

THE BYLAWS
OF THE
GRADUATE AND PROFESSIONAL STUDENTS ASSOCIATION

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ARIZONA STATE UNIVERSITY

April 2018

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 GPSA 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.

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TITLE 1

EXECUTIVE COMMITTEE

1.1 General Provisions

- 1.1.1 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.
- 1.1.2 Newly elected members of the Executive Committee will begin their terms of office at noon on the Monday following the May graduation ceremony.
- 1.1.3 To be eligible and to remain in office throughout the duration of the term, Executive Committee members must remain in good standing with the University, per the Student Code of Conduct.
- 1.1.4 Impeachment of Executive Officers will be conducted in accordance with the GPSA Constitution.
- 1.1.5 Vacancies resulting from resignation or other causes shall be filled in accordance with the GPSA Constitution.
- 1.1.6 If an Executive Committee member violates the GPSA Constitution, GPSA Bylaws, or other governing documents or policy papers, the GPSA Assembly may initiate a censure of that member as such:
 - 1.1.6.1 Any Assembly Member may introduce a bill for censure.
 - 1.1.6.2 The bill shall state the nature of the violation.
 - 1.1.6.3 A two-thirds (2/3) vote of present and voting Assembly Members is required for passage of the bill.
 - 1.1.6.4 Upon passage of the bill, the censure shall be officially recorded in the meeting minutes.
 - 1.1.6.5 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.
 - 1.1.6.6 In the case that the violation is not rectified, any Assembly Member may introduce a second bill of censure.
 - 1.1.6.7 Should the second bill of censure be passed by a two-thirds (2/3) vote of present and voting Assembly members, any leadership scholarship must be returned to GPSA proportional to the time not served in office.
 - 1.1.6.8 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.

- 1.1.7 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.
 - 1.1.7.1 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.
 - 1.1.7.2 Should an Executive Officer miss an Assembly Meeting for any reason, even if the absence is excuse, he or she must still submit an Executive Report to the Assembly President in advance so that it may be presented in absentia.
 - 1.1.7.3 Should an Executive Officer not submit his or her Report as required, censure proceeding shall be initiated against that Officer during the meeting at which his or her Report was not presented.
 - 1.1.7.4 Should an Executive Officer accumulate more than one (1) unexcused absence during his or her term, the impeachment process will begin.

1.2 Duties of the Officers

- 1.2.1 Duties of the GPSA President shall be:
 - 1.2.1.1 To supervise the routine operations of the GPSA and GPSA activities with the ASASU Business Office.
 - 1.2.1.2 To oversee communication with University Administration, the ASU Foundation, Graduate College, and other relevant ASU units.
 - 1.2.1.3 To represent the interest of graduate and professional student to University Administration and the Arizona Board of Regents (ABOR), and to provide reports of these activities to the Assembly and GPSA members.
 - 1.2.1.4 To serve as liaison between graduate and professional student and be aware of the agencies or individuals in the campus community who can assist student with such grievances.
 - 1.2.1.5 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.
 - 1.2.1.6 To appoint GPSA members to University Boards & Committees, including graduate representation on the Faculty Senate.
 - 1.2.1.7 To convene ad-hoc committees and appoint members as necessary.
 - 1.2.1.8 To serve on the ASASU Leadership Council and provide a report of activities to Executive Officers and the Assembly.
 - 1.2.1.9 To serve as an ex-officio member on any GPSA committee as necessary.
 - 1.2.1.10 To prepare the agenda and preside over all meetings of the Executive Committee and ensure minutes of meetings.

- 1.2.1.11 To oversee the activities of the Vice-Presidents of the GPSA.
- 1.2.1.12 To appoint and oversee the activities of the Director of Communication, Director of Information Technology, Director of Wellness, Director of International Student Affairs, and Outreach Directors.
- 1.2.1.13 To authorize all expenditures of the GPSA in accordance with GPSA policy.
- 1.2.1.14 To provide monthly reports on all GPSA-related activities to the Assembly.
- 1.2.1.15 To make available to the succeeding President all documents and information relevant to execution of the office.
- 1.2.1.16 To produce the GPSA Annual Advocacy Agenda jointly with the Office of External Affairs.
- 1.2.1.17 The GPSA President in conjunction with the Assembly President will conduct an annual assessments of worker rights and request information on the living wage.
- 1.2.2 Duties of the Vice President of External Affairs shall be:
 - 1.2.2.1 To attend meetings of ABOR as a representative for the GPSA and report relevant items to the Assembly and Executive Officers.
 - 1.2.2.2 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.
 - 1.2.2.3 To serve on the Executive Committee.
 - 1.2.2.4 To chair the External Affairs Committee, prepare schedules and agendas and maintain committee meeting minutes.
 - 1.2.2.5 To appoint and oversee the Director of Advocacy and the Director of Legislative Affairs.
 - 1.2.2.6 To manage the budget for the Office of the Vice President of External Affairs in accordance with GPSA policies.
 - 1.2.2.7 To provide monthly reports on all GPSA-related activities to the Assembly.
 - 1.2.2.8 To make available to the succeeding Vice President of External Affairs all documents and information relevant to execution of the office.
 - 1.2.2.9 To produce the GPSA Annual Advocacy Agenda jointly with the GPSA President, the Executive Committee, the External Affairs Committee, and the Assembly.
 - 1.2.2.10 To ensure GPSA representation at ASU advocacy events.
- 1.2.3 Duties of the Vice President of Internal Affairs shall be:
 - 1.2.3.1 To serve as the Internal Affairs liaison to Graduate College for the Graduate Research and Support Program (GRSP).
 - 1.2.3.2 To serve as liaison between graduate and professional students and the GPSA.
 - 1.2.3.3 To manage the Research Grant Award programs.
 - 1.2.3.4 To manage the Travel Grant Programs.

- 1.2.3.5 To oversee all logistics and policies of the Travel and Research Grant Programs, in conjunction with the Director of Travel and the Director of Research, in consultation with the Vice President of Professional Development, and the oversight of the Internal Affairs Committee.
- 1.2.3.6 To assist the Vice President of Professional Development in the planning and execution of the annual Interdisciplinary Research Symposium.
- 1.2.3.7 To serve on the Executive Committee.
- 1.2.3.8 To chair the Internal Affairs Committee, prepare schedules and agendas, and maintain meeting minutes.
- 1.2.3.9 To appoint and oversee the Director of Research and the Director of Travel.
- 1.2.3.10 To oversee the budget of the Office of the Vice President of Internal Affairs in accordance with GPSA policy.
- 1.2.3.11 To provide monthly reports on all GPSA-related activities to the Assembly.
- 1.2.3.12 To make available to the succeeding Vice President of Internal Affairs all documents and information relevant to execution of the office.
- 1.2.4 Duties of Vice President of Professional Development shall be:
 - 1.2.4.1 To facilitate communication and interaction among graduate and professional students for the purposes of professional development.
 - 1.2.4.2 To foster relationships among the GPSA graduate and professional students of ASU, and related programs and associations of professional interest.
 - 1.2.4.3 To oversee planning of social events relevant to the social, emotional, and intellectual well-being of GPSA members.
 - 1.2.4.4 To oversee planning of Grad Appreciation Week activities with the assistance of various Directors and offices.
 - 1.2.4.5 To oversee planning and execution of the annual Interdisciplinary Research Symposium in collaboration with the Vice President of Internal Affairs.
 - 1.2.4.6 To oversee planning and execution of the Awards programs.
 - 1.2.4.7 To serve as consultant to the Vice President of Internal Affairs for the Travel Grant Programs.
 - 1.2.4.8 To serve on the Executive Committee.
 - 1.2.4.9 To serve as the chair of the Professional Development Committee, prepare schedules and agendas and maintain meeting minutes.
 - 1.2.4.10 To appoint and oversee the Director of Events and the Director of Awards.
 - 1.2.4.11 To oversee the budget of the Office of the Vice President of Professional Development in accordance with GPSA policy.
 - 1.2.4.12 To provide monthly report on all GPSA-related activities to the Assembly.
 - 1.2.4.13 To make available to the succeeding Vice President of Professional Development all documents and information relevant to execution of the office.

1.2.4.14 To produce the GPSA Annual Advocacy Agenda jointly with the GPSA President, the Executive Committee, Assembly President, and affiliated GPSA Assembly members.

TITLE 2

THE ASSEMBLY

2.1 Scope and Duties

- 2.1.1 The Assembly shall consist of Assembly Members as defined in the GPSA Constitution.
- 2.1.2 The voting membership of the Assembly consists solely of the Assembly Members.
- 2.1.3 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.
- 2.1.4 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.
- 2.1.5 The Assembly shall have full fiscal authority over the annual GPSA budget.
- 2.1.6 The Assembly has authorizing ability to distribute funds from the Assembly's accounts to any Graduate Student Organizations (GSO) officially registered in the University system.
- 2.1.7 Assembly members shall serve as official liaisons to ASU graduate and professional students.
- 2.1.8 Assembly members shall serve on two GPSA committees.
- 2.1.9 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.
 - 2.1.9.1 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.
- 2.1.10 Special Sessions may be called by the GPSA President, Assembly President, or by two-thirds (2/3) vote of present and voting Assembly Members.
- 2.1.11 Election and impeachment of the Assembly President will be conducted in accordance with the GPSA Constitution.
- 2.1.12 Duties of the President of the GPSA Assembly shall be:
 - 2.1.12.1 To prepare the agenda and schedule meetings for the Assembly.
 - 2.1.12.2 To preside over all meetings of the Assembly.
 - 2.1.12.3 To appoint an Assembly President pro tempore to preside in the Assembly President's absence as specified in these Bylaws.
 - 2.1.12.4 To appoint an Assembly Parliamentarian/Secretary.

- 2.1.12.5 To serve as liaison between the Assembly and the Executive Committee.
- 2.1.12.6 To appoint Assembly Members to GPSA standing and ad-hoc committees.
- 2.1.12.7 To create ad-hoc Assembly committees and appoint members as necessary.
- 2.1.12.8 To serve as representative to the USG Senate and Academic Senate in the event of the Presidents absence.
- 2.1.12.9 To oversee the coordination of GPSA representation at new graduate and professional student orientations.
- 2.1.12.10 To fill vacant Assembly seats in accordance with the GPSA Constitution.
- 2.1.12.11 To serve as chair of the Assembly Operations Committee.
- 2.1.12.12 To review all financial transactions of the GPSA in accordance with GPSA guidelines.
- 2.1.12.13 To provide monthly reports on all GPSA-related activities to the Assembly.
- 2.1.12.14 To make available to the succeeding Assembly President all documents and information relevant to execution of the office.
- 2.1.12.15 To produce the GPSA Annual Advocacy Agenda jointly with the GPSA President, the Executive Committee, and affiliated GPSA Assembly members. The Assembly President will present a bill to approve the Advocacy Agenda in the first Assembly session of fall semester.
- 2.1.12.16 To maintain up to date public records of Assembly activities on the GPSA website in coordination with the Executive Team.
- 2.1.12.17 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.
- 2.1.12.18 The Assembly President shall maintain a record of attendance at GPSA meetings and notify any Assembly Member should they become delinquent.
- 2.1.12.19 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.
- 2.1.12.20 The Assembly President shall confirm Assembly seat allocation with the ASASU Elections Commissioner by the end of the nomination period per 3.1.
- 2.1.12.21 The Assembly President in conjunction with the GPSA President will conduct an annual assessments of worker rights and request information on the living wage.

2.2 Appointment of GPSA Assembly Members

- 2.2.1 Assembly Members shall be elected in an annual university-wide election under the supervision of the ASASU Elections Commission as specified in these Bylaws.
- 2.2.2 GPSA members can be appointed to fill vacant Assembly seats in accordance with the ASASU Constitution.
- 2.2.3 New Assembly Members are required to attend an orientation, which is held before the first Assembly Meeting of a given school year. Any Assembly Member who did not attend the first orientation of the school year will participate in a monthly orientation held within 28 days of them joining the Assembly.
 - 2.2.3.1 This ongoing monthly orientation will be scheduled and run by the Assembly Operations Committee.
- 2.2.4 Any academic department that wishes representation on the Assembly may send a department representative.
- 2.2.5 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.
- 2.2.6 Incoming Assembly Members nominated to fill vacant seats must be present at an assembly meeting to be confirmed into office in accordance with the GPSA Constitution.

2.3 Delinquency, Resignation and Removal of Assembly Members

- 2.3.1 Attendance of Assembly Members at Assembly Meetings is of the utmost importance for a functioning and effective Assembly. The following combinations of absences and proxies (a proxy is a substitute appointed by the seated Assembly Member at the written approval of the Assembly President) shall result in the Assembly Member being considered delinquent, and therefore constitutes a resignation:
 - 2.3.1.1 Three (3) proxies OR Two (2) proxies and one (1) absence from Assembly meetings per year (special session in April through first April meeting of the following year) for assembly members who join at or before the October Assembly meeting.

- 2.3.1.2 Two (2) proxies OR one (1) proxy and (1) absence from Assembly meetings per year for Assembly Members who join at or after the November Assembly meeting.
- 2.3.1.3 Two (2) absences without a proxy in a year for any Assembly Member regardless of start date.
- 2.3.1.4 An extra proxy allowance can be requested with prior approval of a majority of the Assembly Operations Committee, based on extenuating circumstances.
- 2.3.1.5 An Assembly Member that will be using a proxy must give the Assembly President two (2) days notice that they will be using a proxy.
- 2.3.2 Attendance of Assembly Members at Committee Meetings is of the utmost importance for a functioning and effective Assembly. The following absences for an Assembly Member shall result in the Assembly Member being considered delinquent, and therefore constitutes a resignation:
 - 2.3.2.1 The system for keeping track of Assembly member Attendance is outlined in Title 2 Article 6 Section 4.
 - 2.3.2.2 An assembly member who scores less than 2 (out of a possible 4) for two (2) consecutive months during which their assigned committees met is considered delinquent and therefore constitutes a resignation.
- 2.3.3 The Office of the Assembly President shall communicate with delinquent Assembly Members regarding the state of their attendance records including the status of forced resignation. However, attendance at Assembly Meetings and the knowledge of their attendance record is the responsibility of the Assembly Member.
- 2.3.4 Assembly members may telecommute to the meetings with prior written approval from the Assembly President. The allowance of telecommuting rights is at the discretion of the Assembly President. Acceptable uses of telecommunication can include meetings not being held on the home campus of an Assembly Member, attendance at study-related events, and other case-by-case needs.
 - 2.3.4.1 An Assembly Member who needs to telecommute to a meeting must give the Assembly President at least one (1) weeks notice prior to the Assembly Meeting. Exceptions to this can be made at the discretion of the Assembly President due to extenuating circumstances.
 - 2.3.4.2 It is the responsibility of the Assembly Member to ensure they can use the software for telecommuting, and if they are having issues they need to let their point of contact on the day of the Assembly Meeting know.
 - 2.3.4.3 If an Assembly Member has asked to telecommute in and does not, it will be considered an absence.
- 2.3.5 In extenuating circumstance, an Assembly Member may appeal a resignation if they have accrued any of the combinations of absences/proxies as listed in 2.3.1. or if their participation in their committees resulted in their resignation as outline

- in 2.3.2 of this document. The Assembly Member must inform the Assembly President of their wish to appeal. The Assembly President will bring the appeal to the Assembly Operations Committee for review, and they will provide a recommendation when the petition is presented. The Assembly President will schedule the Assembly Member's petition for the next meeting of the Assembly, which a two-thirds ($\frac{2}{3}$) vote of present and voting Assembly Members is necessary to rescind the resignation.
- 2.3.6 Removal of Assembly Members for reasons other than resignation due to absence will be conducted in accordance with the GPSA Constitution.
- 2.3.7 The Assembly President has the option to present Assembly Members who have accrued any of the above absences/proxies to the Assembly Operations Committee for review and potentially provide a recommendation to rejoin the assembly with a two-thirds ($\frac{2}{3}$) vote at the next assembly meeting.

2.4 Assembly Meeting Rules

- 2.4.1 Unless otherwise specified, Assembly meetings shall operate according to Roberts Rules of Order. The rules may be suspended upon approval of the appropriate motion by a two-thirds ($\frac{2}{3}$) vote of present and voting Assembly Members.
- 2.4.2 Quorum shall be defined at 50% of seated Assembly Members.
- 2.4.3 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 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.
- 2.4.4 The Assembly President shall serve as chair of the Assembly. The Assembly President pro tempore shall preside in the event of the Assembly Presidents absence.
- 2.4.5 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 report shall be limited to five (5) minutes. The original speaker may yield the right to speak to another speaker.
- 2.4.6 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.
- 2.4.7 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:
- 2.4.7.1 Vote on the issue.
 - 2.4.7.2 Vote to table the debate.
 - 2.4.7.3 Vote to send the issue to committee for further study.
 - 2.4.7.4 Vote to extend the time limit of debate for a ten (10) minute period, after which all four (4) options are available.
- 2.4.8 The agenda and reports for an Assembly meeting shall be prepared and distributed before the meeting. 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.
- 2.4.9 The order of business shall be:
- 2.4.9.1 Call to Order
 - 2.4.9.2 Approval of the Minutes
 - 2.4.9.3 Amendments to the Agenda
 - 2.4.9.4 Call to the Audience
 - 2.4.9.5 Executive Reports
 - 2.4.9.6 Committee Reports
 - 2.4.9.7 Academic Senate Report
 - 2.4.9.8 Graduate College Report
 - 2.4.9.9 Undergraduate Student Government Report
 - 2.4.9.10 Old Business
 - 2.4.9.11 New Business
 - 2.4.9.12 Graduate Student Forum
 - 2.4.9.13 Announcements
 - 2.4.9.14 Adjournment
- 2.4.10 Minutes of Assembly meetings shall be made available on the GPSA website 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 Parliamentarian/Secretary and the Government Operations Committee.

2.5 Electronic Voting

- 2.5.1 Electronic Voting is any vote that is rendered outside of a physical meeting and shall be conducted in accordance with this article.
- 2.5.2 The Assembly President or the Assembly Operations Committee shall have the authority to propose the following measures to the Assembly for electronic approval:

- 2.5.2.1 Appropriations to graduate student organizations with the approval of the Graduate Student Funding and Outreach Committee and/or the Assembly President Pro Tempore;
- 2.5.2.2 Confirmations of new members;
- 2.5.2.3 Appropriations during finals; or
- 2.5.2.4 Appropriations not during the Fall or Spring semesters.
- 2.5.3 For the purpose of tabulating votes, the following definitions apply:
 - 2.5.3.1 Present and Voting shall be the sum of all members issuing an affirmative or negative vote.
 - 2.5.3.2 Quorum shall be calculated by the sum of all members issuing an affirmative or negative vote and those indicating they abstain.
- 2.5.4 There are no proxy votes.
- 2.5.5 Not participating in voting is considered an absence for attendance purposes.
- 2.5.6 The motion must be open for discussion and debate for not less than forty-eight (48) hours and the polls must be open for no less than forty-eight (48) hours.

2.6 Scholarship System for Assembly Participation

- 2.6.1 Assembly Members are potentially eligible for monetary scholarships based on their participation throughout a semester.
 - 2.6.1.1 This is dependent on the availability of funds in the GPSA budget.
 - 2.6.1.2 If no funds are available or designated, then no scholarships will be given.
 - 2.6.1.3 Scholarships will be distributed at the conclusion of a semester.
- 2.6.2 The components that will make up the scholarship are:
 - 2.6.2.1 Assembly Meetings
 - 2.6.2.2 Committee Meeting per details enumerated in 2.6.4
 - 2.6.2.3 Attendance of events on their home campus
 - 2.6.2.4 Attendance of events on campuses other than their home campus
- 2.6.3 The Assembly President is responsible for keeping track of the Assembly Members' attendance at the Assembly Meetings.
- 2.6.4 The respective chair of the committee as outlined in Title 4 of the GPSA Bylaws are responsible for determining the participation of the Assembly Members for their assigned committees.
 - 2.6.4.1 Participation will be evaluated on a monthly basis.
 - 2.6.4.2 The scale will be on a scale of 0 to 2, where 0 is considered no participation, 1 is partial participation, and 2 is complete participation.
 - 2.6.4.3 The definition of participation is at the discretion of the committee chair. Participation does not have to mean in person attendance at a meeting.
 - 2.6.4.4 Ad-hoc Committees can be counted towards committee participation at the discretion of the Assembly President.

- 2.6.4.5 Committee participation can be contested with the Assembly President within one month of the committee meeting with the exception of the semester end. The end of the semester scholarship closing date will be announced with 1 weeks notice and all remaining queries must be made within this timeframe.
- 2.6.5 The coordinator of a given event (GPSA President, Assembly President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Professional Development, any of the GPSA Directors, the Assembly President Pro Tempore, or the Assembly Secretary/Parliamentarian) will be responsible for keeping attendance records for their event. The coordinator can also designate another person to keep track of attendance.
- 2.6.6 The amount of a scholarship cannot be contested by the Assembly Member.
- 2.6.7 Assembly Members that are serving in the role of Assembly President, Assembly President Pro Tempore, and Assembly Secretary/Parliamentarian are not eligible for the scholarship through the system outline here.
- 2.6.8 Assembly scholarships will be finalized at the end of the semester with the approval of the Assembly President and the GPSA President. Assembly Members will be notified within 1 week of scholarships closing.
- 2.6.9 Assembly Members will not be eligible for a scholarship unless they have been an active assembly member for 2 months, and they are still part of the Assembly at the conclusion of a semester.
- 2.6.9.1 For example, an Assembly Member that joins during the August meeting, must still be active in the assembly for the October meeting in order to be eligible for a scholarship.
- 2.6.9.2 Assembly Members that join during or after the October or March Assembly Meetings will not be eligible for Scholarships in that semester.
- 2.6.9.3 If the Assembly Member is still active after 2 months, the activity of the member prior to that period will also be considered when determining scholarships.
- 2.6.9.3.1 For example, if someone joins during the August Assembly Meeting, one is not eligible for a scholarship until one attends the October Assembly Meeting. However, if one does attend the October Assembly Meeting, any eligible activities one has participated in since joining during the August Assembly Meeting count towards the determination of their scholarship.
- 2.6.9.4 The Assembly President and GPSA President can make exceptions to this in extenuating circumstances resulting in the departure of an Assembly Member.
- 2.6.10 Progress on scholarships will be made available to Assembly Members through the Office of the Assembly President.

- 2.6.11 The specific value of scholarship shall be determined yearly through a passing of an Assembly Bill which will occur after the passing of the budget. The bill will only take effect by two-thirds vote of present Assembly Members.
- 2.6.11.1 The Assembly Operations Committee is responsible for drafting this bill and presenting it to the newly elected Assembly President.
- 2.6.11.2 This bill will detail the specific requirements associated with 2.6.2.
- 2.6.11.3 This bill will adhere to the requirements as laid out in Article 2.6 of the GPSA Bylaws.

TITLE 3

ELECTIONS

3.1 Elections Procedures and Deadlines

- 3.1.1 Elections for the following year shall be held by the ASASU Elections Commission during the Spring semester of the current academic year.
- 3.1.2 The Assembly President shall confirm Assembly seat allocations with the ASASU Elections Commissioner by the end of the nomination period.
- 3.1.3 Information Sessions
 - 3.1.3.1 The ASASU Assistant Elections Commissioner shall hold two (2) informational sessions for GPSA during the nomination period in the spring.
 - 3.1.3.2 Individuals interested in an elected GPSA position must attend an information session.
 - 3.1.3.3 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.
 - 3.1.3.4 Individuals interested in an elected GPSA position must attend a required executive information session. If the candidate cannot attend, the individual must inform the elections commissioner 48 hours ahead of the time so an individual meeting can be arranged.
- 3.1.4 Nominations Procedure
 - 3.1.4.1 Potential Assembly Members and Executive Officers shall be nominated during a Nominations Period.
 - 3.1.4.2 All candidates must be members of the GPSA at the time of the election and must continue to be members for the duration of the positions term.
 - 3.1.4.2.1 Candidates for [GPSA] executive positions may not serve as an ASASU staff member after the election if the candidate is awarded an executive position.
 - 3.1.4.2.2 Candidates for GPSA Assembly positions must have completed one semester of enrollment at the graduate or professional level prior to the close of nominations.
 - 3.1.4.3 Potential candidates must submit their self-nomination in writing or through the online form to the Elections Director.
 - 3.1.4.4 Individuals must complete the appropriate forms from the Elections Department, as well as submit a curriculum vita or resume.
 - 3.1.4.5 Candidates shall have their names recorded by the ASASU Elections Commissioner to be placed on the Ballot, pursuant to confirmation by the

Elections Department that conditions for eligibility, as outlined in the GPSA Constitution, are met.

3.1.4.6 The Nominations Period shall last no less than two full calendar weeks and conclude before the end of February.

3.1.5 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.

3.1.5.1 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 Government Operation Committee.

3.1.5.2 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.

3.1.6 Campaign Spending Limitations

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

3.1.6.2 Receipts must be kept by the candidate and are subject to review should a complaint be filed. Only the comprehensive Final Expense form must be submitted, with all receipts, no later than 5:00 pm on the day after the election.

3.1.6.3 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.

3.1.7 Campaign Complaints and Resolution Procedures

3.1.7.1 Any GPSA member, including but not limited to, nominees, potential candidates, candidates, Assembly Members, and Executive Officers or the Elections Commissioner, may file a written complaint for violations of these procedures.

3.1.7.2 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.

3.1.7.3 Actions taken by the ASASU Elections Commission that do not comply with these Bylaws shall be subject to review by the GPSA Supreme Court, and the Assembly shall have authority to take action on items resulting from such actions.

3.1.7.4 Should a complaint be ruled upon by the GPSA Supreme Court, that ruling shall be final and binding.

3.1.8 Campaign Communication Limitations

3.1.8.1 Candidates, supporters, and any person affiliated with the candidate(s) campaign, may not disseminate information about their campaign through any university maintained listserv.

3.1.8.1.1 This is inclusive of compiled lists. This is inclusive of lists that are kept by any entity associated with Arizona State University. This includes, but is not limited to lists compiled by the University, Colleges, Schools, Departments, Clubs, Organizations, etc.

3.2 Assembly Seat Allocation

3.2.1 The number of Assembly Members for each graduate program shall be no less than one and no more than seven. 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.

3.2.1.1 399 graduate students: One Assembly Member

3.2.1.2 400 – 799 graduate students: Two Assembly Members

3.2.1.3 800 – 1199 graduate students: Three Assembly Members

3.2.1.4 1200 – 1599 graduate students: Four Assembly Members

3.2.1.5 1600 – 1999 graduate students: Five Assembly Members

3.2.1.6 2000 – 2399 graduate students: Six Assembly Members

3.2.1.7 2400 – 2799 graduate students: Six Assembly Members

3.2.1.8 2800 or more graduate students: Seven Assembly Members

3.2.2 In addition to Assembly Members representing each graduate program, there shall be four (4) seats elected by and to represent all Graduate and Professional Students at large.

3.2.3 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.

3.2.3.1 The following sub-college 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.

- 3.2.4 Seat allocation and eligibility will be determined as follows:
- 3.2.4.1 Assembly Members may only serve for a graduate program in which they are enrolled or for an at-large seat.
 - 3.2.4.2 The reallocation report shall include Assembly seat allocation totals for all graduate programs across the University.
 - 3.2.4.3 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.
 - 3.2.4.4 If the Assembly fails to ratify the reallocation report, the previous year's seat assignments will remain active for the following year.
- 3.2.5 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 four (4) allocated in 3.2.2. 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 4

COMMITTEES

4.1 Committees

- 4.1.1 The GPSA shall have nine standing committees: the Internal Affairs Committee, the External Affairs Committee, the Professional Development Committee, the Government Operations Committee, the Assembly Operations Committee, the College of Liberal Arts and Sciences Committee, the International Students Affairs Committee, the Graduate Student Organization Funding and Outreach Committee, Diversity and Inclusion Committee, and any ad-hoc committees deemed necessary.
- 4.1.2 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.
- 4.1.3 The Assembly President shall have power to appoint members of the Assembly to committees created by the Assembly President or GPSA President.
- 4.1.4 Any member of GPSA may join any committee at the discretion of the committee chair, even if they are not members of the Assembly.
 - 4.1.4.1 It is the responsibility of GPSA Assembly to promote non-Assembly Member participation in committees.

4.2 Internal Affairs Committee

- 4.2.1 The Internal Affairs Committee support the initiatives of the Vice President of Internal Affairs and his or her staff.
- 4.2.2 The Internal Affairs Committee may not pass legislation or take an official position on any issue without approval of the assembly.
- 4.2.3 The Internal Affairs Committee shall have oversight of the following programs:
 - 4.2.3.1 Graduate Research Grant program.
 - 4.2.3.2 Research and Travel Grant Programs.
 - 4.2.3.3 Beginning-of-semester graduate and professional student orientations.
- 4.2.4 The Vice President of Internal Affairs shall chair the Internal Affairs Committee. The Director of Research and the Director of Travel shall serve on the Internal Affairs Committee.
- 4.2.5 The Assembly President shall appoint no fewer than four (4) Assembly Members to serve on the Internal Affairs Committee.

4.3 External Affairs Committee

- 4.3.1 The External Affairs Committee supports the initiatives of the Vice President of External Affairs and his or her staff.
- 4.3.2 The External Affairs Committee shall not pass legislation, distribute funds, or take an official position on any issue without the approval of the Assembly.
- 4.3.3 The External Affairs Committee shall have responsibility for advocating for the graduate and professional students at local, state, and national levels.
- 4.3.4 The Vice President of External Affairs shall chair the External Affairs Committee.
- 4.3.5 The Director of Advocacy and the Director of Legislative Affairs shall serve on the External Affairs Committee.
- 4.3.6 The Assembly President shall appoint no fewer than four (4) Assembly Members to serve on the External Affairs Committee.

4.4 Professional Development Committee

- 4.4.1 The Professional Development Committee supports the initiatives of the Vice President of Professional Development and his or her staff.
- 4.4.2 The Professional Development Committee may not pass legislation or take an official position on any issues without the approval of the Assembly.
- 4.4.3 The Professional Development Committee shall jointly administer the Travel Grand Program with the Internal Affairs Committee.
- 4.4.4 The Professional Development Committee shall administer the Grad Appreciation Week and other social activities.
- 4.4.5 The Professional Development Committee shall have oversight of the following programs:
 - 4.4.5.1 Awards Programming
 - 4.4.5.2 Social Events and Programming
 - 4.4.5.3 Professional Development Programming
 - 4.4.5.4 Fall and Spring Welcomes and TA/RA Trainings
 - 4.4.5.5 Teaching Excellence Awards Program.
- 4.4.6 The Vice President of Professional Development shall chair the Professional Development Committee.
- 4.4.7 The Director of Events and Director of Awards shall serve on the Professional Development Committee.
- 4.4.8 The Assembly President shall appoint no fewer than four (4) Assembly Members to serve on the Professional Development Committee.

4.5 Assembly Operations Committee

- 4.5.1 The Assembly Operations Committee is charged with:

- 4.5.1.1 Organizing and running an orientation for new Assembly Members each Assembly session with the input from the Assembly President, Assembly President Pro Tempore, the Executive Committee, experienced Assembly Members, and utilizing documents from past orientations.
- 4.5.2 Reviewing and nominating candidates for vacant assembly seats per the GPSA Constitution.
- 4.5.3 Reviewing and proposing changes, if necessary, to the Assembly Member attendance policies on an annual basis.
- 4.5.4 Reviewing and advising the Assembly President on Assembly Member absences.
- 4.5.5 Recommending an Assembly Member scholarship structure to the newly elected Assembly President.
- 4.5.6 Organizing, running, and reviewing an ongoing orientation process for Assembly Members who join the Assembly partway through the current Legislative session, and therefore not able to attend the annual orientation.
 - 4.5.6.1 This includes responsibilities to update and maintain an accessible online orientation folder for new members.
- 4.5.7 Organizing, running, and reviewing a program which assigns new members an Assembly Member to mentor them.
 - 4.5.7.1 Any Assembly Member who has been part of the Assembly for at least 2 Assembly Meetings can serve as a mentor.
 - 4.5.7.2 The role of the mentor will be to guide the new Assembly member during the Assembly meeting that they join the Assembly and at the next Assembly Meeting.
- 4.5.8 The Assembly President will serve as chair of this committee.
- 4.5.9 The Assembly President is charged with appointing no fewer than four (4) Assembly Members to serve on the Assembly Operation Committee. If possible, two (2) of the Assembly Members serving on the Assembly Operations Committee shall have served as Assembly members for at least one (1) semester.

4.6 Government Operations Committee

- 4.6.1 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.
- 4.6.2 The Government Operations Committee will identify and report violations of the ASASU Constitution and GPSA Bylaws to the Assembly.
- 4.6.3 The Government Operations Committee may not pass legislation or distribute funds.
- 4.6.4 The Assembly Parliamentarian/Secretary will be the chair of this committee.

- 4.6.5 The Assembly President will appoint no fewer than four (4) Assembly members to serve on the Government Operation Committee.
- 4.6.6 The Government Operations Committee will keep a copy of the GPSA Bylaws and Constitution in a word document format for easy editing.

4.7 College of Liberal Arts and Sciences Committee

- 4.7.1 The College of Liberal Arts and Sciences Committee is responsible for addressing the issues and concerns specific to the College of Liberal Arts and Sciences graduate students.
- 4.7.2 The College of Liberal Arts and Sciences Committee shall not pass legislation, distribute funds, or take an official stand on any issue without the approval of the assembly.
- 4.7.3 The College of Liberal Arts and Sciences Committee will have oversight over the following:
 - 4.7.3.1 Act as liaison between Administration in the College of Liberal Arts and Science Dean's Office and the graduate students of the College of Liberal Arts and Sciences.
 - 4.7.3.2 Address the concerns of the Administration on the College of Liberal Arts and Sciences Dean's Office as they pertain to the College of Liber Arts and Sciences students.
 - 4.7.3.3 Work on improving the resources and knowledge of funding opportunities.
 - 4.7.3.4 Strive to improve the professional resources available.
 - 4.7.3.5 Promote an increase inclusivity within the College of Liberal Arts and Sciences and the entire university.
 - 4.7.3.6 Will be composed of all seated College of Liberal Arts and sciences Assembly Members, including CLAS At-Large assembly seats.
 - 4.7.3.7 A chairperson will be elected annually by a majority of committee members to preside over the committee.

4.8 International Students Affairs Committee

- 4.8.1 The International Student Affairs Committee supports the initiatives of the Director of International Student Affairs.
- 4.8.2 The International Student Affairs Committee shall not pass legislation, distribute funds, or take an official position on any issue without the approval of the Assembly.
- 4.8.3 The International Students Affairs Committee will have oversight over the following:

- 4.8.3.1 Act as a liaison between various departments and international graduate students at the University.
- 4.8.3.2 Work on improving the resources and knowledge of funding opportunities.
- 4.8.3.3 Improve and promote professional resources available to international students.
- 4.8.3.4 Enhance inclusion of international graduate students in the campus community.
- 4.8.3.5 Facilitate international student social and professional events.
- 4.8.4 The Director of International Student Affairs shall chair the International Student Affairs Committee. One member of the External Affairs Committee shall serve on the committee, to facilitate coordination between the committees and to prevent duplication of efforts.
- 4.8.5 The Assembly President shall appoint no fewer than four (4) Assembly Members to serve on the International Student Affairs Committee.

4.9 Graduate Student Organization Funding and Outreach Committee

- 4.9.1 The Graduate Student Organization Funding and Outreach Committee is charged with:
 - 4.9.1.1 Maintaining and distributing all Graduate Student Organization (GSO) information.
 - 4.9.1.2 Assisting GSO representatives with the creation of GSO funding bills.
 - 4.9.1.3 Maintaining and interpreting the funding policy.
 - 4.9.1.4 Working with the GPSA President, Assembly President, Assembly President Pro Tempore, and Assembly Secretary/Parliamentarian to coordinate an annual ASU Graduate Student Leadership Summit.
- 4.9.2 The GSO Funding and Outreach Committee may not pass legislation or distribute funds in excess of fifteen-hundred (\$1500) dollars in any month without Assembly approval.
- 4.9.3 The Assembly President Pro Tempore will serve as chair of this committee.
- 4.9.4 The Assembly President is charged with appointing no fewer than four (4) GPSA members to serve on the GSO Funding and Outreach Committee, potentially including the Assembly President Pro Tempore. Of the members of the committee, only sitting Assembly Members may vote on the GSO funding applications, while all members may be present and participate in discussion.

4.10 Committee of Diversity and Inclusion

- 4.10.1 The Committee of Diversity and Inclusion is responsible for addressing the issues and concerns specific to under-represented groups within the graduate student body.

- 4.10.2 The chair of the Committee of Diversity and Inclusion shall be a current Assembly member, a Director, or Executive of GPSA and shall be appointed by the Assembly President.
- 4.10.3 The Assembly President shall appoint no fewer than four (4) Assembly Members to serve on the Committee of Diversity and Inclusion.
- 4.10.4 The Committee of Diversity and Inclusion shall not pass legislation or take an official stand on any issue without the approval of the assembly.
- 4.10.5 The Committee of Diversity and Inclusion will have oversight over the following:
 - 4.10.5.1 Act as a liaison between the ASU Administration and the graduate students on issues of equal opportunity and representation.
 - 4.10.5.2 Issue recommendations to the GPSA President and the GPSA Assembly President that improve a climate of diversity and inclusion with the graduate students and within the GPSA organization.

TITLE 5

FUNDING

5.1 Assembly Funding Guidelines

- 5.1.1 The Graduate Student Organization Funding and Outreach Committee shall promulgate the Graduate Student Organization (GSO) Funding rules and procedures periodically to ensure compliance with the Spirit and Mission of GPSA.
 - 5.2 Scholarships for Executives, Directors, and the Assembly President
- 5.2.1 The scholarships amounts that are awarded to all Executives, Directors, and the Assembly President can only be altered by a two-thirds ($\frac{2}{3}$) majority vote of present and voting Assembly Members.
 - 5.2.1.1 Executives as outline in this document are the: GPSA President, Vice President of Internal Affairs, Vice President of External Affairs, and the Vice President of Professional Development.
 - 5.2.1.2 All directors included in these Bylaws fall under this provision. This is inclusive of the Assembly President Pro Tempore and the Assembly Secretary/Parliamentarian.
 - 5.2.1.2.1 Any new directors, not addressed in this document, that are appointed by the GPSA President will have their scholarships determined depending on available funding and a majority vote of the Executive

Committee, where the Assembly President will serve as a tiebreaker if necessary.

- 5.2.2 In the case that the funds available for scholarships are decreased, all scholarships will be decreased proportionally to one another

TITLE 6

GENERAL PROVISIONS

6.1 Spring Special Session

- 6.1.1 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:
- 6.1.1.1 Appointment of Assembly Members to fill any vacant positions, as follows:
- 6.1.1.1.1 Any current member of the GPSA interested in being appointed to an Assembly seat must attend the Spring Special Session.
- 6.1.1.1.2 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 Session, the outgoing Assembly President may appoint those individuals to fill said seats.
- 6.1.1.1.3 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:
- 6.1.1.1.3.1 Each interested party shall make a statement regarding his or her interest and relevant qualifications for the position.
- 6.1.1.1.3.2 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.
- 6.1.1.1.3.3 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.
- 6.1.1.1.4 In all cases, newly appointed Assembly Members shall begin their terms of office immediately.
- 6.1.1.2 In all cases under Section 6.1.1 of this article, newly appointed Assembly Members shall begin their terms of office immediately.
- 6.1.1.3 Election of the Assembly President, in accordance with the GPSA Constitution.
- 6.1.1.4 The Supreme Court Justices will be nominated according to the Constitution.
- 6.1.1.5 Make any additional appointments as necessary.
- 6.1.1.6 Appointment to any position requires a majority vote of present and voting Assembly Members.
- 6.1.1.7 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 will be determined with input from the Assembly

President, Assembly President Pro Tempore, the Executive Committee, veteran Assembly Members, and documents provided from past orientations.

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

6.2 Procedure for Amending the Bylaws and Presenting Resolutions

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

6.2.2 The procedure for adopting or amending Resolutions is as follows:

6.2.2.1 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.

6.2.2.2 The authors(s) of the resolution must be present at the Assembly meeting at which the resolution is presented.

6.2.2.3 A two-thirds (2/3) vote of present and voting Assembly Members is required to adopt a resolution or policy.

6.3 Referenda and Initiatives

6.3.1 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.

6.3.2 Referendum

6.3.2.1 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.

6.3.2.2 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.

6.3.3 Initiative

6.3.3.1 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.

6.3.3.2 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 years fall enrollment report from the office of Institutional Analysis.

6.3.3.3 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 questions 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.

6.4 University Boards & Committees

- 6.4.1 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 by 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.
- 6.4.2 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.
- 6.4.3 GPSA Representatives on University Boards and Committees are responsible for submitting reporting reports to the GPSA Assembly as requested.

6.5 GPSA Directors

- 6.5.1 GPSA shall appoint the following directors:
 - 6.5.1.1 Director of Communication,
 - 6.5.1.2 Director of Information Technology,
 - 6.5.1.3 Director of Wellness,
 - 6.5.1.4 Director of International Student Affairs,
 - 6.5.1.5 Director of Outreach,
 - 6.5.1.6 Director of Research,
 - 6.5.1.7 Director of Travel
 - 6.5.1.8 Director of Events,
 - 6.5.1.9 Director of Awards,
 - 6.5.1.10 Director of Advocacy,
 - 6.5.1.11 Director of Legislative Affairs,
 - 6.5.1.12 Assembly President pro tempore, and
 - 6.5.1.13 Assembly Secretary/Parliamentarian
- 6.5.2 The Assembly President pro tempore and Assembly Secretary/Parliamentarian shall both be considered a GPSA Director for the purpose of this Article.
- 6.5.3 The Executive Committee shall have the power to appoint additional Directors as needed.
- 6.5.4 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 Directors position, whichever occurs first.

6.5.5 Presidents and Vice Presidents shall have the power to terminate their respective Director appointments.

6.5.6 GPSA Director Job Descriptions

6.5.6.1 The Director of Communication:

6.5.6.1.1 Shall report directly to the GPSA President.

6.5.6.1.2 Shall serve as an ex-officio member of the Executive Committee.

6.5.6.1.3 Shall act as chief-of-staff for the GPSA Executive Committee.

6.5.6.1.4 Shall work with each of the GPSA Executive Officers and the Assembly President.

6.5.6.1.5 Shall be responsible for coordinating GPSAs public communication strategies.

6.5.6.1.6 Shall maintain and regularly update other GPSA media sites.

6.5.6.1.7 Shall be responsible for promoting and advertising GPSAs various programs, events, and resources.

6.5.6.1.8 Shall handle all media requests, requests for interviews, public relation requests and press releases. All decisions will be made in consultation with the GPSA President, or Assembly President in the case the GPSA President cannot be reached. When necessary, will direct interview requests to the appropriate Executive Officer or Assembly Member.

6.5.6.1.9 Shall maintain and regularly update other GPSA media sites.

6.5.6.1.10 Shall be acting Consultant to the Executive team on all marketing materials to maintain a streamlined GPSA image/brand.

6.5.6.1.11 Shall perform all other duties as deemed necessary by the GPSA Committee or the GPSA President.

6.5.6.1.12 Shall serve as the chair of the Graduate Student Organization Funding and Outreach Committee.

6.5.6.2 The Director of Information Technology:

6.5.6.2.1 Shall report directly to the GPSA President

6.5.6.2.2 Shall moderate the GPSA Forum and listservs.

6.5.6.2.3 Shall serve as an ex-officio member of the Executive Committee.

6.5.6.2.4 Shall work closely with the Executive Director of Communication and Outreach Directors to ensure the GPSAs electronic presence is strong.

6.5.6.2.5 Shall maintain and regularly update the GPSA website.

6.5.6.2.6 Shall develop and disseminate monthly GPSA Newsletters.

6.5.6.2.7 Shall assist with all GPSA mediated marketing campaigns.

6.5.6.2.8 Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the GPSA President.

6.5.6.3 The Director of Research:

6.5.6.3.1 Shall report to the Vice President of Internal Affairs.

6.5.6.3.2 Shall serve as an ex-officio to the Executive Committee.

6.5.6.3.3 Shall be a voting member of the Internal Affairs Committee.

6.5.6.3.4 Shall be responsible for assisting in the Vice President of Internal Affairs management of the Graduate Research Support Program in conjunction with the Graduate College.

6.5.6.3.5 Shall be responsible for managing the GPSA JumpStart grant program and the Athletic Grant Program.

6.5.6.3.6 Shall work with the Internal Affairs team and Internal Affairs Committee to develop program application questions, program rubrics and program policies.

6.5.6.3.7 In conjunction with the Vice President of Internal Affairs and Director of Travel, shall manage travel/research grant graduate peer reviewer onboarding and training annually in the Fall semester.

6.5.6.3.8 Shall coordinate his or her activities with the Internal Affairs Committee and provide reports as needed.

6.5.6.3.9 Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the Vice President of Internal Affairs.

6.5.6.4 The Director of Travel:

6.5.6.4.1 Shall report to the Vice President of Internal Affairs.

6.5.6.4.2 Shall serve as an ex-officio member of the Executive Committee.

6.5.6.4.3 Shall be a voting member of the Internal Affairs Committee.

6.5.6.4.4 Under the leadership and with support from the Vice President of Internal Affairs, shall, shall be responsible for managing the various travel grant programs including, but not limited to, the Individual Travel Grant Program, Group Travel Grant Program, etc.

6.5.6.4.5 Shall work the Internal Affairs team and Internal Affairs Committee to develop program application questions, program rubrics and program policies

6.5.6.4.6 In conjunction with the Vice President of Internal Affairs and Director of Research, shall manage travel/research grant graduate peer reviewer onboarding and training annually in the Fall semester

6.5.6.4.7 Shall coordinate his or her activities with the Internal Affairs Committee and provide reports as needed.

6.5.6.4.8 Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the Vice President of Internal Affairs.

6.5.6.5 The Director of Events:

- 6.5.6.5.1 Shall report to the Vice President of Professional Development.
 - 6.5.6.5.2 Shall be an ex-officio member of the Executive Committee.
 - 6.5.6.5.3 Shall be a voting member of the Professional Development Committee.
 - 6.5.6.5.4 Shall coordinate and organize three (3) to four (4) interdisciplinary socials across the University per year.
 - 6.5.6.5.5 Shall work with GPSA members at all ASU locations to ensure that GPSA has representation at campus events.
 - 6.5.6.5.6 Shall organize the annual Graduate and Professional Student Appreciation Picnic.
 - 6.5.6.5.7 Shall assist in the coordination of GPSA receptions and awards ceremonies with the exception of the year-end awards ceremony.
 - 6.5.6.5.8 Shall coordinate his or her activities with the Professional Development Committee and provide reports as needed.
 - 6.5.6.5.9 Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the Vice President of Professional Development.
- 6.5.6.6 The Director of Awards:
- 6.5.6.6.1 Shall report to the Vice President of Professional Development.
 - 6.5.6.6.2 Shall be an ex-officio member of the Executive Committee.
 - 6.5.6.6.3 Shall be a voting member of the Professional Development Committee.
 - 6.5.6.6.4 Shall plan, implement and supervise the process for the various graduate student and faculty/staff awards. These include, but are not limited to: the Teaching Excellence Award, the Arijit Guha Advocacy Award, the Outstanding Mentor Award, the Outstanding Research Award, the Annette Jecker Staff Award, and the Centennial Professorship Award.
 - 6.5.6.6.5 Shall plan and coordinate the spring awards ceremonies.
 - 6.5.6.6.6 Shall recruit, train, and supervise reviewers for the various awards programs
 - 6.5.6.6.7 Shall assist in the coordination of GPSA events and socials, as needed.
 - 6.5.6.6.8 Shall coordinate his or her activities with the Professional Development Committee and provide reports as needed.
 - 6.5.6.6.9 Shall perform all other duties as deemed necessary by the GPSA Executive Committee or the Vice President of Professional Development.
- 6.5.6.7 The Director of Advocacy
- 6.5.6.7.1 Shall report to the Vice President of External Affairs.

- 6.5.6.7.2 Shall be an ex-officio member of the Executive Committee.
 - 6.5.6.7.3 Shall be a voting member of the External Affairs Committee.
 - 6.5.6.7.4 Shall advise the External Affairs Committee on campaign and organizing strategies and lead campaign execution.
 - 6.5.6.7.5 Shall collaborate on lobbying effort within GPSA and any other organization that the GPSA is member of, such as the National Association of Graduate and Professional Students (NAGPS).
 - 6.5.6.7.6 Shall organize an advocacy team comprised of graduate students.
 - 6.5.6.7.7 Shall consult with graduate students needing individual advocacy.
- 6.5.6.8 The Director of Legislative Affairs
- 6.5.6.8.1 Shall report to the Vice President of External Affairs.
 - 6.5.6.8.2 Shall be an ex-officio member of the Executive Committee.
 - 6.5.6.8.3 Shall be a voting member of the External Affairs Committee.
 - 6.5.6.8.4 Shall monitor local, state, and national legislation that may impact graduate students.
 - 6.5.6.8.5 Shall advise the External Affairs Committee about legislative and political activity.
 - 6.5.6.8.6 Shall serve as the liaison between legislators, their staff, and the GPSA.
 - 6.5.6.8.7 Shall collaborate with other organizations of which the GPSA is member of, such as the National Association of Graduate and Professional Students (NAGPS).
 - 6.5.6.8.8 Shall request a proclamation from the Arizona Governor’s Office for the Graduate and Professional Student Appreciation week.
 - 6.5.6.8.9 Shall help coordinate events and meetings between the legislative representatives and the GPSA.
- 6.5.6.9 The Director of Outreach – With representation at each ASU location (Tempe, Polytechnic, West, and Downtown)
- 6.5.6.9.1 Shall report bi-weekly to the GPSA President.
 - 6.5.6.9.2 Shall serve as an ex-officio member of the Executive Committee.
 - 6.5.6.9.3 Shall act as liaisons for graduate students on their respective campuses.
 - 6.5.6.9.4 Shall maintain regular office hours at the Graduate Student Center on each of their respective campuses.
 - 6.5.6.9.5 Shall plan events throughout the academic year to engage students on their campuses.
 - 6.5.6.9.6 Shall support GPSA’s various offices by making efforts to provide student at their campuses information about GPSA programs, events, and resources.

- 6.5.6.9.7 Shall collaborate with Graduate Education staff members to make sure that all Graduate Student Centers are functioning and stocked with the necessary supplies.
- 6.5.6.9.8 Shall be in charge of managing the GPSA Volunteer database.
- 6.5.6.9.9 Shall perform all other duties as deemed necessary by the GPSA Executive Committee.
- 6.5.6.10 The Director of International Student Affairs
 - 6.5.6.10.1 Shall report to the GPSA President.
 - 6.5.6.10.2 Shall serve as chair of International Student Affairs.
 - 6.5.6.10.3 Shall develop programming specific to international students' needs and interests.
 - 6.5.6.10.4 Shall advocate for international students' rights in collaboration with various ASU units and student-led groups and coalitions.
 - 6.5.6.10.5 Shall serve on the University Board and Committee for International Student Concerns.
 - 6.5.6.10.6 Shall serve as the GPSA Lead for the Fall and Spring International Students welcomes and orientations.
- 6.5.6.11 The Director of Wellness
 - 6.5.6.11.1 Shall report to the GPSA President.
 - 6.5.6.11.2 Shall serve as an ex-officio member of the Executive Committee.
 - 6.5.6.11.3 Shall serve as chair of the GPSA Wellness Think Tank.
 - 6.5.6.11.4 Shall develop programming related to graduate and professional student holistic wellness (e.g., physical, emotional, mental health, spiritual health, etc.).
 - 6.5.6.11.5 Shall work in collaboration with various ASU Health and Wellness units, including ASU Health Services, ASU Counseling Services, ASU Wellness, and others.
- 6.5.6.12 The Assembly President pro tempore
 - 6.5.6.12.1 May be an active member of the GPSA Assembly.
 - 6.5.6.12.2 Shall report to the Assembly President.
 - 6.5.6.12.3 Shall serve as an ex-officio member of the Executive Committee.
 - 6.5.6.12.4 Shall serve as a voting member of the Assembly Operations Committee.
 - 6.5.6.12.5 Shall serve in the role of Assembly President when the Assembly President is absent or unable to perform his or her duties.
 - 6.5.6.12.6 Shall be responsible for coordinating and managing the Graduate Student Organization event funding program.
 - 6.5.6.12.7 Shall be the liaison between GSO leadership and GPSA.
 - 6.5.6.12.8 Shall work with the GPSA President to coordinate an annual ASU Graduate Student Leadership Summit.

- 6.5.6.12.9 Shall coordinate his or her activities with the Assembly President and provide reports as needed.
- 6.5.6.12.10 Shall perform all other duties as deemed necessary by the GPSA Assembly or the Assembly President.
- 6.5.6.12.11 Shall make available to the succeeding Assembly President and Assembly President pro tempore all documents and information relevant to the execution of the office.
- 6.5.6.13 The Assembly Secretary/Parliamentarian
 - 6.5.6.13.1 May be an active member of the GPSA Assembly.
 - 6.5.6.13.2 Shall report to the Assembly President.
 - 6.5.6.13.3 Shall serve as an ex-officio member of the Executive Committee
 - 6.5.6.13.4 Shall serve as a voting member of the Government Operations Committee
 - 6.5.6.13.5 Shall serve as chair of the Government Operations committee
 - 6.5.6.13.6 Shall work with the GPSA President to coordinate an annual ASU Graduate Student Leadership Summit.
 - 6.5.6.13.7 Shall coordinate his or her activities with the Assembly President and provide reports as needed.
 - 6.5.6.13.8 Shall perform all other duties as deemed necessary by the GPSA Assembly or the Assembly President.
 - 6.5.6.13.9 Shall make available to the succeeding Assembly President and Assembly Secretary/Parliamentarian all documents and information relevant to the execution of the office.

6.6 GPSA Supreme Court

- 6.6.1 All GPSA members in good academic standing, as defined by the University, are eligible to serve as a Justice of the Supreme Court.
- 6.6.2 No current GPSA assembly member may serve as a Supreme Court Justice.
- 6.6.3 No current GPSA executive or director may serve as a Supreme Court Justice.
- 6.6.4 Supreme Court Operations
 - 6.6.4.1 Rules and Procedures
 - 6.6.4.1.1 The Supreme Court shall operate and abide by the GPSA Supreme Court Rules and Procedures.
 - 6.6.4.2 Quorum
 - 6.6.4.2.1 Quorum for the Supreme Court shall be defined as three (3) sitting justices.
 - 6.6.4.2.2 Quorum shall be required to hear cases and to issue opinions.
 - 6.6.4.3 Duties of Clerk of the Supreme Court

- 6.6.4.3.1 The Clerk shall place all opinions in a permanent file of the GPSA records, and publicly post all opinions on the GPSA website.
- 6.6.4.3.2 The Clerk may be removed following a majority vote of the Supreme Court, subject to the approval of the Government Operations Committee.
- 6.6.5 Supreme Court Vacancy
 - 6.6.5.1 A written communication by a Supreme Court Justice to the GPSA Assembly, Assembly President, or to an Executive Officer, that they will no longer be a GPSA member at the end of a semester, shall constitute a resignation effective at the end of the indicated semester.
 - 6.6.5.2 A vacancy shall occur regardless of whether the Supreme Court Justice continues to be a GPSA member.
 - 6.6.5.2.1 The Supreme Court Justice can notify the GPSA Assembly, Assembly President, or an Executive Officer prior to the end of the semester if circumstances have changed and they will still be a member of GPSA, which will prevent their implied resignation.
 - 6.6.5.2.2 “End of the semester” shall be the same as the University “Degree Conferral Date.”
 - 6.6.5.3 A Supreme Court Justice who resigns, but remains a GPSA member, may reapply for any vacancy.

6.7 GPSA Annual Advocacy Agenda

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 Advocacy Agenda with the GPSA Assembly President and the Executive Committee during the summer with input from Assembly members from the Spring Special Session. When the Advocacy Agenda 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 Advocacy Agenda in the first Assembly session of fall semester.

6.8 GPSA Strategic Plan

- 6.8.1 The document will be annually updated to provide a framework and direction for the association as it approaches ever-evolving circumstances.
- 6.8.2 The strategic plan shall make recommendations for implementing new programs and policies.

- 6.8.3 The President will work with the Assembly President, Executive Committee and interested assembly members throughout the Spring Semester.
- 6.8.4 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.
- 6.8.5 The document as part of their transition.