cases under Section A of this article, newly appointed Assembly Members shall begin their terms of office immediately.
 - c.** Election of the Assembly President, in accordance with the GPSA Constitution.
 - d.** Appoint six (6) GPSA members to serve on the ASASU Conference Committee.
 - e.** Nominate two (2) Supreme Court Justices to serve in even numbered years in accordance with the ASASU Constitution.
 - f.** Make any additional appointments as necessary.
 - g.** Appointment to any position requires a majority vote of present and voting Assembly Members.
 - h.** Determine the date and time of the Assembly Orientation to be held in the following fall semester before the first meeting of the Assembly. Details for the operation of this orientation are in the policy paper titled “New Assembly Orientation Policy.”

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

Article 2. Procedure for Amending the Bylaws and Presenting Resolutions

A. The procedure for amending the Bylaws will be conducted in accordance with the ASASU Constitution.

B. The procedure for adopting or amending Resolutions is as follows:

- a. Submit a written copy of the resolution to the Assembly President seven (7) days prior to the Assembly meeting at which the resolution will be discussed.
- b. The author(s) of the resolution must be present at the Assembly meeting at which the resolution is presented.
- c. A two-thirds (2/3) vote of present and voting Assembly Members is required to adopt a resolution or policy.

Article 3. Referenda and Initiatives

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

B. Referendum

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

C. Initiative

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

Article 4. University Boards & Committees

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

Committee appointments.

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

Article 5. The Leadership Council

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

Article 6. GPSA Directors

- A. GPSA shall appoint the following directors: Director of Communication, Director of Information Technology, Director of Graduate Research, Director of Events, Director of Graduate Student Advocacy, Director of Legislative Affairs, and Campus Directors. The Assembly President pro tempore and Assembly Secretary/Parliamentarian shall both be considered a GPSA Director for the purposes of this Article. The Executive Committee shall have the power to appoint additional Directors as needed.
- B. All Directors shall make available to the succeeding GPSA President and Assembly President all documents and information relevant to the execution of the office by May 1, or by the termination date of the Director's position, whichever occurs first.

C. GPSA Director Job Descriptions

- a. The Executive Director of Communication & Campus Relations:
 - i. Shall report directly to the GPSA President.
 - ii. Shall serve as an ex-officio member of the Executive Committee.
 - iii. Shall act as chief-of-staff for the GPSA Executive Committee.
 - iv. Shall work with each of the GPSA Executive Officers and the Assembly President.
 - v. Shall oversee the Campus Directors for the West, Downtown Phoenix, and Polytechnic Campuses.
 - vi. Shall maintain a Site Director Handbook for the West, Downtown Phoenix, and Polytechnic Campus Directors that outlines duties and expectations. The content of this handbook will be annually reviewed and approved by the GPSA President prior to the beginning of the Fall academic semester. Subsequently, the Executive Director may modify the handbook appropriately.
 - vii. Shall be responsible for coordinating GPSA's public communication strategies.
 - viii. Shall work with the Graduate College staff on the once-per-semester graduate student newsletter.

- ix. Shall be responsible for promoting and advertising Graduate and Professional Student Appreciation Week.
 - x. Will handle all media requests, requests for interviews, public relation requests and press releases. When necessary, will direct interview requests to the appropriate Executive Officer or Assembly Member.
 - xi. Shall act as liaison for students at all ASU locations.
 - xii. Shall moderate the GPSA listservs.
 - xiii. Shall handle all promotional items for the GPSA.
 - xiv. Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the GPSA President.
- b. The Director of Information Technology:
- i. Shall report directly to the GPSA President.
 - ii. Shall serve as an ex-officio member of the Executive Committee.
 - iii. Shall work closely with the Executive Director of Communication & Campus Relations to ensure that GPSA's electronic presence is strong.
 - iv. Shall attend all Assembly Meetings for the purposes of managing GPSA technology.
 - v. Shall maintain and regularly update the GPSA website.
 - vi. Shall maintain and regularly update other GPSA media sites.
 - vii. Shall assist with all GPSA mediated marketing campaigns.
 - viii. Shall maintain a database of GPSA post-funding event reimbursement reports that is easily accessible by all GPSA members.
 - ix. Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the GPSA President.
- c. The Director of Graduate Research:
- i. Shall report to the Vice President of Internal Affairs.
 - ii. Shall serve as an ex-officio member of the Executive Committee.
 - iii. Shall be a voting member of the Internal Affairs Committee.
 - iv. Shall be responsible for managing the Graduate Research Support Program in conjunction with the Graduate College including coordinating applicant information sessions, managing reviewers, and coordinating the grant award reception.
 - v. Shall be responsible for managing the GPSA JumpStart grant program.
 - vi. Shall coordinate his or her activities with the Internal Affairs Committee and provide reports as needed.
 - vii. Shall manage the GPSA Teaching Excellence Awards Program including announcing the application period, reviewing applications, assigning judges, updating applicants on their status, and hosting the annual Teaching Excellence Award Program reception.
 - viii. Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the Vice President of Internal Affairs.
- d. The Director of Events and Professional Development Programming:
- i. Shall report to the Vice President of Professional Development.
 - ii. Shall be an ex-officio member of the Executive Committee.
 - iii. Shall be a voting member of the Professional Development Committee.

- iv. Shall coordinate and organize three (3) to four (4) interdisciplinary socials across the University per year.
- v. Shall work with GPSA members at all ASU locations to ensure that GPSA has representation at campus events.
- vi. Shall organize the annual Graduate and Professional Student Appreciation Picnic.
- vii. Shall assist in the coordination of GPSA receptions and award ceremonies with the exception of the year-end awards ceremony.
- viii. Shall coordinate his or her activities with the Professional Development Committee and provide reports as needed.
- ix. Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the Vice President of Professional Development.
- e. Director of Graduate Student Advocacy
 - i. Shall report to the Vice President of External Affairs.
 - ii. Shall be an ex-officio member of the Executive Committee.
 - iii. Shall be a voting member of the External Affairs Committee.
 - iv. Shall advise the External Affairs Committee on campaign and organizing strategies and lead campaign execution.
 - v. Shall collaborate on lobbying effort within GPSA and with the Arizona Students Association
 - vi. Shall organize an advocacy team comprised of graduate students.
 - vii. Shall consult with graduate students needing individual advocacy.
 - viii. Shall collaborate with the Arizona Students' Association, The United States Student Association, and the National Association of Graduate and Professional Students.
- f. Director of Legislative Affairs
 - i. Shall report to the Vice President of External Affairs.
 - ii. Shall be an ex-officio member of the Executive Committee.
 - iii. Shall be a voting member of the External Affairs Committee
 - iv. Shall monitor local, state, and national legislation that may impact graduate students.
 - v. Shall advise the External Affairs Committee about legislative and political activity
 - vi. Shall serve as the liaison between legislators, their staff, and the GPSA.
 - vii. Shall participate in lobbying efforts from the GPSA and the Arizona Students' Association.
 - viii. Shall collaborate with the Arizona Students' Association, The United States Students Association, and the National Association on Graduate and Professional Students.
 - ix. Shall request a proclamation from the Arizona Governor's Office for the Graduate and Professional Student Appreciation week.
 - x. Shall help coordinate events and meetings between the legislative representatives and the GPSA.
- g. Campus Director – West, Downtown Phoenix, Polytechnic campuses
 - i. Shall report bi-weekly to the Executive Director of Communication & Campus Relations.

- ii. Shall serve as an ex-officio member of the Executive Committee.
 - iii. Shall act as liaisons for graduate students on their respective campuses.
 - iv. Shall maintain regular office hours at the Graduate Student Center on each of their respective campuses.
 - v. Shall work with the Graduate College staff on the once-per-semester graduate student newsletter.
 - vi. Shall perform all other duties as deemed necessary by the GPSA Executive Committee.
- h. Assembly President pro tempore
- i. Shall report to the Assembly President.
 - ii. Shall serve as an ex-officio member of the Executive Committee.
 - iii. Shall serve as a voting member of the Assembly Operations Committee. iv. Shall serve in the role of Assembly President when the Assembly President is absent or unable to perform his or her duties.
 - v. Shall be responsible for coordinating and managing the Graduate Student Organization event funding program.
 - vi. Shall be the liaison between GSO leadership and GPSA.
 - vii. Shall work with the GPSA President to coordinate an annual ASU Graduate Student Leadership Summit.
 - viii. Shall coordinate his or her activities with the Assembly President and provide reports as needed.
 - ix. Shall perform all other duties as deemed necessary by the GPSA Assembly or the Assembly President.
 - x. Shall make available to the succeeding Assembly President and Assembly President pro tempore all documents and information relevant to the execution of the office.
- i. Assembly Secretary/Parliamentarian
- i. Shall report to the Assembly President.
 - ii. Shall serve as an ex-officio member of the Executive Committee
 - iii. Shall serve as a voting member of the Government Operations Committee
 - iv. Shall serve as chair of the Government Operations committee
 - v. Shall work with the GPSA President to coordinate an annual ASU Graduate Student Leadership Summit.
 - vi. Shall coordinate his or her activities with the Assembly President and provide reports as needed.
 - vii. Shall perform all other duties as deemed necessary by the GPSA Assembly or the Assembly President.
 - viii. Shall make available to the succeeding Assembly President and Assembly Secretary/Parliamentarian all documents and information relevant to the execution of the office.

Article 7. GPSA Supreme Court

- A. All GPSA members in good academic standing, as defined by the University, are eligible to serve as a Justice of the Supreme Court.
- B. No current GPSA assembly member may serve as a Supreme Court Justice.
- C. No current GPSA executive or director may serve as a Supreme Court Justice.
- D. Supreme Court Operations
 - a. Rules and Procedures

- i. The Supreme Court shall operate and abide by the GPSA Supreme Court Rules and Procedures.
 - ii. The Supreme Court may propose amendments to the Rules and Procedures; such amendments will only take effect by majority vote of the Assembly.
- b. Quorum
 - i. Quorum for the Supreme Court shall be defined as three (3) sitting justices.
 - ii. Quorum shall be required to hear cases and to issue opinions.
- c. Duties of Clerk of the Supreme Court
 - i. The Clerk shall organize and maintain all court files for the Supreme Court.
 - ii. The Clerk shall place all opinions in a permanent file of the GPSA records, and publicly post all opinions on the GPSA website.
 - iii. The Clerk may be removed following a majority vote of the Supreme Court, subject to the approval of the Government Operations Committee.

Article 8. GPSA Annual Policy Directive

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

Article 9. GPSA Strategic Plan

- A. The document will be annually updated to provide a framework and direction for the association as it approaches ever-evolving circumstances.
- B. The strategic plan shall make recommendations for implementing new programs and policies.
- C. The President will work with the Assembly President, Executive Committee and interested assembly members throughout the Spring Semester.
- D. At the last legislative session of each year, the assembly shall debate and vote on the edits to the strategic plan, where it must be adopted by a majority of seated Assembly members.
- E. The document will then be given to the incoming executives and assembly members as part of their transition.